



# City of Newark

## APPLICATION FOR CONDITIONAL USE PERMIT

Please submit a completed application to the Planning Division.

INCOMPLETE APPLICATIONS SHALL NOT BE ACCEPTED.

<b>1. Project Information</b>	Project Name	Property Address/Location Description
<b>2. Applicant/ Owner</b>	Name of Applicant/Contact	Name of Owner
	Street Address	Street Address
	City                      State      Zip	City                      State      Zip
	Telephone #	Telephone #
	Fax #	Fax #
	E-Mail Address	E-Mail Address
<b>3. Applicant Status</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent <input type="checkbox"/> Other	
<b>4. Assessor Parcel #</b>		
<b>5. Site Size (Attach Legal Description)</b>	Acres: _____                      Square Feet: _____	
<b>6. Current Land Uses</b>	Identify the land uses located on-site and adjacent to the subject site (identify "all" uses that touch property on each boundary), such as grocery store, fruit farm, office, single family residential, etc.: <b>SUBJECT SITE:</b> _____ <b>NORTH:</b> _____ <b>SOUTH:</b> _____ <b>EAST:</b> _____ <b>WEST:</b> _____	
<b>7. Current Designation</b>	General Plan Designation:	Zoning District:

<b>8. Building Status</b>	Existing Building(s) on the site?	New Buildings Proposed?
<b>9. Proposed Use</b>		
<b>10. Proposed Maximum Density</b> (If applicable)		
<b>11. Proposed Maximum Intensity</b> (If applicable)	(Square feet of existing and/or proposed buildings)	
<b>12. Proposed Maximum Height</b>	(Measured from the ground up to the mid point of a sloped roof)	
<b>13. Employees/Attendees</b> (If applicable)	(For non-residential requests such as retail or churches)	
<b>14. Any previous approvals(PPR's?)</b>		
<b>15. Narrative</b>	Please provide a brief description of your request and the proposed project details:	

**All applications shall require Planning Staff review prior to submittal.**

- Incomplete applications and applications without appropriate backup information/justification will not be accepted and will not be considered to be officially submitted until the appropriate information is submitted.
- Petitions requiring review from other boards or commissions prior to being forwarded to the Planning Commission/City Council are not guaranteed placement on the schedule noted above.
- All meeting agendas will be posted on the City's web site and staff reports for the request can be obtained by contacting the Planning Division at (510) 578-4330.

**OWNER AUTHORIZATIONS AND ACKNOWLEDGEMENT**

1. I am the owner and/or legal representative of the owner of the property described, which is the subject of this application.
2. All answers to the questions in said application and all site plans and data attached to and made a part of this application are honest and true to the best of my knowledge and belief. By my signature below, I acknowledge that I have complied with all submittal requirements and that this request package is complete. I further understand that an incomplete application submittal may cause my application to be deferred.
3. Should this application be granted, I understand that any condition(s) imposed upon the granting of this request shall be binding to the owner, his heirs, and successors in title to possession of the subject property.
4. I understand that I must attend all applicable meetings and have been informed of the meeting date(s) and time(s). I understand that if I fail to appear at an applicable meeting, the appropriate Board or Commission may either table or deny the request.
5. I understand that my request if approved does not encumber provision of utility, road or other City infrastructure capacity. The analysis provided by staff of existing levels of service for public facilities and services in the vicinity of the parcel identified in this application is a non-binding analysis, and does not guarantee capacity will be available in the future or encumber/reserve capacity for any period of time.

This matter is subject to quasi-judicial rules of procedure. Interested parties should limit contact with the City Council and Planning Commission on this topic to properly noticed public hearings or to written communication to the City Clerk's Office, 37101 Newark Blvd., CA 94560.

\_\_\_\_\_  
Applicant/Owner(Print)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_

PLANNING COMMISSION  
DATE & TIME: \_\_\_\_\_

TRAK-IT NUMBER: \_\_\_\_\_

CITY COUNCIL  
DATE & TIME: \_\_\_\_\_

## SUBMITTAL CHECKLIST

Please fill out the following and submit the documents to the Planning Department. Payment of fees does not ensure a favorable decision. Additional information may include documents initially waived at the pre-application meeting but subsequently determined necessary by staff.

1.	Complete Application and Fees	<input type="checkbox"/>
2.	Owner Authorization Form (If not the owner)	<input type="checkbox"/>
3.	Legal Description (From a certified survey)	<input type="checkbox"/>
4.	Certified Survey(If new construction)	<input type="checkbox"/>
5.	Conceptual Site Plan-8 Hard copies(24"X36"), 2 (11"X17"), 1 Electronic copy in PDF format.	<input type="checkbox"/>
6.	Names and addresses for all property owners within 300 feet of the subject property.	<input type="checkbox"/>
7.	Pre-Application Meeting Held – Date: Staff in Attendance:	<input type="checkbox"/>

THE CONCEPTUAL SITE/SUBDIVISION PLAN SHALL INCLUDE THE FOLLOWING:

1.	Conceptual plans - layout of parking areas, driveway entrances, green areas, conservation areas, bike ways, parks, public facilities and such other amenities.	<input type="checkbox"/>
2.	Population densities, building intensities and/or building height(s).	<input type="checkbox"/>
3.	Any proposed reservation or dedication of land for public purposes.	<input type="checkbox"/>
4.	Listing of amount of parking spaces needed for the requested use and the amount currently on site, if applicable.	<input type="checkbox"/>
5.	100-year Flood Zone for all sites outside the X floodplain.	<input type="checkbox"/>
6.	Colored elevations of all dissimilar sides of models and/or buildings.	<input type="checkbox"/>
7.	A completed Form "H" (Environmental Information Form) as required by State and local environmental laws.	<input type="checkbox"/>
8.	Floor plans of different models and/or buildings showing windows & doors around perimeter and interior of buildings.	<input type="checkbox"/>
9.	Other:	<input type="checkbox"/>

Applicant/Owner Signature

Date

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