



City of Union City

DEVELOPMENT REVIEW COMMITTEE PROCESS

USE PERMIT

PRELIMINARY REVIEW SUBMITTAL REQUIREMENTS (No Fee Required)

- Completed "Preliminary Application Form"
- Color Photographs of Site
- One (1) Set of Full-Size Plans (Black/White)
- Ten (10) Sets of 11" x 17" Plan Reductions (Black/White)

See Required Documents below

FORMAL REVIEW SUBMITTAL REQUIREMENTS* (Fees Apply)

ADMINISTRATIVE USE PERMIT (REVIEW BY ZONING ADMINISTRATOR)

- Completed "Application for Development Review"
- Fee Payment (by credit card, cash, or check payable to "City of Union City")
- Three (3) Sets of Full-Size Plans (Black/White)
- Twenty (20) Sets of 11" x 17" Plan Reductions (Black/White)

See Required Documents below

USE PERMIT (REVIEW BY PLANNING COMMISSION)

- Completed "Application for Development Review"
- Fee Payment (by credit card, cash, or check payable to "City of Union City")
- Three (3) Sets of Full-Size Plans (Black/White)
- Thirty (30) Sets of 11" x 17" Plan Reductions (Black/White)
- Electronic Files of Plans and Site Photographs (PDF or JPEG files)

See Required Documents below

Required Documents (collated, stapled, and folded):

- Statement of Use including:
 - Description of proposed business
 - Hours of operation
 - Employment (staffing)
 - Hazardous materials inventory (if applicable)
- Site Plan (scaled and fully dimensioned, show property lines, setbacks, adjacent properties, all existing structures and features including those proposed for demolition, and parking)
- Floor Plans of building or tenant space (show layout of operation and activities)
- Completed Environmental Checklist

***Other information may be required, as determined by the Zoning Administrator**