



SINGLE-FAMILY RESIDENTIAL DESIGN REVIEW SUBMITTAL REQUIREMENTS CHECKLIST

(Updated: March 19, 2024)

The following checklist outlines information that shall be submitted as part of the Planning Application for projects that require Single-Family Design Review. Depending on the proposed project, some of the listed requirements may not apply. Please also note that the Planning Division may require additional information or materials to process the application.

Incomplete applications will not be accepted.

<input type="checkbox"/>	Completed and signed Planning Application, Single-Family Design Review Submittal Requirements Checklist, and Disclosure of Architectural Drawings Agreement. These forms can be downloaded from the City’s Website.
<input type="checkbox"/>	Payment for Single-Family Design Review Planning Application Fee - \$175 (subject to change) Note. <i>The total fee includes a \$100 fee for application review and a \$75 fee for preparation of a notification map and list for notices mailed to property owners within a 200’ radius of the subject property. Staff will send notices two times during the process: (1) after application submittal to inform property owners that an application was submitted, and (2) when the application is approved to inform property owners that the application was approved and there is a 14-day appeal period.</i>
<input type="checkbox"/>	Project narrative/architectural design statement explaining the architectural style/inspiration of the project and how the project is consistent with the Single-Family Residential Design Review Guidelines. The guidelines can be downloaded from the City’s Website.
<input type="checkbox"/>	Preliminary title report. Note. <i>Only required for projects proposing new single-family residences.</i>
<input type="checkbox"/>	Topographic survey prepared and certified by a licensed civil engineer or land surveyor Note. <i>Only required for projects proposing new single-family residences.</i>
<input type="checkbox"/>	Architectural plans (drawn-to-scale) that include the following information and details: <ul style="list-style-type: none"> <input type="checkbox"/> Project Information: <ul style="list-style-type: none"> ▪ Property address ▪ Accessor parcel number (APN) ▪ Zoning ▪ Lot area ▪ Floor area calculations (Include separate calculations for habitable and uninhabitable spaces). ▪ Lot coverage calculations (For lot coverage requirements, please see NMC Table 17.07.030). ▪ Landscaping calculations (For landscaping requirements, please see NMC Table 17.07.030). <input type="checkbox"/> Site plan (existing and proposed): <ul style="list-style-type: none"> ▪ Property lines ▪ Easements ▪ Existing and proposed structures with setback dimensions to all property lines.



	<ul style="list-style-type: none"> ▪ Existing and proposed site improvements (paving, driveway, landscaping, fences, landscape/retaining walls, etc.) ▪ Total square footage of each landscape area <input type="checkbox"/> Floor Plan (existing and proposed): <ul style="list-style-type: none"> ▪ Exterior dimensions ▪ Building outline of each floor ▪ Interior garage dimensions ▪ Names of each room ▪ Location of all doors, windows, bay windows, walls, chimneys, stairways, decks, balconies, porches, patios, exterior building light fixtures, etc. ▪ Location of all areas (windows, doors, walls, etc.) to remain as existing, demolished, and proposed <input type="checkbox"/> Roof Plan (existing and proposed): <ul style="list-style-type: none"> ▪ Exterior building wall outline of each floor ▪ Roof eave/overhang dimensions, as measured from the exterior building wall ▪ Roof pitches and slope/drainage directions ▪ Name of exterior roof colors and materials <input type="checkbox"/> Elevations (existing and proposed): <ul style="list-style-type: none"> ▪ Label of each elevation (North, South, East, West) ▪ Existing and finished grades ▪ Height Dimensions ▪ Plate Height Dimensions. First and second floor plate heights should be consistent with the homes in the neighborhood. ▪ Location of all doors, windows, and exterior building light fixtures ▪ Exterior colors and materials board ▪ Colored renderings (if feasible) <input type="checkbox"/> Cross- Section Drawings: <ul style="list-style-type: none"> ▪ Existing and finished grades ▪ Height dimensions ▪ Plate height dimensions. First and second floor plate heights should be consistent with the homes in the neighborhood.
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APPLICANT AND PROPERTY OWNER ACKNOWLEDGEMENT

By signing this document, you reviewed the Single-Family Residential Design Review Guidelines adopted by the Planning Commission on April 24, 2007 and the Single-Family Residential Design Review Submittal Requirements Checklist and confirm all the required applicable items and materials are included in your application.

Applicant Signature

Date

Property Owner Signature

Date



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