



## Planning Application

(Updated: August 8, 2022)

**Incomplete applications will not be accepted.**

### APPLICATION REQUEST (SELECT ALL THAT APPLY)

- |   |   |
|---|---|
| <input type="checkbox"/> Amendment - General Plan                       | <input type="checkbox"/> Tentative Map                  |
| <input type="checkbox"/> Amendment - Zoning                             | <input type="checkbox"/> Use Permit - Conditional (CUP) |
| <input type="checkbox"/> Design Review (DR)                             | <input type="checkbox"/> Use Permit - Minor (MUP)       |
| <input type="checkbox"/> Design Review - Single-Family Residence (SFDR) | <input type="checkbox"/> Variance                       |
| <input type="checkbox"/> Planned Development (PD)                       | <input type="checkbox"/> Zoning Exemption Wavier        |
| <input type="checkbox"/> Preliminary Plan Review (PPR)                  | <input type="checkbox"/> Zoning Verification Letter     |
| <input type="checkbox"/> Sign Permit                                    | <input type="checkbox"/> Other:                         |

### PROJECT & SITE INFORMATION

Project Name	Assessor Parcel Number (APN)
Project Address	
Project Description	

### PROPERTY OWNER & APPLICANT INFORMATION

Property Owner's Name	Property Owner's Address
Property Owner's Phone Number	Property Owner's Email
Applicant's Name	Applicant's Address
Applicant's Phone Number	Applicant's Email





**City of Newark  
Planning Application  
Submittal Checklist**

*Incomplete applications will not be accepted.*

REQUIRED ITEMS	APPLICATION TYPES													
	Amendment - General Plan	Amendment - Zoning	Design Review - Single-Family	Design Review - Other	Planned Development	Preliminary Plan Review	Sign Permit	Tentative Map	Use Permit - Conditional	Use Permit - Minor	Variance	Zoning Exemption Waiver	Zoning Verification Letter	Other:
Application Form	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Disclosure of Architectural Drawings Agreement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Single-Family Residential Design Review Submittal			✓											
Application Fee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Title Report/Legal Description	✓	✓			✓	✓		✓						
Property Survey	✓	✓			✓	✓		✓						
Technical Studies (e.g. traffic, air quality)	✓	✓			✓									
Project Narrative	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓		
Architectural/Design Statement	✓	✓		✓	✓	✓					✓			
Project Plans	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		
Project Description	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		
Project Data Table	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		
Site Plan	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		
Floor Plans	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓		
Roof Plans	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓		
Elevations	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓		
Cross Sections	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓		
Landscape Plans	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓		
Sign Plans							✓							
Visual Aids	✓	✓		✓	✓	✓					✓			
Color and Materials Board (Separate or Sheet in Plans)	✓	✓	✓	✓	✓	✓					✓			
Colored Elevations	✓	✓	✓	✓	✓	✓					✓			
Photosimulations/Photomontage	✓	✓		✓	✓	✓								
Perspective Drawings	✓	✓		✓	✓	✓					✓			
3-D Renderings/Animations	✓	✓		✓	✓	✓								
<b>OPTIONAL ITEMS</b>														
Massing Diagram	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			

*The Planning Application Submittal Checklist outlines information that shall be submitted as part of the Planning Application. 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.*



510.578.4330



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[www.newark.org](http://www.newark.org)



[facebook.com/PlanningNewarkCA](https://facebook.com/PlanningNewarkCA)

# APPLICANT AND PROPERTY OWNER AUTHORIZATION AND ACKNOWLEDGEMENT

1. I am the owner and/or legal representative of the owner of the property described, which is the subject of this application.
2. All answers to the questions in said application and all site plans and data attached to and made a part of this application are honest and true to the best of my knowledge and belief. By my signature below, I acknowledge that I have complied with all submittal requirements and that this request package is complete. I further understand that an incomplete application submittal may cause my application to be deferred.
3. Should this application be granted, I understand that any condition(s) imposed upon the granting of this request shall be binding to the owner, his heirs, and successors in title to possession of the subject property.
4. I understand that I must attend all applicable meetings and have been informed of the meeting date(s) and time(s). I understand that if I fail to appear at an applicable meeting, the appropriate Board or Commission may either table or deny the request.
5. I understand that my request if approved does not encumber provision of utility, road or other City infrastructure capacity. The analysis provided by staff of existing levels of service for public facilities and services in the vicinity of the parcel identified in this application is a non-binding analysis, and does not guarantee capacity will be available in the future or encumber/reserve capacity for any period of time.

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Applicant Signature

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Date

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Property Owner Signature

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Date



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