

**Planning Clearance Application
NASA Ames Research Center**

**Instructions for completing and submitting a
NASA Ames Planning Clearance Application:**

Prior to preparing a Planning Clearance Application the applicant should review Ames Procedural Requirement 8829.1 to become familiar with all applicable NASA Ames Construction Permit and Planning Clearance requirements, procedures and processes. The Ames Procedural Requirement 8829.1 can be viewed on the NASA Ames Center Directives Management System website:

<http://server-mpo.arc.nasa.gov/services/CDMSdocs/centers/ARC/Dirs/APR8829.1.html>

The Applicant shall complete this Planning Clearance Application electronically and shall submit this application by email to the NASA Ames Construction Permit Office care of (Michael.T.Nar@nasa.gov). All items on the Planning Clearance Application shall be answered by the Applicant.

The Applicant shall submit plans, drawings or other documents that provide a clear depiction of the size, location, configuration, nature and extent of the proposed construction work. These plans, drawings or other documents may be submitted electronically as pdf files along with the electronic Planning Clearance Application or may be submitted in hard copy form to the NASA Ames Construction Permit Office along with a hard copy of the fully completed Planning Clearance Application.

The NASA Ames Construction Permit Office will forward the Planning Clearance Application to the NASA Ames Facilities Planning Office for review. Upon completion of the review by the NASA Ames Facilities Planning Office, the Applicant will be notified in a timely fashion whether the Planning Clearance has been approved or disapproved. Planning Clearance approval forms and disapproval forms can be picked-up at the NASA Ames Construction Permit Office or will be mailed to the Applicant at the Applicant's request. Planning Clearance approval documents (the original signed document along with one photocopy) must be presented to the NASA Ames Construction Permit Office along with NASA Ames Construction Permit applications. The original signed Planning Clearance approval documents will be returned to the Applicant by the Ames Construction Permit Office immediately upon confirmation of the validity of the original Planning Clearance document. The NASA Ames Construction Permit Office will not accept or commence reviews of Construction Permit Applications without an approved NASA Ames Planning Office Planning Clearance document.

**Planning Clearance Application
NASA Ames Research Center**

Planning Clearance Application Number: (to be added by the NASA Ames Planning Office / DSO)
 Permit Easement

Date of Application: _____

Name of Proposed Project (Construction/Easement): _____

Name of Applicant: _____

Company/Organization of Applicant: _____

Business Address of Applicant: _____

Business email address of Applicant: _____

Business telephone number of Applicant: _____

Name of Organization or Company for which the proposed work is to be performed:

NASA Ames Research Center Project Manager (POC): _____

Building, Facility or Location where the proposed work is to be performed: _____

The proposed work is (check the most appropriate classification):

- ____ New exterior construction, site work only and no structures or buildings
- ____ New exterior construction, site work and structures or buildings
- ____ New interior construction including remodel and renovation. No exterior construction or modifications involved.
- ____ New interior construction of systems only (electrical, data, fire alarm, security, plumbing, fire protection, process piping)
- ____ Demolition, site work only and no structures or buildings
- ____ Demolition, site work and/or structures or buildings

A description of the proposed work: _____

Purpose for performing the proposed work: _____

Square Feet and/or acres of the area of work: _____

How long will the proposed work/improvements be required for the intended use:

What is the current use and/or most recent use of the area where the work is to take place:

Schedule for starting and completing the proposed work: _____

Current estimated cost of all proposed design: _____

Current estimated cost of all proposed work: _____

Total design and construction / project cost: _____

Funding for the proposed improvements:

What is the source of funding for the proposed work: _____

Is the funding already committed for the proposed work? _____

If the funding is not already committed, when will the funding be committed and available? _____

Is there any uncertainty that that funding will be available for the proposed work? _____

Note: Additional information may be requested by the Ames Planning Office depending on the information provided above by the applicant.

By submitting the Planning Clearance Application to the NASA Ames Construction Permit Office or relevant Development Support Office (DSO), the Applicant attests that the information provided on the Planning Clearance Application is true and correct to the best knowledge of the Applicant on the date the Planning Clearance Application is submitted.

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Planning Clearance Review Determination Document

Permit Number: _____
Date of Application: _____
Name of Proposed Improvement Project: _____
Name of Applicant: _____
Company/Organization of Applicant: _____

Planning Clearance Reviewer:

Name of Planning Clearance Reviewer: _____
Organization Planning Clearance Reviewer: Code JCE
Business email address of Planning Clearance Reviewer: _____
Business telephone number of Planning Clearance Reviewer: _____

Date Planning Clearance Review is completed: _____
Planning Clearance Review Permit Fee Required: _____
Has the Planning Clearance Review Fee been paid? _____

Determination of Planning Clearance Review Determination (Planning Clearance Reviewer to select one of the below):

- _____ **Approved**
- _____ **Approved with Conditions of Approval**
- _____ **Approved for Conditional Use (See attached form)**
- _____ **Disapproved**

Conditions of Approval: _____

Provide the following NASA Forms:

- _____ **1046 Transfer and/or Notification of Accountability of Real Property (within 30 days after completion)**
- _____ **1509 Facility Project-Brief Project Document**
- _____ **1510 Facility Project Cost Estimate**
- _____ **1739 NASA Projects – Alternate Future Use Questionnaire**
- _____ **NEPA (Environmental) Checklist**
- _____ **State Historic Preservation Officer (SHPO)**
- _____ **Building Hazardous Material Sampling - Contact Code JQ – Dan Winningham (4-0927); QH – Ben Heck (4-4787)**
- _____ **Design Review Board Required (DRB)**
- _____ **FAA (7460) Review**

Reasons for Disapproval: _____
Planning Reviewer signature: _____ **Date:** _____

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Conditional Use Determination

Conditional uses are those which require special consideration from NASA. The DRB may, at its discretion, make a Conditional Use Determination on a project proposed by the applicant, similar to a municipal zoning conditional use permit. Examples of situations in which a Conditional Use Determination may be made are:

- Project does not fully comply with NASA Ames Development Plan (NADP) planning principles.
- Project does not fully comply with NADP Programmatic Environmental Impact State (PEIS) Mitigation, Implementation, and Monitoring Plan (MIMP).
- Project is impacting an archaeological site, a historic property (listed or eligible for listing in the National Register of Historic Properties), or is located within a historic district per Section 106 of the National Historic Preservation Act (NHPA).

A Conditional Use Determination may be made when the following findings can be made:

1. The proposed use or feature, at the size, intensity, and location proposed, will provide a development that is necessary or desirable for, and compatible with, the NASA Ames Research Center; and
2. That such use or feature as proposed will not be detrimental to the health, safety, convenience or general welfare of persons residing or working at NASA Ames, or injurious to property, improvements or potential development at NASA Ames, with respect to aspects including, but not limited to, the following:
 - a. The nature of the proposed site, including its size and shape, and the proposed size, shape, and arrangement of structures;
 - b. The accessibility and traffic patterns for person and vehicles, the type and volume of such traffic, and the adequacy of proposed off-street parking and loading;
 - c. The safeguards afforded to prevent noxious or offensive emissions such as noise, glare, dust and odor;
 - d. Treatment given, as appropriate, to such aspects as landscaping, screening, open spaces, parking and loading areas, service areas, lighting and signs; and
3. That such use or feature as proposed will comply with the applicable provisions of APR 8822.1 and will not adversely affect the NADP.

Projects with a Conditional use Determination shall be reviewed at an interval deemed appropriate by the DRB for continued compliance with the above findings. If at any point a change to the project, to NASA's understanding of the project, or to NASA's understanding of the cultural significance of the project area occurs, NASA may revoke the Conditional Use Determination.

Conditional Use Procedure:

1. Complete the Conditional Use Permit Application.
2. Submit the application to the NASA Account manager for review and signature.
3. Complete and submit the Conditional Use Application as required based on the review interval.

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Conditional Use Application

_____ New Application

_____ Renewal Request

Permit Number: _____

Date of Application: _____

Name of Proposed Improvement Project: _____

Name of Applicant: _____

Company/Organization of Applicant: _____

Business Address of Applicant: _____

Business email address of Applicant: _____

Business telephone number of Applicant: _____

Proposed Conditional Use Start / Renewal Date: _____

Duration of Proposed Conditional Use, if applies: _____

Description of Conditional Use Area, buildings, structures, utilities, and / or elements, if different from PCA:

(If renewal, include any changes from initial application)

Summary of the Reason for Conditional Use Determination: *(to be added by the NASA DRB)*

Conditional Use NASA Account Manager:

Name: _____

Organization: Code DT _____

Business email address: _____

Business telephone number: _____

DRB Approval: *(to be filled in by the NASA DRB Chair):*

Chair Name: _____

Chair Signature: _____ Date: _____

Approved Conditional Use Start / Renewal Date: _____

Conditional Use Permit Renewal Interval, if applies: _____