NEW PRELIMINARY REVIEW SUBMITTAL – APPLICANT PROCEDURES

In order to protect everyone’s health and to slow the spread of COVID-19. The Planning Division is temporally conducting plan reviews remotely with limited in-person assistance available at the planning counter. Please review the submittal process below for new Preliminary Review Projects.

Step 1 – Schedule an appointment to speak to a planner about your submittal. Staff will email you the necessary submittal checklists and forms to complete.
Appointment link: http://www.calendly.com/ucplanning/appointment

Step 2 – Complete all required forms and ensure that the submittal package has all the required elements in the checklist. Depending on the type of project, a simplified version of the checklist may be sent to you by a planner.

Step 3 – Upload your Electronic Submittals to box
Box Link: https://cityofunioncitycalifornia.app.box.com/f/a0f7691dd69a4458b43666834fd959f5
Shortened link: https://bit.ly/2Wxr52g

Note: For larger or complex projects, staff may still require printed plans, if printed plans are needed, then the plans can be mailed in or dropped off in our lobby (address below).

Step 4 – Email planning@unioncity.org to inform staff that the documents have been uploaded; please wait 2-3 business days for your application to be processed. Once the information has been entered into our system, a member of staff will send you an email with instructions on how to make payments.

Step 5 – You can call, send in a check, or come into City Hall to make your payment. Once paid, please email the receipt to planning@unioncity.org so that staff can begin the review. Once the proof of payment (receipt) has been sent in, an email confirmation will be sent to confirm receipt of the payment. This is when the project is considered “accepted” and staff will begin the review for completeness. Please give us up to 30 days to get back to you with comments and feedbacks from the time that proof of payment was emailed in. You do not need to follow up unless 30 days have gone by.

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<th>Mailing Address:</th>
<th>Physical Address:</th>
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<tr>
<td>Union City Planning Division Attn: Denisse Anzoategui 34009 Alvarado-Niles Road Union City, CA 94578</td>
<td>Union City - City Hall 34009 Alvarado-Niles Road Union City, CA 94578</td>
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City Hall is currently closed to the public.

Still have questions? Email us at Planning@unioncity.org