



**Newark Planning Division**  
 planning@newarkca.gov  
 (510) 578-4330  
 37101 Newark Blvd,  
 Newark, CA 94560

## Submittal Checklist for Pre-Approved ADU Site-Specific Application For Homeowners using Pre-Approved ADU Plans

The City of Newark has developed a Pre-Approved ADU Program and is accepting Pre-Approved ADU Site-Specific Applications. Homeowners may browse and select one of the pre-approved ADU plans from the Plan Gallery that best fits their needs without having to pay for extensive custom design.

After selecting a pre-approved ADU plan, homeowners must contact the design professional to obtain the plans and coordinate plan submittal and contracting. It is highly recommended to have the design professional do the site-specific submittal to avoid delays. Homeowners may not make any alterations to posted, pre-approved plans.

### Submittal Checklist

This checklist is intended to help homeowners understand the type of materials required for the Site-Specific Application when using pre-approved ADU plans to build a detached ADU on their property. Before submittal of the application, please review this checklist, the City’s ADU Ordinance ([NMC §17.26.040](#)), and the Residential Code ([NMC Chapter 15.09](#)) for more information regarding the requirements for ADUs.

Applicants may contact the Planning Division ([planning@newarkca.gov](mailto:planning@newarkca.gov)) and Building Inspection Division ([building.inspection@newarkca.gov](mailto:building.inspection@newarkca.gov)) with any questions about the submittal requirements. If one or more required items are not submitted, the application will be considered incomplete and returned to the applicant.

Submitted	Documents
<input type="checkbox"/>	<a href="#">Building Permit Application</a>
<input type="checkbox"/>	<b>Title Block (include on all pages)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include pre-approved plan type, designer contact information, professional stamp, and signature</li> <li><input type="checkbox"/> Provide 3” x 3” space in the lower left corner, for the City’s approval stamp. The space needs to be in the same location on each sheet</li> </ul>
<input type="checkbox"/>	<b>Title Sheet (Fill out site-specific information)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project address</li> <li><input type="checkbox"/> Assessor’s Parcel Number</li> <li><input type="checkbox"/> Legal property owner’s name, address and phone number</li> <li><input type="checkbox"/> Scope of work</li> <li><input type="checkbox"/> Location map</li> <li><input type="checkbox"/> Type of construction</li> <li><input type="checkbox"/> Zoning designation</li> <li><input type="checkbox"/> Square footage</li> <li><input type="checkbox"/> Lot size</li> </ul>

Submitted	Documents
	<input type="checkbox"/> Lot coverage calculations (if ADU is greater than 800 square feet) <input type="checkbox"/> Occupancy classification(s) <input type="checkbox"/> Applicable codes <input type="checkbox"/> Complete sheet index <input type="checkbox"/> Name and type of design professional <input type="checkbox"/> Plan date/revision date/s <input type="checkbox"/> Symbol legend <input type="checkbox"/> Abbreviations <input type="checkbox"/> General notes <input type="checkbox"/> Scale/dimensions
<input type="checkbox"/>	<b>Architectural Plans</b> <input type="checkbox"/> Resubmit all pre-approved application documents with site-specific details as applicable <input type="checkbox"/> Existing and proposed site plan <input type="checkbox"/> Demolition plan <input type="checkbox"/> Access details to the ADU <input type="checkbox"/> Landings and staircase details <input type="checkbox"/> Landscape plans and details (if ADU is greater than 800 square feet)
<input type="checkbox"/>	<b>Structural Plans (wet or digital stamped and signed)</b> <input type="checkbox"/> Resubmit all pre-approved application documents with site-specific details as applicable <input type="checkbox"/> Foundation and structural details
<input type="checkbox"/>	<b>Foundation Plans</b> <input type="checkbox"/> Foundation plan
<input type="checkbox"/>	<b>Mechanical Plans</b> <input type="checkbox"/> Resubmit all pre-approved application documents with site-specific details as applicable
<input type="checkbox"/>	<b>Electrical Plans</b> <input type="checkbox"/> Resubmit all pre-approved application documents with site-specific details as applicable
<input type="checkbox"/>	<b>Plumbing Plans</b> <input type="checkbox"/> Resubmit all pre-approved application documents with site-specific details as applicable
	<b>Detail Sheets</b> <input type="checkbox"/> Resubmit all pre-approved application documents with site-specific details as applicable that are appurtenance to new construction not previously reviewed.
<input type="checkbox"/>	<b>Energy Calculations</b> <input type="checkbox"/> Resubmit all pre-approved application documents with site-specific details as applicable
<input type="checkbox"/>	<b>Civil Plans</b> (This information can be shown on the site plan. If the property is within a floodplain, then Civil Plans are required.) <input type="checkbox"/> Show all site work, grading, storm drainage, and utilities <input type="checkbox"/> North arrow <input type="checkbox"/> Aerial view with building footprint & roofline, dimensions between buildings, full parcel/lot dimensions property lines, street names, setbacks, recorded easements and visible utilities <input type="checkbox"/> Existing and proposed grading plans & site improvements (paved areas, walkways, etc.)

Submitted	Documents
	<input type="checkbox"/> Pad elevations, ground slope drainage, utility locations (water, sewer & dry utilities and point of connection)
<input type="checkbox"/>	<b>Storm Water Pollution Prevention Plan</b> <input type="checkbox"/> Refer to the <a href="#">Engineering Division Stormwater Program</a> website for submittal requirements
<input type="checkbox"/>	<b>Waste Management Plan and California Green Building Standards</b> <input type="checkbox"/> Waste Management Plan is required for demolition, all new construction, remodels and additions. Refer to Green Halo Systems for Compliance ( <a href="http://www.newark.wastetracking.com">www.newark.wastetracking.com</a> ) <input type="checkbox"/> Resubmit all pre-approved application documents with California Green Buildings Standards Code checklist with site-specific details filled out
<input type="checkbox"/>	<b>Other Materials</b> (Submit as separate documents) <input type="checkbox"/> Resubmit all pre-approved application documents
<b>Additional items may be required to be submitted if the project consists of the following:</b>	
<input type="checkbox"/>	For ADUs designed over 1,000 pounds per square foot for bearing capacity, a Soils Report (wet or digital stamped and signed) will need to be submitted as part of the Pre-Approved ADU Site-Specific Application.
<input type="checkbox"/>	For ADUS in the Flood Zone, a Soils Report (wet or digital stamped and signed) will need to be submitted as part of the Pre-Approved ADU Site-Specific Application.
<input type="checkbox"/>	For projects involving any improvements to the public right-of-way, an Encroachment Permit Application will need to be submitted to the Engineering Division. Additional information can be found on the <a href="#">Engineering Division's website</a> .
<input type="checkbox"/>	For projects involving tree(s) removal, a Tree Removal Application will need to be submitted to the Public Works—Maintenance Division. Additional information can be found on the <a href="#">Maintenance Division's website</a> .

## External Agencies

In addition to receiving approval from the City of Newark, the applicant will need to submit site-specific plans to external agencies for review. The City does not route plans to these agencies. For more information, applicants should contact the following agencies:

Agency	Contact Information
<b>Union Sanitary District (USD)</b>	<a href="#">USD ADU Website</a> <ul style="list-style-type: none"> <li>Email: <a href="mailto:ContactUSD@unionsanitary.ca.gov">ContactUSD@unionsanitary.ca.gov</a></li> <li>Phone: 510-477-7500</li> </ul>
<b>Alameda County Water District (ACWD)</b>	<a href="#">ACWD Customer Work Request Website</a> <ul style="list-style-type: none"> <li>Phone (Engineering): 510-668-4499</li> </ul>
<b>Pacific Gas &amp; Electric (PG&amp;E)</b>	<a href="#">PG&amp;E Building and Renovation Webpage</a> <ul style="list-style-type: none"> <li>Phone (Building and Renovation Service Center): 1-877-743-7782</li> </ul>

## Submission Instructions

Before submitting, please ensure all plan sheets are filled in with site-specific details. It is highly recommended that the design professional submit the full application package on behalf of the homeowner to avoid any delays in the approval process. All drawings and calculations must be signed by the person who prepared them, as required by the California Business & Professions Code.

Once you are ready to submit your Pre-Approved ADU Site-Specific Application, please follow the instructions and make note of the following:

- All documents must be uploaded as PDF.
- Drawing sets need to include all sheets in one complete file (e.g. architectural, structural, etc.)
- All documentation and materials must be uploaded to the Building Inspection Division's [submission portal](#) following the provided file description format: "SITE ADDRESS\_Pre-Approved\_ADU\_Site\_Specific\_Application\_DOCUMENT TYPE".
  - Replace "SITE ADDRESS" with the address of the property
  - Replace "DOCUMENT TYPE" with the appropriate drawing set name.
- Each document should be uploaded separately.
  - For example; the permit application, complete plan set, structural calculations, and energy calculations would each be a file upload, therefore four files. All other supporting documents can be combined into one file. A submittal should not have more than four to five files.
  - The complete plan set may be submitted as one PDF.