

The purpose of Preliminary Review is to enable applicants and project sponsors to receive initial feedback on proposed projects. The review allows the City to provide feedback at the earliest point in the development review process. No entitlements or approvals are provided or guaranteed via the Preliminary Review process nor does this preclude the City from bringing up additional issues when a project is formerly submitted. Preliminary Review is established by Chapter 18.53 of the Union City Municipal Code.

The City has two Preliminary Review levels:

Minor Preliminary Review – This level is for review of a new single-family unit, second story addition, and administrative use permits. The fee for this review is \$523.

Preliminary Review – This level is for review of all commercial and industrial projects and residential projects not covered under the minor preliminary review level. The fee for this review is \$1,500.

The following steps provide guidance to applicants on how to submit a preliminary review application packet for review by the Planning Division and/or the City's internal Design Review Committee (DRC).

- Step 1** – [Schedule](#) an appointment to speak to a planner about your project.
During the appointment Staff will confirm the Preliminary Review level for your project.
Appointment link: <http://www.calendly.com/ucplanning/appointment>
- Step 2** – Fill out the [application](#) and prepare plans and documents required on the submittal checklist.
- Step 3** – Upload Electronic Submittals to Box and drop off/mail the requested number of printed plans to City Hall (address above).
See submittal checklist for number of printed plans required
Box Link: <https://cityofunioncitycalifornia.app.box.com/f/af07691dd69a4458b43666834fd959f5>
- Step 4** – Email planning@unioncity.org to inform staff that the documents have been uploaded and the printed plans have been dropped off/mailed.
Allow 2-3 business days for your application to be processed. Once the information has been entered into our system and the printed plans have been received, a member of staff will send you an email with instructions on how to make payment.
- Step 5** – Follow the payment instructions sent by staff. 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, the project is considered "accepted" and staff will begin the review for completeness. Please allow 4 weeks from acceptance date for staff to conduct the preliminary review and provide written feedback. Please note that for more complicated projects or projects that include more than one application type, this review may take up to 6 weeks.