



# City of Newman Community Development Department Development Application Packet

- ◆ 938 Fresno Street / P.O. Box 787
- ◆ Newman, CA 95360
- ◆ Phone: (209) 862-3725
- ◆ Fax: (209) 862-3199

For Office Use Only		
Receipt Number	Check Number	Application Number(s)
Total Fee	Received By	Date

APPLICANT			PROPERTY OWNER		
ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
PHONE NUMBER	EMAIL		PHONE NUMBER	EMAIL	

### PROJECT INFORMATION

Assessor's Parcel No(s) \_\_\_\_\_ Sec. \_\_\_\_\_ Town \_\_\_\_\_ Range \_\_\_\_\_

Street Address or Location of Property: \_\_\_\_\_

**Size of Parcel**

**Zoning/Designation**

**Existing No. of Lots**

\_\_\_\_\_ Acres/Sq. Ft.

\_\_\_\_\_

\_\_\_\_\_

Existing Use of Property:

Surrounding Uses:

North:

South:

East:

West:

Proposed Use of Property/Project Description:

### APPLICATION INFORMATION

FEE	✓	CHECK TYPE OF APPLICATION
		ADMINISTRATIVE PERMIT To permit:
		ANNEXATION Acres:
		ENVIRONMENTAL REVIEW FEE
		GENERAL PLAN AMENDMENT
		MINOR SUBDIVISION <input type="checkbox"/> Lot Merger <input type="checkbox"/> Parcel Map <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Other Proposed number of lots:
		ORDINANCE AMENDMENT Newman City Code Section:
		SUBDIVISION <input type="checkbox"/> Final Map <input type="checkbox"/> Tentative Map Proposed No. of Lots:
		SIGN REVIEW
		SITE PLAN REVIEW To permit:
		CONDITIONAL USE PERMIT To permit:
		VARIANCE To Allow:
		ZONE CHANGE/PRE-ZONE Existing Zone: Proposed Zone:
		OTHER
CEQA=		The State of California requires of a fee to the State Department of Fish and Wildlife, as a condition for filing Notices of Determination required by the California Environmental Quality Act (CEQA). The current fee schedule can be found at <a href="http://www.dfg.ca.gov/habcon/ceqa/ceqa_changes.html">www.dfg.ca.gov/habcon/ceqa/ceqa_changes.html</a> . Please verify CEQA costs with City Staff.
TOTAL=		
		Additional fees may be charged depending on the complexity of the project. These fees do not include charges that will come from plan checking conducted by the contract City Engineer; these fees will be collected from the applicant as the City receives invoices.



## City of Newman Community Development Department Planning & Development Fees

Annexation & Prezone:	\$3,000.00
Plus:	a. All Election Costs (If Necessary) b. LAFCO Filing Fees And State Board of Equalization (BOE) Fee c. Maps And Legal Descriptions That Comply With BOE and LAFCO d. \$250.00 If Protest Hearing Is Required
Appeal:	\$425.00
Certificate of Compliance:	Actual Cost
Conditional Use Permit:	Residential- \$375.00 Commercial- \$500.00
Environmental Documents:	EIR- Actual Cost Plus Admin Fee of 15% Mitigated Negative Declaration- Actual Cost Plus Admin Fee of 15% Negative Declaration- Actual Cost Plus Admin Fee of 15% Environmental Review- Actual Cost Plus Admin Fee of 15%
General Plan:	Amendment- \$750.00 Plus Actual Cost Amendment & Rezone- \$1,500.00 Plus Actual Cost
Lot Line Adjustment:	\$500.00 Plus Actual Cost By City Engineer
Parcel Maps:	Tentative PM- \$275.00 Plus Actual Cost By City Engineer Final PM- \$150.00 Plus Actual Cost By City Engineer
Rezone:	\$750.00 Rezone to PD- \$825.00
Sign Permit:	\$50.00
Site Plan:	\$500.00 Plus Actual Cost By City Engineer
Specific Plan:	Actual Cost Plus Admin Fee of 15% (Deposit Based on Estimated Cost)
Subdivision Maps:	Vesting Tentative Map- \$1,000.00 Plus Actual Cost By City Engineer Final Map- \$375.00 Plus Actual Cost By City Engineer
Temporary Storage Container Permit:	\$50.00
Time Extension Request:	\$75.00
Variance:	\$375.00
Zoning Verification:	Memorandum- \$17.50 Letter- \$35.00



# City of Newman Community Development Department Development Application Packet Submittal Requirements

The Development Application Packet Submittal Requirements are for the following types of projects:

- ◆ Annexation
- ◆ General Plan Amendment
- ◆ Pre-Zoning
- ◆ Site Plan Review
- ◆ Conditional Use Permit
- ◆ Certificate of Compliance
- ◆ Lot Line Adjustment / Lot Merger
- ◆ Tentative Subdivision Map
- ◆ Tentative Parcel Map
- ◆ Zoning Text Amendment
- ◆ Zoning Variance
- ◆ Zone Change

The following information is required in order to submit a Development Application Packet to the Community Development Department. Prior to submitting an application, it is recommended that you make a predevelopment meeting with the City to review your project. Once submitted, the City will review your application to determine if the application is complete. A hearing date will be set once it is determined that the application is complete. The Planning Commission meets the third Thursday of each month as necessary.

- **Ten (10) Copies of Project Plans**- Plans shall be printed on 24"x36" size paper, folded to 8½"x11", and fully dimensioned to Engineer's scale.
- **Reduced Copy of Project Plans** - One (1) color and one (1) black and white copy of a full set of project plans that are reduced to 8½"x11" or 11" x 17"
- **Digital Copy of Project Plans** - A copy of all project plans shall be submitted on CD or thumb drive in PDF format.

### **Project Plans Shall Include:**

- **Site Plan**, which shall include:
  - The location of all existing and proposed structures, which are dimensioned and labeled.
  - Sidewalks and interior walkways.
  - Setbacks of all structures
  - Driveways: show all points of egress and ingress
  - Off Street Parking (including table showing parking requirements for all uses on site):
    - Designate handicap parking and the number parking stalls.
    - Dimensions of parking stalls.
    - Dimensions of drive aisles.
    - Backup area
    - Curbing and wheel stops.
  - Landscape area and total square footages of landscaping.
  - Location, height and type of materials to be used for all walls and fences.
  - Adjoining streets & easements on the property. Show dimension from street centerline to property line.
  - Property lines of the subject property with the lot dimensions.
  - Curb line, drive approaches, and improvements within the right-of-way. Dimension the distance between the curb and property line.
  - Loading zones.
  - Outdoor storage areas including intended use.
  - Trash enclosure including area for recycling container.
  - Ground mounted equipment. (transformers, utility poles, etc.)
  - Proposed location and method of lighting.
  - Existing or proposed walls and fences. Include label of wall height and material to be used.

- Easements on the property.
- All utilities (water, sewer, storm drainage, etc.)
- Fire hydrants, existing and proposed.
- Proposed and existing signage.
- North arrow & scale of drawings.

➤ **Floor Plan**, which shall include:

- Show existing and/or proposed individual rooms (include label of use).
- Room dimensions.
- Show doors and windows (include any emergency exits).
- Show layout of room.
- North arrow & scale of drawings

➤ **Building Elevations** (if applicable), which shall include:

- Label type of exterior building materials and colors.
- Dimensions of windows, trims, eaves, height of building, etc.
- Label direction of elevation (i.e. north, south, east and west).
- All sides of the building must be included.
- Proposed signage.
- Scale of drawings.
- Perspective drawings may not be submitted instead on elevations

➤ **Roof Plan** (if applicable), which shall include:

- Show all existing and/or future mechanical equipment and screening methods.
- Height of existing and/or proposed parapet.
- North arrow & scale of drawings.

➤ **Landscaping Plan** (if applicable), which shall include:

- Existing trees to remain.
- Table showing the quantity and size of all trees and shrubs to be installed.
- Common and botanical names.
- Total square footage, including percentage of lot coverage.
- Shade coverage
- North arrow & scale of drawings.

➤ **Color and Materials Sample Board (if applicable)** - One (1) color and material board (maximum size 9" x 12"), which shall include the actual colors and materials to be used for the project. Board shall list the manufactures name, color name, and location.

➤ **Preliminary Title Report (if applicable)** - The preliminary title report shall be less than 90 days old.

➤ **Legal Description (if applicable)**- A written recorded document defining the boundaries of a property.



## City of Newman Community Development Department Development Application Packet Submittal Requirements (*Continued*)

### Submittal Requirements for Tentative Subdivision Maps (TSM), Tentative Parcel Maps (TPM), Lot line Adjustments (LLA), Lot Mergers (LM) and Certificate of Compliance:

- **Ten (10) Copies of Project Plans**- Plans shall be printed on 24"x36" size paper, folded to 8½"x11", and fully dimensioned to Engineer's scale.
- **Reduced Copy of Project Plans** - One (1) color and one (1) black and white copy of a full set of project plans that are reduced to 8½"x11" or 11" x 17"
- **Digital Copy of Project Plans** - A copy of all project plans shall be submitted on CD or thumb drive in PDF format.
- **Preliminary Title Report**- The preliminary title report shall be less than 90 days old.
- **Legal Description**- A written recorded document defining the boundaries of a property.

### Lot Line Adjustments & Lot Mergers Shall Include:

- North arrow, scale, date of preparation, and area (in square feet and acres) of the project.
- The existing and proposed area of the lots being adjusted, along with all bearings and distances, lot numbers, and assessor parcel numbers. A dashed line shall show existing lot lines and a solid line shall show proposed lot lines. The number of lots being adjusted shall also be included.
- A legal description for each existing lot and each newly adjusted lot, typed on plain white 8-1/2" x 11" paper with 1" margins at the top, sides, and bottom. These legal descriptions shall be reproducible to yield a legible copy that can be used as part of a recorded Certificate of Lot Line Adjustment.
- Names, addresses, and telephone numbers of the record owner and/or lien holder, applicant, and registered civil engineer or land surveyor preparing the map (including registration and license number of this person).
- Table showing existing and proposed lot areas (in square feet) and the area lost or gained by each lot.
- The placement, name, and location of all existing streets, easements, and rights-of-way on the land area of the proposed lot line adjustment and those abutting such land.
- Sufficient contours to indicate the general elevations and the fall of the project area and adjacent area within fifty (50) feet.
- All existing structures, walls, fences, or trees that are located on the properties.
- Proposed uses of all portions of the project area.



# City of Newman Community Development Department Development Application Packet Submittal Requirements (*Continued*)

## **Tentative Subdivision Map & Tentative Parcel Map Checklist**

The tentative map shall be drawn neatly and accurately to a scale large enough to clearly portray the project, with the scale clearly labeled, and shall include the following minimum information:

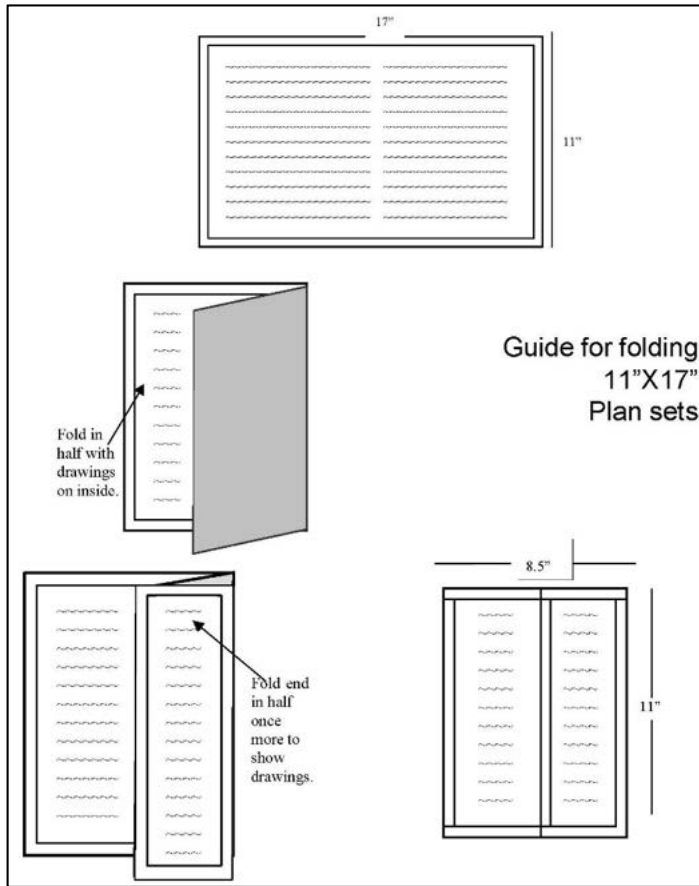
- Name, address and phone number of the owner or owners, applicant, engineer and/or architect, as well as any soils engineers or geologists whose services were utilized in the preparation of the project.
- Date of preparation and/or revisions.
- The legal description and County Assessor's parcel number of the land being subdivided.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- A vicinity map showing the precise location of the project.
- A tabular summary, including the following information:
  1. Gross, net acreage and the acreage of any remainder portion;
  2. Proposed density (for residential subdivisions);
  3. Minimum and average lot area;
  4. Minimum lot dimensions (width and depth) for interior and corner lots;
  5. Total of numbered and lettered lots
  6. Lineal feet of new streets
  7. Existing and proposed zoning and use of the property.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Subdivision boundary indicated by unique line type, at least three times the width of any other line type use on the map.
- Indicate City boundary line(s) if adjoining subdivision.
- The lot layout, the approximate dimensions and area of each lot and the number of each lot in consecutive numbers. The highest numbered lot shall be circled. Common lots and lots dedicated in fee to the City shall be lettered. The use of lettered lots shall be stated.
- Names of all proposed streets with two alternatives and their right-of-way width. Street names must be approved by the City.
- Location, width and identity of all existing easements, with names of holder, recording information, use and location and purpose of all proposed easements.
- Location and identity of adjoining tracts, other maps of public record. Adjacent property with property lines, County Assessor's parcel numbers, land use and zoning.
- All streets and their dimensions that are adjacent to subdivision.
- Dimensions and bearings, with precision compatible with data from which map was prepared, of the subdivision boundary and existing street centerlines
- Location and identity of any structures or obstructions within the proposed land subdivision and any significant topographical features inside the boundary or within 200

feet of the boundary, including existing water lines, sewer lines, drainage courses, railroads, driveways and the like.

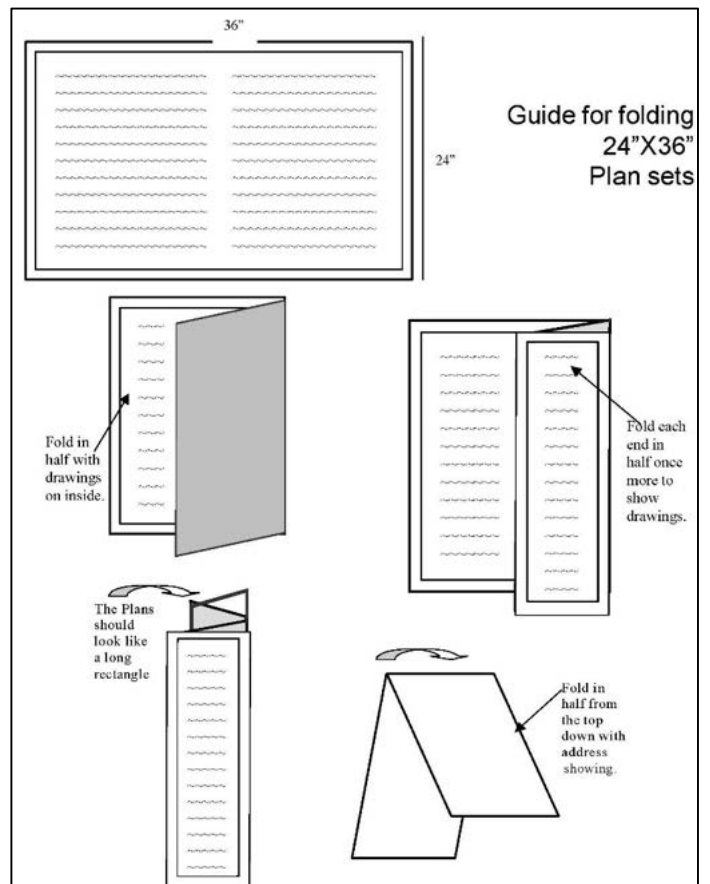
- The outline of any existing buildings or underground structures and their locations in relation to existing or proposed street and lot lines. State the existing and proposed use of structures.
- Approximate boundaries of areas subject to inundation or storm water overflow and the location, width and direction of flow of natural watercourses.
- Preliminary grading plan and easements for drainage and for handling storm waters and location of detention or retention of water within the tract.
- Contour lines with intervals of five (5) feet or less to indicate terrain and drainage pattern of the area. Existing contours should extend a minimum of 100-feet past the map boundary. Index contours indicated by elevation shall at 5-foot intervals. Spot elevations are required at high and low points.
- A statement of the City benchmark used for the map that includes the City designation, description, location and elevation. The benchmark shall be located on the vicinity map.
- Statement of front, side and rear building setbacks.
- Location of all slopes which exceed two feet in height or encroach into a required yard/setback.
- Location, size, and approximate grades of proposed sewer and storm drains and drainage structures.
- Layout (including length, bearings, radius widths and distances from existing to proposed street intersections) of proposed streets (public and private), alleys, easements and other areas offered for dedication for public use. The centerline gradient and drainage direction of all streets, access roads and alleys centerlines.
- Proposed access routes including fire vehicle access shall be shown on the vicinity map or subdivision map.
- Typical cross sections of existing and proposed improvements within streets, alleys and easements, including railroads.
- Location of railroad right-of-way and grade crossings.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain, streetlights and cable TV).
- Location and description of all existing structures outside, within 25 feet of the subdivision boundary.
- Location of existing trees, specifically noting trees with a trunk diameter of 4-inches or greater and any proposed removal of trees.
- Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls.
- If the map is to be phased, indicate the limits of the phasing and off-site improvements to be constructed with each phase.



# City of Newman Community Development Department Guide to Folding Plan Sets



All plans sets submitted for approval must be folded as shown to be accepted as part of a complete application submittal.





# City of Newman Community Development Department Operational / Environmental Statement

It is important that the operational/environmental statement provide a complete understanding of your project proposal. Please be as detailed as possible. Include additional sheets if necessary.

1. Please provide the following information:

Assessor's Parcel Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2. Describe the nature of your proposal/operation.

\_\_\_\_\_

\_\_\_\_\_

3. What is the existing use of the property?

\_\_\_\_\_

\_\_\_\_\_

4. What products will be produced by the operation? Will they be produced onsite or at some other location? Are these products to be sold onsite?

\_\_\_\_\_

\_\_\_\_\_

5. What are the proposed operational time limits?

Months (if seasonal): \_\_\_\_\_

Days per week: \_\_\_\_\_

Hours (from \_\_\_\_ to \_\_\_\_): Total Hours per day: \_\_\_\_\_

6. How many customers or visitors are expected?

Average number per day: \_\_\_\_\_

Maximum number per day: \_\_\_\_\_

What hours will customers/visitors be there? \_\_\_\_\_

7. How many employees will there be?

Current: \_\_\_\_\_

Future: \_\_\_\_\_

Hours they work: \_\_\_\_\_

Do any live onsite? If so, in what capacity (i.e. caretaker)? \_\_\_\_\_



8. What equipment, materials, or supplies will be used and how will they be stored? If appropriate, provide pictures or brochures.

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9. Will there be any service and delivery vehicles? \_\_\_\_\_

Number: \_\_\_\_\_

Type: \_\_\_\_\_

Frequency: \_\_\_\_\_

10. Number of parking spaces for employees, customers, and service/delivery vehicles. Type of surfacing on parking area.

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11. How will access be provided to the property/project? (street name)

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12. Estimate the number and type (i.e. cars or trucks) of vehicular trips per day that will be generated by the proposed development.

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13. Describe any proposed advertising, including size, appearance, and placement.

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14. Will existing buildings be used or will new buildings be constructed? Indicate which building(s) or portion(s) of will be utilized and describe the type of construction materials, height, color, etc. Provide floor plan and elevations, if applicable.

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15. Is there any landscaping or fencing proposed? Describe type and location.

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16. What are the surrounding land uses to the north, south, east and west property boundaries?

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17. Will this operation or equipment used; generate noise above other existing parcels in the area?

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18. On a daily or annual basis, estimate how much water will be used by the proposed development, and how is water to be supplied to the proposed development (please be specific).

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19. On a daily or weekly basis, how much wastewater will be generated by the proposed project and how will it be disposed of?

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20. On a daily or weekly basis, how much solid waste (garbage) will be generated by the proposed project and how will it be disposed of?

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21. Will there be any grading? Tree removal? (please state the purpose, i.e. for building pads, roads, drainage, etc.)

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22. Are there any archeological or historically significant sites located on this property? If so, describe and show location on site plan.

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23. Locate and show all bodies of water on application plot plan or attached map.

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24. Show any ravines, gullies, and natural drainage courses on the property on the plot plan.

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25. Will hazardous materials or waste be produced as part of this project? If so, how will they be shipped or disposed of?

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26. Will your proposal require use of any public services or facilities? (i.e. schools, parks, fire and police protection or special districts?)

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27. How do you see this development impacting the surrounding area?

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28. How do you see this development impacting schools, parks, fire and police protection or special districts?

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29. If your proposal is for commercial or industrial development, please complete the following; Proposed Use(s): \_\_\_\_\_

Square feet of building area(s): \_\_\_\_\_

Total number of employees: \_\_\_\_\_

Building Heights: \_\_\_\_\_



**City of Newman  
Community Development Department  
Hazardous Waste and Substances  
Site Disclosure Form**

Pursuant to California Government Code Section 65962.5(e): "Before a local agency accepts as complete an application for any development project which will be used by any person, the applicant shall consult the appropriate city or county and shall submit a signed statement to the local agency indicating whether the project is located on a site which is included on any of the lists compiled pursuant to this section. If the site is included on a list, the list shall be specified on the statement."

Note: Please refer to the following websites for more specific list information:

<https://geotracker.waterboards.ca.gov/map/?CMD=runreport&myaddress=Newmanca>  
<https://www.envirostor.dtsc.ca.gov/public/map/?myaddress=city+of+newman>  
<https://calepa.ca.gov/SiteCleanup/CorteseList/>

**I HEREBY CERTIFY THAT:**

The project is located on a site that is included on one or more of the list compiled pursuant to California Government Code Section 65962.5(e). The site is included on the following list(s) specified below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OR,

The project is not located on a site that is included on one or more of the list compiled pursuant to California Government Code Section 65962.5(e).

\_\_\_\_\_

I hereby certify that the statement furnished above presents the information required by California Government Code Section 65962.5(e) to the best of my ability and that the statement and information presented is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



## City of Newman Community Development Department Applicant Declaration Form

A separate signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the application can be accepted.

- a. I hereby certify that the information provided in this application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Community Development Department, I agree to revise the information as appropriate.
- b. I hereby certify that I have fully informed the City of the nature of the project for purposes of the California Environmental Quality Act (CEQA) and have not submitted this application with the intention of segmenting a larger project in violation of CEQA. I understand that should the City determine that the project is part of a larger project for purposes of CEQA, the City may revoke any approvals and/or stay any subsequent entitlements or permits (including certificates of occupancy) until a full and complete CEQA analysis is reviewed and appropriate CEQA clearance is adopted or certified.
- c. I understand that the environmental review associated with this application is preliminary, and that after further evaluation, additional reports, studies, applications and/or fees may be required.
- d. I understand and agree that any report, study, map or other information submitted to the City in furtherance of this application will be treated by the City as public record. These items may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.
- e. I understand that the burden of proof to substantiate the request is the responsibility of the applicant. Additionally, I understand that planning staff are not permitted to assist the applicant or opponents of the project in preparing arguments for or against a request.
- f. I understand that there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
- g. I understand that if this application is denied, there is no refund of fees paid.
- h. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents are true and correct. With full knowledge that all statements made in this application are subject to investigation and that, any false or dishonest answer to any question may be grounds for denial or subsequent revocation of approvals.

The City requires an original signature from the applicant.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## City of Newman Community Development Department Authorization of Landowner Form

Before the development application can be accepted, the owner of each property involved must provide a signature to verify the application is being filed with their knowledge. Staff will confirm ownership based on the records of the County Assessor. This form is required to be completed when the applicant is not the landowner. Please use additional sheets if necessary.

Authorization for which project? \_\_\_\_\_

Site location: \_\_\_\_\_

Property owner: \_\_\_\_\_ Day phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Person authorized to act as Agent/Applicant:

Applicant/Agent: \_\_\_\_\_ Day phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

I/We, the undersigned owner(s) of record of the fee interest in the above noted land for which a Development Application for City entitlement is being requested, do certify that:

Such application may be filed and processed with my/our full consent. The applicant is authorized to act as our agent in all contacts with the City in connection with this matter. I/We hereby grant the City of Newman or any of its authorized agents the right to enter upon the land described herein at any time during normal business hours for the purposes of site inspection in advance of City action on the Development Application; inspection of any construction, grading or other development activities following any Development Application approval or evaluation of the satisfactory completion of development authorized through Development Application approval, including continuing compliance with any conditions of approval.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



## City of Newman Community Development Department Indemnification Agreement Form

"As part of this application, applicant agrees to defend, indemnify, release and hold harmless the City of Newman, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or the adoption of the environmental document which accompanies it. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in conjunction with the approval of this application, whether or not there is concurrent passive or active negligence on the part of the City of Newman. If, for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect."

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

NOTE: The purpose of the Indemnification Agreement is to allow the City of Newman to be held harmless in terms of potential legal costs and liabilities in conjunction with development application processing and approval.



## City of Newman Community Development Department Withdrawal Policy Form

The City's objective is to move development applications through the review process in a timely manner. For this reason, the City wishes to discourage applications from becoming inactive for an extended period. If an application becomes inactive for more than 60 days due to an applicant's lack of responsiveness to comments received from the City or inability to make any progress, the City may withdraw the application in the manner prescribed below:

1. When the City has reason to believe an applicant is not making reasonable progress in either submitting the necessary information to deem a development application complete or responding to comments in order to move the application toward final action, the City may initiate the withdrawal of the application by providing notice in writing (e.g., by e-mail or letter) to the applicant. Such notice shall state the intent of the City to withdraw the application due to inaction, the reason why the application is at risk of being withdrawn, and what actions the applicant must take to avoid withdrawal. The applicant has 30 days from the date of the notice to respond and make reasonable progress, as determined by the City.
2. If the applicant has not completed or made reasonable progress towards completing the action(s) requested in the notice within 30 days of the date of the notice, the City may withdraw an application for inactivity.
3. For applications that are withdrawn there will be no refund of fees paid to the City. If there is a balance due to the City, the applicant must provide payment.
4. If an applicant wishes to resubmit an application that has been withdrawn, the applicant must start at the beginning of the review process, including the submission of a new application and associated fees.

I understand and agree to the City of Newman withdrawal policy.

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Applicant Signature

---

Applicant Name

---

Date



## City of Newman “At-Risk” Plan Check Acknowledgement Form

This form only needs to be completed if you intend on using “At-Risk” plan checking services from the Community Development Department Building Division.

By executing this At-Risk Plan Check Acknowledgement, I formally indicate my knowledge and acceptance of the risks associated with the initiation of an early plan check review by the City of Newman Building Division of the project construction drawings for my proposed construction project involving the property located at:

Property Location: \_\_\_\_\_

By executing this At-Risk Plan Check Acknowledgement, I formally indicate my knowledge and acceptance of the fact that I may incur both extra cost and effort associated with requesting commencement of the plan check review process prior to securing the requisite approval from the Community Development Department for my project.

By executing this At-Risk Plan Check Acknowledgement, I am also indicating my knowledge and acceptance of the fact that plan check fees will not be refunded if the necessary Community Development Department approvals for this project are not granted.

I understand and agree to the City of Newman At-Risk Plan Check Acknowledgement policy.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date