



ARCHITECTURAL & SITE PLAN REVIEW

Information Summary

WHAT IS AN ARCHITECTURAL & SITE PLAN REVIEW?

An Architectural and Site Plan Review is a process designed to promote 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 AN ARCHITECTURAL AND SITE PLAN REVIEW NECESSARY?

An Architectural and Site Plan review is necessary for all new commercial and industrial buildings, additions, and major exterior renovation projects that are located along major thoroughfares as indicated on the General Plan Map, or buildings, additions, and major exterior renovation projects that add over 10,000 square feet of new or expanded space. Projects that are subject to other Planning processes such as a conditional use permit, planned unit development, variance, etc., will be exempt from Architectural and Site Plan Review; however, the design guidelines for this review are applied to the project.

WHAT STEPS ARE INVOLVED IN PROCESSING AN ARCHITECTURAL AND SITE PLAN REVIEW?

1. It is suggested that you set up a meeting with a City planner to discuss your project before preparing detailed plans. It is best if you can 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 PPR'S; the third and subsequent PPR's will require a fee, however. If you are interested in a PPR, submit six site plans, six floor plans, and six elevations. Staff will provide you with comments within ten working days.

2. Obtain an "Application Requirements" information sheet from the Planning Division. This will outline all of the necessary fees and exhibits for making 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, it will be referred to other City departments (Police, Fire, Engineering, Landscape/Parks, and Building) for their review and input. If it is incomplete, processing will be delayed until all documents are submitted. Upon submission of a complete application, a Planning Commission meeting date will be scheduled.
4. During the Planning Commission meeting, the Commission will accept remarks from you, the public, and City staff. At this meeting, the Commission will recommend that the City Council either approve, deny, or continue your request.

5. The Planning Commission's recommendation to approve or deny your project will be passed on to the City Council for final action. This will typically take place two weeks following the date of the Planning Commission hearing. The decision of the City Council is final; if your project is approved by the City Council, you may submit plans to the Building Division to initiate the permit process.
6. If your item is denied by the Planning Commission, an appeal to the decision may be made to the City Council by filing a written Notice of Appeal with the City Clerk within seven days after the date of the Planning Commission's decision. This Notice of Appeal should clearly and concisely set forth the grounds upon which the appeal is based and it shall be accompanied by a fee.

HOW LONG WILL IT TAKE TO PROCESS AN ARCHITECTURAL AND SITE PLAN REVIEW?

Total time for processing is about 2 months. A tentative date will be set for Planning Commission consideration of your request when a completed application has been received. Staff review, interagency coordination, and discussion with the applicant and general public generally takes about two weeks. The Planning staff must have your complete application at least thirty days prior to the Planning Commission meeting at which you wish your item presented. Two weeks following the Planning Commission meeting, the item will then be presented to the 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.