



PLANNING & DEVELOPMENT

Land Use Planning 2120 Milvia Street, Berkeley, CA 94704

Tel: 510.981.7410 TDD: 510.981.9603 Fax: 510.981.7420 Email: Planning@ci.berkeley.ca.us

PRE-APPLICATION FORM

Address _____

Applicant Name _____

Date Submitted _____

Daytime Phone _____

- ❖ *The project address, applicant's name, and submission date must be in the upper right hand corner of each sheet.*
- ❖ *All materials submitted are the property of the City of Berkeley and are subject to public distribution and review.*

In addition to this form the following materials are minimum requirements for pre-application review:

Project Summary:

- Describe existing and proposed use of site and existing buildings.
- Describe proposed new construction, demolition, site history, former and proposed use of hazardous materials, anything unusual about the operations, location of off-site parking (if applicable).
- Include proposed new construction type and occupancy type.
- Be as specific as possible (name the company, type of retail, service, manufacturing, etc.) Will this project serve to retain an existing Berkeley business? What opportunities does the project offer for housing, employment? What measures will be taken to reduce the number of car trips?

Vicinity Map: To show property in context of the neighborhood.

- Center subject property in middle of an 8.5" x 11" white paper.
- Show building outlines, lot lines, and streets; label building addresses, land uses, and Zoning District boundaries.
- Tracing paper available at counter; submit a photocopy of your original.
- Indicate scale (may be 1" = 50' or 1" = 100') and north arrow.

Site Plans: An overhead view of the entire property.

- Dimension all property lines, buildings, setback, and parking spaces. Label features not otherwise clearly interpreted through the use of standard notations or graphic keys.
- Include as much detail as possible. Site features may include: buildings (building walls at grade), the vertical projection of building features extending beyond the building walls (including: eave, balconies and cantilevers), trash enclosures, parking spaces, driveways, property lines, retaining walls, fences, streets, curbs, and sidewalks, the edges of buildings on adjoining properties, landscaping and natural features including trees (label the species of all trees with > 4" dia.), slope banks, the centerline of creeks (indicate whether open or culverted) and significant land forms.

Photographs: Front, rear and side views of buildings/properties. Include aerial photographs if available

Conceptual Floor Plans: An overhead view of proposed building interior spaces.

- Label rooms with the use, dimensions of all spaces.
- Provide plans for each floor, mezzanine, basement, and attic level.

Elevations: Front, rear, and side view of existing and proposed buildings.

- Include as much detail as possible.

Notes:

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06-19-03

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