



JOINT STAFF COMMITTEE REVIEW

Information Summary

WHAT IS A JOINT STAFF COMMITTEE REVIEW?

A Joint Staff Committee Review promotes orderly, attractive, and harmonious development within the City. This process discourages structures that are unsightly in appearance or which are not properly related to their sites, adjacent uses, and circulation in the vicinity.

WHEN IS JOINT STAFF COMMITTEE REVIEW NECESSARY?

A Joint Staff Committee Review will be required for all new buildings, additions, and major exterior renovation projects which are visible to the general motoring public or from adjacent residences, parks, retail commercial buildings, or office buildings, except those in single family residential districts. Commercial and industrial projects that add over 10,000 square feet of new or expanded space or that are located along major arterials will require Architectural and Site Plan Review (see Architectural and Site Plan Review brochure for this process).

WHAT STEPS ARE INVOLVED IN PROCESSING A JOINT STAFF COMMITTEE REVIEW?

1. It is suggested that you set up a City planner to discuss your project before preparing detailed plans. It is best if you bring a rough draft of your plan to this meeting, so that you can explain your project to the planner. At this meeting, the planner will be able to tell you whether or not your project can be supported by staff, or if modifications are necessary before further processing.

The City also has an optional review process known as Preliminary Plan Review (PPR) which is available for all commercial and industrial projects. This is a staff level review designed to

outline the requirements that each department will request (1) as conditions of approval by the Planning Commission and City Council; and/or (2) prior to obtaining a building permit. There is no fee for the first two PPRs; the third and subsequent PPRs will require a fee. If you are interested in this review, submit six site plans, five floor plans, and five elevations. Staff will provide you with comments within ten working days.

2. Obtain an AApplication Requirements@ sheet from the Planning Division. This will outline all of the necessary fees and exhibits for a formal application. The completed application package should then be submitted to the Planning Division.
3. The Planning Division will determine whether or not the application is complete. If it is complete, the Joint Staff Committee, comprised of the Community Development Director, City Engineer, and Fire Chief, will review the plans. If it is incomplete, processing will be delayed until you submit the necessary documents. The Joint Staff Committee will then either approve, approve conditionally, or deny the application.
4. The Committee action is then presented to the Planning Commission and City Council. The decision of the Joint Staff Committee is final, subject to review by either the Planning Commission or City Council.

WHO CAN I TALK TO FOR ADDITIONAL INFORMATION?

Please visit the city of Newark Planning Division at 37101 Newark Boulevard or call at (510) 790-7215.