



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

FINAL DESIGN REVIEW SUBMITTAL REQUIREMENTS

For Design Review Committee Review:

- Submit Design Review application form
- Submit ten half size sets of plans with legible notes.
- 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.

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- ❑ VICINITY MAP
 - ❑ SITE PLANS
 - All “Preliminary Design Review Submittal Requirements”
 - ❑ ELEVATIONS
 - All “Preliminary Design Review Submittal Requirements”
 - Details of railings, fences, fascias, trim and other decorative elements
 - Detailed drawings of lighting standards and fixtures; specifications for lighting (number of bulbs, type of bulbs, wattage)
 - Sign location and elevations: size, materials, colors, lettering for proposed signs and existing signs to remain
 - One set rendered elevations
 - ❑ FLOOR PLANS: of all floors
 - ❑ SECTIONS: Typical cross-section through all elevations visible from a public right-of-way or a neighboring building.
 - ❑ LANDSCAPE PLANS
 - Landscape plans in construction detail showing the location, species (botanical and common names) and size of plant materials: present in table form. Recommended: highlight features of plant material (e.g. winter flowering, evergreen, fall color, etc.). Indicate estimated height and spread of canopy at maturity.
 - Irrigation plan
 - Maintenance provisions

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

- Details for tree and shrub planting, staking and guying. When applicable: details for espalier treatment of vines and shrubs, permanent tree staking in parking areas, and protection of existing trees
 - Specifications for paving materials
 - Final grading plan, showing existing contours (dashed lines) and proposed contours (solid lines)
- FINAL COLOR AND MATERIAL SAMPLES BOARD (Maximum size 10" x 18")
- Samples and colors of all exterior materials, including roof, walls glazing materials, paving materials, trim; signage
- OTHER INFORMATION AS MAY BE REQUIRED
- Manufacturers' brochures
 - Site photographs
 - Model
 - Perspective drawings

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