



# PRELIMINARY PLAN SUBMITTAL

# Information Summary

Preliminary plans can be submitted by the applicant for review and comment by City staff. There is no fee for the first two reviews for commercial or industrial projects; subsequent reviews will require a fee of \$500 each. There is a \$500 fee for a cell site review and an \$800 fee for all residential reviews. Subsequent reviews for residential projects will require a fee of \$900 each. The preliminary review is designed to outline some of the requirements that must be satisfied prior to the issuance of a building permit. The following plans are requested to expedite this preliminary review:

- A letter briefly describing the scope of the project; number of employees, hours of operation, etc.
- **Six (6) site plans** (appropriate size and scale) denoting location, dimension and configuration of proposed buildings and uses thereof, parking stalls, vehicular access ways, pedestrian ways, fencing, landscaped and/or recreational areas, spaces between buildings, street rights-of-way, existing street improvements, etc.
- **Six (6) floor plans** indicating all intended uses (if applicable).
- **Six (6) scaled elevation drawings** showing each side and color of all proposed buildings (if available).

The estimated review time is 3 weeks.

*Note: A submittal of plans for a building permit and plan check without a preliminary review will generally require a longer processing time.*

Preliminary review and comments will be provided by the following City divisions/ departments:

- Building Inspection Division
- Engineering Division
- Landscape-Parks Division
- Planning Division
- Fire Department
- Police Department

Agencies other than the City of Newark which have independent service jurisdiction must be contacted by the developer directly. The following is a partial list of such agencies:

- *Alameda County Flood Control and Water Conservation District (storm drainage)*
- *Union Sanitary District (sanitary sewer)*
- *Alameda County Water District (water)*
- *Pacific Gas and Electric Co. (gas and electric)*
- *Alameda County Environmental Services/Health Department (food preparation and regulations)*
- *Republic Services (garbage pick-up)*
- *AT&T (telephone service)*
- *BAAQMD (air pollution)*

**For more information, contact the Planning Division at (510) 578-4215.**