MINOR USE PERMIT
APPLICATION

Sections A, B and C are to be completed by the applicant in their entirety and shall be accompanied by all supporting documents such as plans, studies, reports and exhibits, unless specifically waived by the appropriate City staff member and noted thereon.

SECTION A - PROJECT INFORMATION

Project Name: _________________________________________________________

Project Description: ________________________________________________

APN #(s): _____________________________________________________________

Site Address/Location: ________________________________________________

General Plan: ____________________ Zoning: ____________________

Specific Plan: _________________ Proposed Use: ____________________

Proposed Phases:_____________________ Related Cases: _________________
SECTION B – STATEMENT OF OPERATIONS

The purpose of this form is to provide a detailed statement outlining the day-to-day operation of the proposed project. Any approval related to this application will be based on the information provided and will therefore be subject to the continued operation of the proposed project consistent with the information provided. Please be aware that any activities beyond those described here may result in the need to amend your use permit in the future, thus it is encouraged that the information provided be based on the ultimate operation level of the proposed use.

Description of proposed use: _______________________________________________________

________________________________________

________________________________________

________________________________________

Hours of operation: _______________________________________________________________

Number of employees: ____________________________________________________________

List any other local, state or federal licenses or permits required: ___________________________

________________________________________

________________________________________

Types of equipment and processes used: _____________________________________________

________________________________________

________________________________________

Describe any hazardous materials used, stored, or produced on-site: ______________________

________________________________________

________________________________________

Describe any other special characteristics specific to the proposed use: ____________________

________________________________________

________________________________________

________________________________________
SECTION C - APPLICANT/OWNER INFORMATION

Applicant: __________________________________________________

(Name)        (Phone)

(Mailing Address)      (Email)

Owner(s): __________________________________________________

(Name)        (Phone)

(Mailing Address)      (Email)

Architect: _____________________________________________________

(Name)        (Phone)

(Mailing Address)      (Email)

(California State License #)

Applicant Certification

I certify that I have read this application packet in its entirety and understand the City’s submittal and review process and the requirements for this application. I further certify that each application item submitted as part of this application is consistent with the minimum required contents for of this application. I understand and agree that if during the processing of the application, it is determined the information does not strictly meet such standards or contains errors or omissions, clarification and/or supplemental information may be required and the preparation of such information may be considered, in the Community Director’s judgment, an unreasonable delay and will result in a suspension of processing time limits.

Applicant’s Signature: ___________________________ Date: ________

Print Name: ________________________________________________

Owner Certification

I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Newark, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

Owner/Authorized Agent Signature: ___________________________ Date: ________

Print Name(s): ______________________________________________