



DESIGN REVIEW APPLICATION

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GENERAL INFORMATION

Design Review is a discretionary process to ensure that exterior changes to buildings comply with the City of Berkeley Design Guidelines and other applicable City design standards and guidelines, pursuant to [Berkeley Municipal Code Section 23.406.070 Design Review](#).

Design Review is required for the following projects that include new construction and/or exterior changes to existing buildings: projects in all non-residential districts (including Commercial and Manufacturing Districts), mixed use and community and institutional projects in the R-3 district within the Southside Plan area, and commercial, mixed-use, and community and institutional projects in the R-4, R-SMU, and R-S districts.

Additional information about design review and zoning permits:

- [Design Review Package for Buildings](#)
- [Design Review Preliminary DR Submittal Requirements](#)
- [Design Review Final DR Submittal Requirements](#)
- [Design Review Package for Signs and Awnings](#)
- [How to Submit a Zoning Project Application](#)
- [Supplemental Land Use applications, forms, and instructions](#)

APPLICATION-SPECIFIC INFO

For:

- Preliminary Design Review (PDR)
- Final Design Review (FDR)
- Staff Level Design Review (DRSL)
- Signs and Awnings
- Modification: PDR or FDR

PROJECT INFORMATION

Project Address(es):

Unit(s)/Suite(s) #:

Assessor Parcel Number(s):

Project Description:

(include applicable demolition/removal, proposed use(s), total square feet of new/addition, height, number of units and very-low income units, and parking)

Application-Specific Info:

Associated Use or Zoning Permit / Sign Permit / Building Permit number(s) (if applicable):

Does your project include exterior alterations to any structure that is 40 or more years old?

YES

NO

For new construction or exterior changes to existing buildings, other than signs and awnings, the estimated construction cost is \$

PROPERTY OWNER'S NAME:

Owner's Mailing Address:

Phone Number:

Email:

APPLICANT'S NAME (or enter "same."):

Applicant's Mailing Address:

Phone Number::

Email:



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DRAWINGS PROTECTED BY COPYRIGHT STATEMENT

Effective January 1, 2023, (State Government Code, Section 65103.5 (e), SB 1214), if an official copy of architectural drawings are submitted to the Land Use Division of the Planning and Development Department as part of a zoning permit application, the design professional (or the owner of the copyright if different from the design professional) may submit a separate “site plan” or “massing diagram” for posting online or for distribution to the public.

If a separate “site plan” or “massing diagram” is not submitted in addition to the official architectural plans, permission is deemed granted to the Land Use Division to post online or to provide to the public copies of the architectural drawings without the restrictions that would otherwise apply.

A massing diagram and a site plan are defined as follows per Government Code Section 65103.5 (f): “Massing diagram” means a document that displays the three-dimensional form of a building and describes the general profile, bulk, setbacks, and size of the building, but does not contain specific architectural detail.

“Site plan” means a document for a project that is drawn to scale and displays all of the following: property lines, setback lines, topographic lines, easements, drainage, utilities, lighting, driveways, surrounding streets and traffic flow, parking lots and parking spaces, landscaped areas, setback distance between buildings and property lines, outline of existing and proposed buildings and structures, distance between buildings, and ground sign location.

PLEASE CHECK ONE OF THE FOLLOWING (required):

- My application includes a separate “site plan” or “massing diagram,” defined in Government Code Section 65103.5(f), for posting online or for distribution to the public.
- Permission is granted to make publicly available the submitted architectural drawings without restriction to posting online or distribution to the public.

Under penalty of perjury, I certify that:

- (1) the application materials are true and complete to the best of my knowledge; and
- (2) if provided, the attached paper and electronic copies of this application are the same; and
- (3) I agree to pay all expenses associated with this application

(*Owner’s signature, or signed letter authorizing applicant to apply on owner’s behalf, is required for all applications)

APPLICANT’S SIGNATURE:

Printed Name:

Date:

OWNER’S SIGNATURE:

Printed Name:

Date: