



SPECIAL CIVIC REVIEW

Information Summary

WHAT IS A SPECIAL CIVIC REVIEW?

The Special Civic Districts in Newark were established around civic centers, public parks and public buildings and grounds. These are areas that are very visible and that are used by everyone in the City. In order to assure orderly development in the vicinity of these areas, Planning Commission and City Council review is required.

HOW CAN I FIND OUT IF I NEED A SPECIAL CIVIC REVIEW?

Look at the City of Newark Zoning Map to determine if your property is located within an SC (Special Civic) District. If your property has an SC designation, you will require Special Civic Review. The Newark Planning Division can also help you with determining your zoning classification.

WHAT STEPS ARE INVOLVED IN PROCESSING A SPECIAL CIVIC REVIEW?

It is suggested that you set up a meeting with a City planner to discuss your project before preparing detailed plans. 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 request will 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 as conditions of approval by the Planning Commission and City Council; and/or prior to obtaining a building permit. There is no fee for the first two PPRs; the third and subsequent PPRs will require a fee, however. If you are interested in a PPR, submit six site plans, five floor plans, and five elevations. Staff will provide you with comments within ten working days.

1. Obtain an "Application Requirements" sheet from the Planning Division which outlines all of the necessary fees and exhibits for a formal application. Submit the application to the Planning Division.

2. 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 review and conditions. If it is incomplete, processing will be delayed until you submit the necessary documents. Upon completion of staff review, a Planning Commission review will be scheduled and you will be informed of a tentative date.

HOW DOES THE CITY DECIDE WHETHER TO APPROVE A SPECIAL CIVIC REVIEW?

Special Civic Reviews are reviewed by the Planning Commission and City Council. The Planning Commission and City Council will review the design of the structure, the materials, and colors to determine if the proposal is consistent with the existing structures in the area. The Commission and Council will either approve the project as submitted or request the applicant meet additional requirements concerning the general exterior appearance, design, color, and texture of surface materials or exterior construction, or the height of the structure.

HOW LONG WILL IT TAKE TO PROCESS A SPECIAL CIVIC REVIEW?

Total time for processing is about 2 to 3 months. A tentative date will be set for Planning Commission consideration of your request when a complete application has been received. Staff requires that an application be made and found complete at least 30 days prior to the Planning Commission meeting at which you wish your item presented. Staff review, interagency coordination, and discussions with the applicant and general public will take two weeks. Two weeks following the Planning Commission meeting, the item will then be presented to the City Council.

Visit the City of Newark Planning Division at 37101 Newark Boulevard or call at (510) 790-7215.