



PLANNING & DEVELOPMENT

Land Use Planning 2120 Milvia Street, Berkeley, CA 94704
Tel: 510.981.7410 TDD: 510.981.6903 Fax: 510.981.7420 Email: Planning@cityofberkeley.info

PRELIMINARY DESIGN REVIEW SUBMITTAL REQUIREMENTS

For All Design Review Projects:

- Submit Design Review application form
- Submit one legible set of plans with your application (11 x 17" is standard but if key information is not legible, submit a larger set)
- Once the application has been submitted, email a pdf copy of the plans to planning@cityofberkeley.info – put the address and project # on the subject line. The electronic copy must be identical to the paper copy submitted. For the purpose of distribution and review, please convert the pdf to the smallest file size possible while retaining the attributes of the original file. Make sure the pdf is ‘flattened’ - remove layers, imbedded data, hidden objects, etc. The file must be under 5MB. Plans submitted on CD is also acceptable.

For Design Review Committee Review:

- Once the project is scheduled for a DRC meeting, you will be requested to submit ten 11"x17" or ten half-size sets of plans. Ten sets shall be at a standard architectural scale. If the plans have changed since the original submittal, please email a pdf of the plans following the specs above.

□ SITE PLANS

- **Title Block**—Sheet title, north arrow (to top of sheet if possible); graphic and numerical scale; date, name, address and phone number of person preparing plan, name, address and phone number of project applicant; property address; zoning district of site
- **Existing On-Site Features**
 - Property lines, setback lines, easements, right-of-ways and their dimensions
 - All structures: main and accessory buildings, including roof overhangs; fences, decks, trash enclosures, etc. – include dimensions
 - Treatment of all areas not covered by structures: landscaped areas, parking areas, walkways, driveways, curb cuts
 - Location of light standards and fixtures
 - Location of signs
- **Proposed On-Site Features**
 - All structures: main and accessory buildings, including roof overhangs; fences, decks, trash enclosures, etc. – include dimensions

**PLEASE DIFFERENTIATE GRAPHICALLY BETWEEN
EXISTING AND PROPOSED FEATURES**



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- Treatment of all areas not covered by structures: landscaped areas, parking areas, walkways, driveways, curb cuts
 - Location of light standards & fixtures used to light buildings, walkways, driveways and parking areas
 - Location of signs
 - Proposed street dedications and improvements – curbs, gutters, ramps, sidewalks
 - Proposed location of artwork.
- LANDSCAPE PLANS (may be combined with site plan)
- Written statement of landscape plan concept
 - Title Block – Sheet title; north arrow (to top of sheet if possible); graphic and numerical scale; date, name, address and phone number of person preparing plan; property address, zoning district. Plans may be drawn to architect's or engineer's scale, as appropriate (architect's scale must be 1/8" = 1'; engineer's scale must be 1" = 10').
 - Property lines and required setbacks, including dimensions
 - Existing Features On-Site
 - All structures: main and accessory buildings, including roof overhangs; fences, decks, trash enclosures, etc – include dimensions
 - Pedestrian and vehicular circulation systems; parking areas, driveways, other paved areas
 - Mature trees (location, species, size); prominent natural features
 - Proposed Features On-Site
 - All structures: buildings, decks, ramps, etc. – include dimensions
 - Treatment of all areas not occupied by structures:
 - All proposed trees, shrubs, ground cover and other plant materials presented in concept only, with outline of mature size
 - Existing trees to be removed
 - Outdoor equipment, such as benches, trashcans, etc.
 - Fences and walls
 - Preliminary grading plan, showing existing contours (dashed lines) and proposed contours (solid lines)
- ELEVATIONS (if possible, include on the same sheet as floor plans)
- Title Block – Sheet title; graphic and numerical scale; date; name; address and phone number of person preparing the plan; property address; zoning district of site

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- Drawings showing relationship of proposed building(s) to adjacent properties. If located on a corner lot, a perspective drawing is required. Photomontages may be substituted for drawings.
- All exterior elevations, including existing structures to maintain
- Finished floor elevations
- The design of the following building components:
 - ELEVATIONS (continued)
 - Stairs, ramps, fences and walls
 - Refuse, storage and pickup areas
 - Utility lines, meters, meter boxes, transformers, and their proposed screening
 - Flues, chimneys, exhaust fans and downspouts
 - Canopies, awnings, sunshades, louvers
 - Balconies and decks
 - Mechanical equipment and proposed screening
 - Antennas
 - Type of glazing (e.g., clear, opaque, etc.)
 - Type of roof and wall material to be used
 - Existing and proposed signs – location, size, proposed materials
 - Location and size of lighting standards and fixtures (both fixed to the building and freestanding)
- FLOOR PLANS: of all floors
- SECTIONS: typical cross-section through all elevations visible from a public right-of-way or a neighboring building
- VICINITY MAP:
 - Show property in context with the neighborhood
 - Scale: 1" = 50' or 1" = 100'
- PRELIMINARY COLOR AND MATERIAL SAMPLES BOARD (Maximum size 10" x 18")
 - Samples and colors of all exterior materials

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