



## City of Reedley

COMMUNITY DEVELOPMENT DEPARTMENT  
1733 9th Street  
Reedley, CA 93654  
(559) 637-4200  
Building Division: Ext. 225  
Engineering Division: Ext. 214  
Planning Division: Ext. 222  
Fax: (559) 637-2139

### APPLICATION REQUIREMENTS

#### **TENTATIVE PARCEL MAP** - Planning Division

1. Total prints 26
2. 11" x 17" reduction of map
3. Legal description
4. Preliminary title report
5. Restrictions and covenants to be recorded
6. Soil report
7. 300-foot radius map with property owners list
8. Lot size list
9. Environmental review information application form
10. Environmental review fees
11. City application form
12. Standard fees
13. State Department of Fish & Game fees
14. Fresno County Clerk fees

#### **TENTATIVE PARCEL MAP (REVISED)** - Planning Division

1. Total prints 26
2. 11" x 17" reduction of map
3. Lot size list

#### **FINAL PARCEL MAP - 1st SUBMITTAL** - City Engineer

1. Total prints 4
2. Preliminary title report
3. Lot closure - computer check sheets
4. Engineer's cost estimate for off-site improvements
5. Final map & improvement plan check fees, payable to the City of Reedley
6. Lot size list

#### **FINAL PARCEL MAP - 2nd SUBMITTAL (IF NECESSARY)** - City Engineer

1. Total prints 4
2. Revised Engineer's cost estimate (if changes warrant)
3. Lot size lot

## **FINAL PARCEL MAP - FOR RECORDING** - City Engineer

1. Total prints 2
2. Original final parcel map
3. Updated title report (if 1st submittal more than 6 months old or changes warrant)
4. Subdivision title guarantee
5. Tax compliance request
6. Legal description of property
7. Subdivision agreement executed by owner
8. Improvement & security bonds in place
9. Standard fees and improvement construction inspection fee, payable to City of Reedley

## **LOT LINE ADJUSTMENT (LLA)** - Planning Division

1. 12 prints of map
2. 8 ½" x 11" reduction of map
3. Legal description of existing parcels
4. Legal description of proposed parcels
5. Preliminary title report
6. Record of Survey if required by Section 8762 of the Business and Professions Code
7. Lot size list
8. Environmental review information application form
9. Environmental review fees
10. City application form
11. Standard fees

## **PRELIMINARY SUBDIVISION MAP** - Planning Division

1. 12 prints of map
2. 11" x 17" reduction of map
3. Standard preliminary map application fees
4. Lot size list

## **TENTATIVE SUBDIVISION MAP** - Planning Division

1. 40 blue-line prints of map
2. 11" x 17" reduction of map
3. Legal description
4. The area of the site proposed to be subdivided, in acres, or, if the site is less than one (1) acre, in square feet.
5. Each proposed lot shall be noted with the size of the lot in square feet, exclusive of street and alley rights-of-way, and any other exclusive easements.
6. A list of all lot sizes and the average lot size for the proposed subdivision shall be submitted with the subdivision application.
7. For single-family residential subdivisions, a minimum of 20% of the lots must have either direct vehicular access to the rear yard from a side street or alley or shall have a minimum side yard of twelve (12) feet on the garage or carport side of single-family dwellings, provided that single-family dwellings having a garage or carport containing three (3) or more parking spaces shall be exempt from this standard. The tentative map shall state which lots in the proposed subdivision will satisfy this standard.
8. Preliminary title report
9. Restrictions and covenants to be recorded

10. Soil report
11. 300-foot radius map with property owners list
12. Lot size list
13. Environmental review information application form
14. Environmental review fees
15. City application form
16. Standard fees
17. State Department of Fish & Game fees
18. Fresno County Clerk fees

**FINAL SUBDIVISION MAP - 1st SUBMITTAL** - City Engineer

1. Total prints 4
2. Preliminary title report
3. Lot closure - computer check sheets
4. Engineer's cost estimate for off-site improvements
5. Final map & improvement plan check fees, payable to the City of Reedley
6. Lot size list

**FINAL SUBDIVISION MAP - 2nd SUBMITTAL (IF NECESSARY)** - City Engineer

1. Total prints 4
2. Revised Engineer's cost estimate (if changes warrant)
3. Lot size list

**FINAL SUBDIVISION MAP - FOR RECORDING** - City Engineer

1. Total prints 2
2. Original final parcel map
3. Updated title report
4. Subdivision title guarantee
5. Tax compliance request
6. Legal description of property
7. Subdivision agreement executed by owner
8. Improvement & security bonds in place
9. Standard fees and improvement construction inspection fee, payable to City of Reedley

**SUBDIVISION IMPROVEMENT DRAWINGS/CONSTRUCTION PLANS - 1st SUBMITTAL** - City Engineer

1. Total prints 4
2. Site drainage/grading plan
3. "R" value tests
4. Street section calculations
5. Gutter depth of flow in curb sections during 2-year & 100-year storm
6. Standard fees, payable to City of Reedley

**SUBDIVISION IMPROVEMENT DRAWINGS/CONSTRUCTION PLANS - 2nd SUBMITTAL (IF NECESSARY)** - City Engineer

1. Total prints 2

**SUBDIVISION IMPROVEMENT DRAWINGS/CONSTRUCTION PLANS FOR SIGNATURE** - City Engineer

1. Total prints 1
2. Original to City Engineer  
(Make sure each page has the engineer's signature and stamp)  
(Make sure each page has a signature line for City Engineer)

**SUBDIVISION IMPROVEMENT DRAWINGS/CONSTRUCTION PLANS AFTER ORIGINALS HAVE BEEN SIGNED** -  
City Engineer

1. Cronar reproducible to City Engineer

**GRADING PLAN - 1st SUBMITTAL** - Building Official

1. 3 prints to Building Official
2. 2 prints to City Engineer
3. Application for grading permit

**GRADING PLAN - 2nd SUBMITTAL** (if changes warrant)

1. 3 prints to Building Official
2. 2 prints to City Engineer

**TIME EXTENSIONS FOR TPM OR TSM**

1. Letter requesting extension
2. Standard fees

**SITE PLAN WITHOUT PUBLIC HEARING** - Planning Division

1. 12 prints of site plan
2. 12 prints of front, side and rear elevations
3. 12 prints of floor plan
4. 12 prints of landscaping plan
5. 8 ½" x 11" reduction of site plan, elevations, floor plan and landscaping plan
6. Legal description
7. Preliminary title report
8. Restrictions and covenants to be recorded
9. Soil report
10. Environmental review information application form
11. Environmental review fees
12. City application form
13. Standard fees
14. State Department of Fish & Game fees
15. Fresno County Clerk fees

**SITE PLAN WITH PUBLIC HEARING** - Planning Division

1. 12 prints of site plan
2. 12 prints of front, side and rear elevations
3. 12 prints of floor plan
4. 12 prints of landscaping plan

5. 11" x 17" reduction of site plan, elevations, floor plan and landscaping plan
6. Legal description
7. Preliminary title report
8. Restrictions and covenants to be recorded
9. Soil report
10. 300-foot radius map with property owners list
11. Environmental review information application form
12. Environmental review fees
13. City application form
14. Standard fees
15. State Department of Fish & Game fees
16. Fresno County Clerk fees

**PARCEL MAP WAIVER** - Contact Planning Division

**ANNEXATION** - Planning Division

1. Consent form
2. Annexation map and legal description
3. Environmental review information application form
4. Environmental review fees
5. City application form
6. Standard fees
7. State Department of Fish & Game fees
8. Fresno County Local Agency Formation Commission fees
9. State Board of Equalization fees
10. Fresno County Clerk fees

**CONDITIONAL USE PERMIT** - Planning Division

1. 12 prints of site plan
2. 12 prints of front, side and rear elevations
3. 12 prints of floor plan
4. 12 prints of landscaping plan
5. 11" x 17" reduction of site plan, elevations, floor plan and landscaping plan
6. Legal description
7. Preliminary title report
8. Restrictions and covenants to be recorded
9. Soil report
10. 300-foot radius map with property owners list
11. Environmental review information application form
12. Environmental review fees
13. City application form
14. Standard fees
15. State Department of Fish & Game fees
16. Fresno County Clerk fees

**CONDITIONAL USE PERMIT - MAJOR REVISION** - Planning Division

1. 12 prints of site plan
2. 12 prints of front, side and rear elevations
3. 12 prints of floor plan

4. 12 prints of landscaping plan
5. 11" X 17" reduction of site plan, elevations, floor plan and landscaping plan
6. Legal description
7. Preliminary title report
8. Restrictions and covenants to be recorded
9. Soil report
10. 300-foot radius map with property owners list
11. Environmental review information application form
12. Environmental review fees
13. City application form
14. Standard fees
15. State Department of Fish & Game fees
16. Fresno County Clerk fees

**CONDITIONAL USE PERMIT - MINOR REVISION** - Planning Division

1. 12 prints of site plan
2. 12 prints of front, side and rear elevations
3. 12 prints of floor plan
4. 12 prints of landscaping plan
5. 11" x 17" reduction of site plan, elevations, floor plan and landscaping plan
6. Environmental review information application form
7. Environmental review fees
8. City application form
9. Standard fees
10. State Department of Fish & Game fees
11. Fresno County Clerk fees

**ADMINISTRATIVE REVIEW** - Planning Division

1. 5 prints of site plan
2. City application form
3. Standard fees

**CHANGE OF ZONE** - Planning Division

1. Legal description
2. Preliminary title report
3. 300-foot radius map with property owners list
4. Environmental review information application form
5. Environmental review fees
6. City application form
7. Standard fees
8. State Department of Fish & Game fees
9. Fresno County Clerk fees

**GENERAL PLAN AMENDMENT** - Planning Division

1. Legal description
2. Preliminary title report
3. 300-foot radius map with property owners list
4. Environmental review information application form

5. Environmental review fees
6. City application form
7. Standard fees
8. State Department of Fish & Game fees
9. Fresno County Clerk fees

**VARIANCE** - Planning Division

1. 12 prints of site plan
2. 11" x 17" reduction of site plan, elevations, floor plan and landscaping plan
3. Legal description
4. Preliminary title report
5. 300-foot radius map with property owners list
6. Environmental review information application form
7. Environmental review fees
8. City application form
9. Standard fees
10. State Department of Fish & Game fees
11. Fresno County Clerk fees

**HOME OCCUPATIONS** - Planning Division

1. City application form
2. Standard fees

**NOTES:**

1. Approved land use permits will incorporate conditions which establish informational and improvement requirements not specified above.
2. City application requirements and fees are subject to change.
3. School fees are required for development projects. Contact Kings Canyon Unified School District for information at (559) 637-1200.