Economic and Community Development Department
34009 Alvarado-Niles Road
Union City, California 94587
Phone No. (510) 675-5319
FAX No. (510) 475-7318

DEVELOPMENT REVIEW PROCESS

PRELIMINARY REVIEW

The Preliminary Review Process is a free review in which department representatives look over your project proposal and suggest changes that are geared towards helping you develop an approvable project.

Submit completed preliminary application form and required application materials (see checklist) by Thursday morning for staff to review on the following Monday afternoon.

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Staff will review the preliminary proposal at its interdepartmental Development Review Committee (DRC) meeting.

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Your project planner will contact you and will give you comments from the DRC meeting. In most cases, multiple reviews are required before staff will recommend that you apply formally.

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Your project planner will inform you when he/she feels your project is ready to move forward to the Formal Review Process.

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FORMAL REVIEW

The Formal Review Process is the review in which the decision maker (Zoning Administrator, Planning Commission, and/or City Council) takes an action (approval or denial) on your project proposal.

Submit completed formal application form and all required application materials (see checklist), along with all applicable fees (see fee schedule). Your project planner will review your submittal for completeness and will inform you of any missing items.

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Once complete, staff will review the formal proposal at two (DRC) meetings and will obtain conditions of approval from all applicable Departments and Agencies. The adopted conditions of approval are the items you are responsible for completing in exchange for establishing your approved project. Once approved, the conditions of approval are binding, unless appealed.

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Your project planner will send out notices to the property owners 300 feet around the subject property and, if required, will publish an advertisement in the newspaper to inform residents of the pending Zoning Administrator decision and/or scheduled public hearing.

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Your project planner will write a staff report and make a recommendation to the decision maker on your project proposal. You will receive a copy of the staff report in the mail for your review.

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A public hearing will be held, which you should attend. A decision will be made by the decision maker and, if approved, the final conditions of approval will be determined. If your project is denied, ask your project planner about the appeal process. NOTE: Planning approval does not constitute Building Permit approval. Proceed to applicable permit process(es).

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PUBLIC WORKS AND BUILDING PERMITS
Public Works Department: (510) 675-5305 or (510) 675-5308
Building Department: (510) 675-5313

BUSINESS LICENSES
Finance Department: (510) 675-5343