



PLANNING & DEVELOPMENT

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I.E. INSTRUCTIONS REGARDING NEIGHBORS' SIGNATURES

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For all projects:

Early in the design process, the City strongly encourages applicants to meet with their neighbors to present plans and try to identify and resolve issues of concern. Applicants can meet with them one-on-one, at a gathering, or send them copies of plans; which ever seems more appropriate to them. The East Bay Community Mediation Service can help applicants and neighbors resolve problems, and the service is free to residents and business in Berkeley (www.ebcm.org).

For residential projects:

Once an applicant is ready to submit the application, he/she should request their neighbors' signatures **ON THE SITE PLAN DRAWING**, following the instructions below. These signatures tell the City that the applicant has informed their neighbors of the proposed project – it in no way implies that a neighbor “approves” of a project, unless the neighbor checks the column headed, “Have No Objections.” The signatures do not ensure approval or denial of a project, but they must be submitted with the application.

Signatures should be gathered from owners **AND** occupants of a property. If a neighbor cannot be reached, or refuses to sign the plans for whatever reason, please provide evidence that you attempted to contact the individual and have at least provided the neighbor with a copy of the plans.

Work with a Planner for guidance in the type of evidence that would be appropriate for the particular project, or other substitute arrangements for unique circumstances.

Step 1: Print a blank signature block, like the example below, with the explanatory statement, **ON THE SITE PLAN ITSELF**. (No cutting and taping of the signature block onto the plans, etc.)

Step 2: Provide abutting and confronting neighbors (includes owners and occupants) an opportunity (1) to review the full set of plans and (2) to indicate that they have seen these plans.

Step 3: Submit the signed sheets of the plans to the City as part of the Application.

Template for Statement and Neighborhood Signatures:

I have reviewed the plans for a ***(Insert short description of your project. Example – a 750 square foot, 24' high residential addition*)*** at ***(Location of the project. Example -- 5 Albert Street*)***.

Name (printed)	Signature	Address	Renter or Owner	Date	Have no objections	Have objections (Please state briefly)	Have no comment
EXAMPLE							

* Example description and address

(See back)

**EXAMPLE OF ABUTTING
AND CONFRONTING LOTS**

Confronting Lot	Confronting Lot	Confronting Lot
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Street

Abutting Lot	Subject Lot	Abutting Lot
Abutting Lot	Abutting Lot	Abutting Lot