



City of Newark

APPLICATION FOR PRELIMINARY PLAN REVIEW

Please submit a completed application to the Planning Division.

INCOMPLETE APPLICATIONS SHALL NOT BE ACCEPTED.

1. Project Information	Project Name	Property Address/Location Description
2. Applicant/ Owner	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
3. Applicant Status	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent <input type="checkbox"/> Other	
4. Assessor Parcel #		
5. Site Size (Attach Legal Description)	Acres: _____ Square Feet: _____	
6. Current Land Uses	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.:	
	SUBJECT SITE: _____	
	NORTH: _____	
	SOUTH: _____	
	EAST: _____	
WEST: _____		
7. Current Designation	General Plan Designation:	Zoning District:

8. Building Status	Existing Building(s) on the site?	New Buildings Proposed?
9. Proposed Use		
10. Proposed Maximum Density (If applicable)		
11. Proposed Maximum Intensity (If applicable)	(Square feet of existing and/or proposed buildings)	
12. Proposed Maximum Height	(Measured from the ground up to the mid point of a sloped roof)	
13. Employees/Attendees (If applicable)	(For non-residential use requests such as retail or industrial)	
14. Narrative		

All applications shall require Planning Staff review prior to submittal.

- Incomplete applications and applications without appropriate backup information/justification may not be accepted and will not be considered to be officially submitted until the appropriate information is submitted.

OWNER AUTHORIZATION 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 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. 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.

Applicant/Owner(Print)

(Date)

(Signature)

(Date)

FOR OFFICE USE ONLY

DATE
RECEIVED: _____

ACCEPTED
BY: _____

TRAK-IT NUMBER: _____

SUBMITTAL CHECKLIST

Please fill out the following and submit the documents to the Planning Division. 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	<input type="checkbox"/>
4.	Conceptual Site Plan- Hard copies 6(24"X36"), 2(11"X17"), 1 Electronic copy in PDF format. See below for plan guidelines.	
5.	Pre-Application Meeting Held – Date: Staff in Attendance:	<input type="checkbox"/>

Notice: Although a pre-application meeting with a Planner is not required it is highly recommended.

THE CONCEPTUAL SITE/SUBDIVISION PLAN SHALL INCLUDE THE FOLLOWING:

1.	Conceptual Plans-Layout of parking areas, driveway entrances, open space 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.	6 Copies project specific studies (ex. traffic study...etc.)	<input type="checkbox"/>
6.	Colored scaled elevations of all dissimilar sides of models and/or buildings. (6 copies)	<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. (6 copies)	<input type="checkbox"/>

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

Applicant/Owner Signature

Date