



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

(This box for staff use only.)

ZP201 _____

- Administrative Use Permit
- Use Permit / Variance
- Modification of any of the Above

PLN201 _____

- Pre-Application

NOTE TO APPLICANTS:

All application materials must be submitted electronically and in hard copy. For details, please review page 2 of this document.

- This document is intended to provide submittal requirements for most zoning applications. However, additional materials may be required for some applications, depending on the nature of the proposed project. In such cases, the project planner will request this information within 30 days of application submittal. Additional materials may also be required in order to comply with the California Environmental Quality Act (CEQA).
- All application materials become the property of the City of Berkeley and are subject to public review.
- You are responsible for the accuracy and completeness of all application materials. Incorrect or incomplete information may result in delay or denial of your application.
- All application materials must be clear and legible. Faxes, poor reproductions, and cluttered or confusing drawings will not be accepted.

HOW TO DETERMINE WHAT INFORMATION IS REQUIRED:

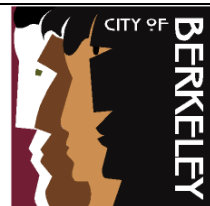
- For each requirement listed in this document, staff has identified the types of projects the requirement applies to. For example, all of the items listed in Section 1 are required for most projects, while surveys are only required for new main buildings or expansion of existing buildings within two feet of required setback lines.
- This document is a companion to the Zoning Project Application Form. We suggest you first complete that form, answering “yes” or “no” to each question on pages 2 and 3. For each “yes” answer, note the requirement indicated in the right-hand column, and find the corresponding section of this document for a more detailed description of the requirement.
- For certain requirements, this document provides hyperlinks to required forms or guidelines with further instructions. All required forms and guidelines are available on the “Frequently Requested Forms” page at:
http://www.ci.berkeley.ca.us/Online_Service_Center/Home/Frequently_Requested_Forms.aspx

PLANNING & DEVELOPMENT

Land Use Planning Division, 1947 Center Street, 2nd Floor, Berkeley, CA 94704

Tel: 510.981.7410 TDD: 510.981.6903

Fax: 510.981.7420 Email: Planning@CityofBerkeley.info



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

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Electronic Submissions

Submit all application materials in both paper and electronic format¹, according to the requirements stated below. The purpose of these requirements is to:

- Allow application materials to be more easily posted and reviewed online using the City's new permit database ("Accela Citizen Access").
- Reduce City staff expenses from having to scan application materials.
- Prepare customers for future on-line application submittal.
- Reduce electronic files to manageable sizes.

Requirements:

- Submission Format: All files must be submitted in PDF format on CD (not via e-mail or on USB drive).
- Electronic documents (i.e., created using a computer program such as Microsoft Word, Excel, or AutoCAD) and digital photographs shall be converted to Adobe PDF format using "Save As PDF" or "Print As PDF" commands.
- Non-electronic (e.g., typewritten or handwritten) documents shall be converted to PDF format by scanning.
- Resolution:
 - Text documents: 100 to 150 DPI/PPI. (If converting electronic document to PDF, use "standard" setting in Adobe Acrobat, or 144 DPI setting in Cute PDF Writer.)
 - Plans, photos, and other graphics: 300 DPI/PPI. (To reduce file size, disable editing capabilities, "flatten" all layers², and use "Reduced Size PDF" function when available.)
- Total Size:
 - If total size of all PDFs is 20 MB or less, combine all documents into a single PDF file.
 - If total size exceeds 20 MB, combine documents from Section I (e.g., application form, applicant statement, pre-application poster) into a single PDF, and submit all other documents as separate PDFs.

If you do not have access to software which allows multiple PDFs to be combined (e.g., Adobe Acrobat Pro), submit individual PDF files and City staff will combine them.

¹ For large documents (e.g. Phase I or geotech reports), but not including plans, the project planner may waive the requirement for a paper copy, on a case-by-case basis. Please consult with planner.

² "Flattening" the files means the individual "layers" that often comprise large architectural and engineering plan sets are reduced down to one layer. As a result, the PDF file becomes much smaller and therefore more easily managed. For more information on PDF "flattening", please visit <http://helpx.adobe.com/acrobat/kb/printing-complex-pdfs-acrobat.html>.



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 1

Required For All Projects (Unless noted below)

Submitted?

A. Zoning Project Application Form

Form available online at:

http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Zoning%20Project%20Appl%20Form_03-04-2014.pdf

- Yes?
- No?
- N/A

B. Design Review Submittal

Required for:

- Projects with exterior changes in non-residential districts;
- Non-residential projects in R-3, R-4, R-S and R-SMU Districts; or
- Other projects as required by the Zoning Officer.

Submit separate Design Review application, per the Design Review Submittal Requirements.

Form available online at:

https://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/DR_Basic_Submittal_Packet.pdf

- Yes?
- No?
- N/A

C. Structural Alterations Permit (Landmarks) Submittal

Required for exterior alterations to designated City Landmarks, Structures of Merit, and structures within a Historic District (or interior alterations to such structures if publicly owned).

Submit separate Structural Alteration Permit application, per the Structural Alteration Permit & Design Review Submittal Requirements.

Form available online at:

https://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/LPCAlterationPermitDesignReviewSubmittalRequirements.pdf

- Yes?
- No?
- N/A

D. Fees

Submit required fees to the cashier in the Permit Service Center

Fee schedule available online at:

[http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Fe%20Schedule%202011-06-16\(1\).pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Fe%20Schedule%202011-06-16(1).pdf)

- Yes?
- No?
- N/A



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 1

Required For All Projects (Unless noted below)

Submitted?

E. Applicant Statement

Submit a written statement (on separate 8½" x 11" paper) that briefly describes the proposed project and how it satisfies the findings required by the Zoning Ordinance. For applications to modify a prior permit, described the proposed changes from the approved project.

For applications to modify a prior permit, the written statement must clearly list and describe all changes from the approved project and the basis for the change.

- Yes?
- No?
- N/A

F. Hazardous Waste and Substances Statement

Required for any project deemed to be a "Development Project," as defined by Government Code Section 65928.

Submit the Hazardous Waste And Substances Statement with your use permit application. This form is available online at:

http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Guideline%20II.E%20Hazardous%20Waste%20and%20Substances%20Statement.pdf

- Yes?
- No?
- N/A

G. Pre-Application Poster

Install the pre-application poster prior to submission of any application to the City and **Submit** a color photo of the pre-application poster installed at the front of the site in according with the following guidelines.

Guidelines available online at:

http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/GuidelineI.E.Pre-AppSignInstructions.pdf.

Sample signs available online at:

Small projects:

http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/GuidelineI.E.Pre-AppSignSample_SmallProjects.pdf

Large projects:

http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/GuidelineI.E.Pre-AppSignSample_LargeProjects.pdf

- Yes?
- No?
- N/A



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 1

Required For All Projects (Unless noted below)	Submitted?
<p>H. Neighbor Pre-Application Contact for any residential project in any residential district</p> <p>Contact all abutting and confronting residential occupants and residential property owners to advise them of your planned development and submit signatures on a table on the first page of the plan set.</p> <p>Guidelines available online at: http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Guideline_ID_Neighbors_Signatures_Instructions.pdf</p> <p>Note: This requirement does not apply to any project that is subject to the 'Pre-Application Contact for any Project of Community or Neighborhood Interest' listed below.</p>	<p><input type="checkbox"/> Yes?</p> <p><input type="checkbox"/> No?</p> <p><input type="checkbox"/> N/A</p>
<p>I. Pre-Application Contact for any Project of Community or Neighborhood Interest³:</p> <p>Prior to application submittal, the applicant must: (1) obtain from the Land Use Planning Division a list of all property owners, occupants/residents, and neighborhood organizations within 300 feet of the project site, (2) invite those on the list to at least one neighborhood meeting to review the project plans and discuss any questions or concerns, and (3) hold the meeting and keep a record of attendance and topics discussed.</p> <p>Submit evidence of mailed invitations, attendance list, and meeting notes.</p> <p><i>Other major non-residential projects are strongly encouraged, but not required, to follow this procedure.</i></p> <p>Note: This requirement does not apply to any project that was subject to the 'Neighbor Pre-Application Contact for any residential project in any residential district', listed above.</p>	<p><input type="checkbox"/> Yes?</p> <p><input type="checkbox"/> No?</p> <p><input type="checkbox"/> N/A</p>

³ Projects of Community or Neighborhood Interest: 1) Any project in a Residential District that would create 6 or more bedrooms on a parcel within ½ mile of the UC Campus (or the area confined by Grant Avenue on the west, Derby Street on the south, and Rose Street on the north); and 2) Any project in a non-residential district that involves three or more stories, a Density Bonus under Section 65919 of California State Law, a Floor Area Ratio \geq 2.00, or more than 10,000 square feet gross floor area.



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 1

Required For All Projects (Unless noted below)

Submitted?

J. Public Art on Private Development Program

Required for any new commercial or industrial building, any project with five or more Dwelling Units, or any commercial or industrial addition of more than 10,000 square feet, per BMC Chapter 23C.23.

Submit an Allocation Declaration with your use permit application. This form is available online at:

https://www.cityofberkeley.info/uploadedFiles/City_Manager/Level_3_-_Civic_Arts/Allocation%20declaration%2010-17-17.pdf

For additional information about the Public Art on Private Development Program, please visit:

https://www.cityofberkeley.info/Public_Art_on_Private_Development_Program.aspx

- Yes?
- No?
- N/A

K. Site Photographs

Submit one set of exterior photos, as follows:

- Mount or copy photos on 8½" x 11" sheets with captions or a key giving the location of each photo.
- Provide adequate photos to show entire project site and all adjacent buildings. Where possible, take wide-angle shots showing project site and adjacent buildings together.
- Grayscale preferred.

- Yes?
- No?
- N/A

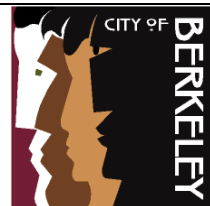
L. Zoning Use Questionnaire

Required for projects that establish a new business or create a new commercial space with the tenant/operator already selected.

Submit a Zoning Use Questionnaire. This form is available online at:

http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Zoning_Use_Questionnaire.pdf

- Yes?
- No?
- N/A



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 2

Required For All Projects Involving New Structures, Additions, Demolition or Exterior Alterations

Plans – General Requirements

1. All plans must be fully dimensioned, and include:

- Name of person preparing plans (licensed architect required for certain projects, see Item 3 below);
- Dates of preparation and revision;
- Project address;
- Scale (see Item 2 below for minimum scales);
- North arrow;
- Legend describing all symbols and notations;
- Building Code Construction and Occupancy Types; and
- Tabulation form (An example is available online at: http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Tabulation_Form.pdf).

For applications to modify a prior permit, the plans must clearly show the approved and modified project, and you must “cloud” all changes from the approved project.

2. Number of Plan Sets / Minimum Scale (Hard Copies):

- Two (2) sets, drawn to scale, no larger than 11” x 17” or 12” x 18”. Must meet minimum scale of 1/16” for site plan and 1/8” for all other drawings. If site or building is too large to fit on sheets at minimum scale, provide one (1) additional larger set meeting minimum scale. **Note that these plans are often released to the public on paper no larger than 8½” x 11”, and that you must format your plans so that all images and text are legible at this size.**

Additional plan sets may be required by the project planner, if necessary to facilitate project review. Also, **for Use Permit applications only**, fifteen (15) additional 11” x 17” or 12” x 18” sets must be submitted at least two weeks prior to the hearing, or as requested by the project planner.

3. Architect or Engineer Required for Certain Projects

Plans that require preparation by a licensed California architect or engineer under the California Architects Practice Act shall bear the architect or engineer’s stamp and signature on each sheet. Projects requiring an architect or engineer include construction, alteration, improvement or repair of (1) any non-residential or mixed-use building; (2) any residential building or group of buildings over 4 units; (3) any residential building over 2 stories or not of wood frame construction; and (4) any garage or other residential accessory structure over 2 stories. This requirement may be waived for projects involving only minor alterations or repairs; consult with a planner. **For further information, visit www.cab.ca.gov.**



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 2	
Required For All Projects Involving New Structures, Additions, Demolition or Exterior Alterations	Submitted?
<p>A. Site Plan</p> <p>Required for all projects, unless waived by planner.</p> <p>The Site Plan must show the following:</p> <ul style="list-style-type: none"> • Property lines, with lot dimensions; • Building footprint(s), dimensions, required setbacks, and projections such as eaves, balconies and bays. Show all buildings, including garages, sheds, etc; • Use shading, hatching or other appropriate method to indicate proposed additions; • Any portions of neighboring buildings within 20 feet of property lines; • Driveways and parking spaces with dimensions, location of handicapped parking spaces, bicycle racks, and security gates; • Fences and retaining walls (indicate height), decks, patios, hot tubs, and other similar features; • All areas that qualify as Usable Open Space; • All landscaping and all paved areas; and • Significant natural features such as trees (indicate species, trunk diameter and drip line), creeks (indicate banks or culvert outline), and prominent landforms. <p>Example available online at: http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Guideline_IIB_Site_Plan_Samples.pdf</p>	<input type="checkbox"/> Yes? <input type="checkbox"/> No? <input type="checkbox"/> N/A
<p>B. Floor Plans</p> <p>Required for all projects, unless waived by planner.</p> <p>The Floor Plan (s) must show the following:</p> <ul style="list-style-type: none"> • All floors, including mezzanines, basements, and attics; • Use of all rooms (existing and proposed), per the California Building Code; and • For changes to existing buildings, provide separate plans for existing and proposed conditions, or if changes are limited, used dashed lines for demolished features and solid lines for new features. 	<input type="checkbox"/> Yes? <input type="checkbox"/> No? <input type="checkbox"/> N/A



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 2

Required For All Projects Involving New Structures, Additions, Demolition or Exterior Alterations

Submitted?

C. Building Elevations

Required for all projects, unless waived by planner.

The Elevations must show the following:

- Depict all exterior features and openings, including finishes and materials;
- Indicate average building height (as defined in Zoning Ordinance; see link below), finished floor elevations, and grade. For projects in “H” District, indicate maximum building height also; and
- Where appropriate, show adjacent features such as fences, landscaping, and other buildings and property lines.

A diagram showing how height is calculated under the Zoning Ordinance is available online at:

http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Guideline%20II.D_Building%20Height%20Instructions.pdf

- Yes?
- No?
- N/A

D. Street Strip Elevation

Required for any new buildings (except accessory buildings)

Submit: show street elevations of existing parcel and proposed project; include at least two (2) parcels on either side of the subject parcel on single sheet.

Minimum scale is 1/8" = 1'.

- Yes?
- No?
- N/A

E. Section Drawings

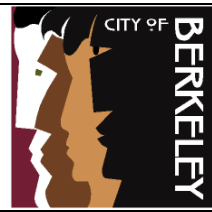
Required for:

- New main buildings in the “H” District;
- Additions exceeding 14 feet in average height in the “H” District; or
- Other projects as determined necessary by the project planner.

For projects that are otherwise subject to this requirement, the project planner may waive the requirement if it is determined that no significant view or bulk/massing impacts would occur.

Submit: Drawings that show adjacent uphill or downhill buildings where views may be affected. Minimum scale is 1/8" = 1'. Show existing and proposed grades.

- Yes?
- No?
- N/A



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 2

Required For All Projects Involving New Structures, Additions, Demolition or Exterior Alterations

Submitted?

F. Boundary/Topographic Survey

Required for:

- Any new main building;
- Expansions of a building footprint or the creation of accessory building/structures less than two feet from, or within, a required setback; or
- Other projects as determined necessary by the planner.

Submit a survey meeting the following requirements:

- Wet-stamped and signed by a licensed California surveyor or appropriately licensed civil engineer⁴;
- Minimum scale of 1/10" = 1';
- Shows all property lines, curb and sidewalk, spot elevations, existing structures, building dimensions, and setbacks to all property lines; and
- For projects in the "H" District, survey must be no more than five years old and must show contour lines with minimum 5-foot intervals.

- Yes?
- No?
- N/A

G. Conceptual Grading Plan

Required for projects with more than 50 cubic yards of cut and/or fill, or as determined necessary by the project planner.

Submit a grading plan meeting the following requirements:

- Prepared by a licensed surveyor, architect or engineer;
- Provides estimated quantities and locations of cut and fill; and
- Shows existing and final elevations.

- Yes?
- No?
- N/A

⁴ Classification must be specified. Check with project planner.



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 2

Required For All Projects Involving New Structures, Additions, Demolition or Exterior Alterations	Submitted?
<p>H. Shadow Study</p> <p>Required for:</p> <ul style="list-style-type: none"> • New main buildings; • Additions exceeding 14 feet in average height on sites adjacent a residential use; or • Other projects as determined necessary by the project planner. <p>For projects that are otherwise subject to this requirement, the project planner may waive the requirement if it is determined that no significant view or bulk/massing impacts would occur.</p> <p>Submit a shadow study.</p> <p>Guidelines available online at: http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Guideline%20III.A.7%20Shadow%20Study%20Instructions.pdf</p>	<p><input type="checkbox"/> Yes?</p> <p><input type="checkbox"/> No?</p> <p><input type="checkbox"/> N/A</p>

Section 2.1

Supporting Studies, Graphics, Depictions	Submitted?
<p>A. Arborist Report</p> <p>Required for projects involving any construction activity (including paving, storage of materials, and parking of vehicles) within the drip line of a Coast Live Oak (<i>quercus agrifolia</i>) tree with a circumference of at least 18 inches at 4 feet above the ground (or at least 26 inches aggregate circumference for a multi-stemmed tree).</p> <p>Submit a report by a certified arborist assessing the project’s impacts on the tree(s) and recommending preservation measures both during and after construction, as applicable. Arborist must be approved by City Forester prior to preparing report.</p> <p>Guidelines available online at: http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Guideline_IIIC1_OakTree_ordinance_and_diagram.pdf</p>	<p><input type="checkbox"/> Yes?</p> <p><input type="checkbox"/> No?</p> <p><input type="checkbox"/> N/A</p>



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 2.1

Supporting Studies, Graphics, Depictions

Submitted?

B. Parking Survey

Required for projects requesting a waiver of any off-street parking required under the Zoning Ordinance, or as determined necessary by the project planner. Requirement may be waived for very small parking waivers on a case-by-case basis.

Guidelines available online at:

http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/GuidelinesIIIA3ParkingSurveyInstructions.pdf. Also consult Office of Transportation at (981-7010) for further information.

- Yes?
- No?
- N/A

C. Photo Simulations (Photo Montage)

Required for Large Scale Development Projects.⁵

Submit photos of the site before and after project, from at least four angles that demonstrate maximum impact on views from surrounding properties.

Guidelines available online at:

http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/GuidelinesIIIA4PhotoSimulationInstructions.pdf

- Yes?
- No?
- N/A

D. Structural and Pest Report

Required for projects removing 25% or more of a main building's exterior wall and roof framing (including in-kind replacement of existing framing), except projects already requesting a Use Permit for demolition. (For non-wood-framed buildings, contact staff for further instructions.)

Submit a report by an independent, fully credentialed pest control operator that evaluates whether, in the operator's opinion, retention of structural elements not proposed for removal is actually feasible. This evaluation exceeds State requirements for pest reports in that it requires removal of exterior siding and/or interior drywall/plaster in order to allow examination of structural elements proposed to be retained.

- Yes?
- No?
- N/A

⁵ Large Scale Development Project: Any project in a non-residential district that proposes **any** of the following: (1) three or more stories, (2) a Density Bonus under Section 65919 of California State Law, (3) a Floor Area Ratio \geq 2.00, or (4) at least 10,000 square feet gross floor area.



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 2.1

Supporting Studies, Graphics, Depictions

Submitted?

E. Story Poles

Required for:

- New main buildings in the “H” District;
- Additions exceeding 14 feet in average height in the “H” District; or
- Other projects as determined necessary by the project planner.

For projects that are otherwise subject to this requirement, the project planner may waive the requirement if it is determined that no significant view or bulk/massing impacts would occur.

Submit photos of erected story poles from multiple angles, in order to show potential impacts to neighbors’ views. Poles must generally be erected prior to application submittal, in order to allow neighbors to provide input on view impacts; however, poles may be erected later if approved by the project planner. Submit documentation to show that the locations and elevations of the story poles accurately depicts the proposed project.

- Yes?**
- No?**
- N/A**



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 3

Required to Complete Environmental Review

Submitted?

A. Creek Information

Required for any project within 40 feet of the centerline of an open creek (or 25 feet for culverted creeks) that is protected under BMC Chapter 17.08. Note: This requirement applies even if a protected creek has not yet been identified by the City.

Submit:

- Topographical survey with two-foot contour intervals showing creek centerline and existing and proposed development;
- A report by a licensed engineer or geologist with expertise in hydrology or slope stability, which demonstrates that the project will not:
 1. Create, exacerbate, or prevent the abatement of erosion and bank destabilization problems;
 2. Increase stormwater runoff into the creek;
 3. Degrade water quality from construction activities (i.e., increased sedimentation and particulates from disturbed soils, pollution from motor oil, or other toxics and trash);
 4. Eliminate or degrade significant in-stream or riparian corridor habitat; or
 5. Prevent establishing stable banks and/or a headwall at a culvert intake or outflow, or otherwise impede or complicate access to a culvert for maintenance or repair.

For culverted creeks, please contact Taylor Lancelot in Public Works for additional requirements.

Guidelines available online at:

http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Guideline%20III%20C%205%20Creeks.pdf

- Yes?
- No?
- N/A

B. Historical Resource Evaluation

Required for Demolition/Substantial Change of building > 40 years old.

Submit: State of California Department of Parks and Recreation (DPR) 523 forms. Evaluation(s) to include references to development history documentation (including but not limited to photographs, building permits, Sanborn maps, and directory listings); completed by a qualified historian, architectural historian or historic architect;

Guidelines available online at:

<http://ohp.parks.ca.gov/pages/1054/files/manual95.pdf>

- Yes?
- No?
- N/A



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 3

Required to Complete Environmental Review

Submitted?

C. Phase I or II Assessment

Required for projects:

- Involving substantial excavation in non-residential zoning districts;
- On sites with a history of soil and/or groundwater contamination (see Item II.E); or
- Within the Toxic Management Division's Environmental Management Area (EMA map shown at the Permit Service Center and on the City's Website <http://www.ci.berkeley.ca.us/maproom/>).

Contact Toxics Management Division (510) 981-7460 for further details.

- Yes?
- No?
- N/A

D. Seismic Hazard Investigation

Required for all projects in seismic hazard zones shown on the "Environmental Constraints Map"⁶, except: (1) single-family, wood- or steel-frame dwellings not exceeding two stories (as defined by the State Hazards Mapping Act), and (2) additions not exceeding 50 percent of existing floor area or building value.

Submit:

- Geotechnical report satisfying the requirements of "Special Publication 117"⁷ (for landslide and liquefaction zones) and/or California Geological Survey Note 49⁸ (for fault zones); and
- Deposit of \$1,500 for peer review of report (additional funds may be required for more complicated projects).

- Yes?
- No?
- N/A

E. State General Construction Permit

Required for projects disturbing one acre or more of soil (or less than one acre if part of a larger development plan that disturbs one acre or more).

Submit a copy of the Notice of Intent (NOI) submitted for the State General Construction Permit. A copy of the project's Storm Water Pollution Prevention Plan (SWPPP) must also be submitted prior to building permit issuance.

Further information available at:

http://www.waterboards.ca.gov/water_issues/programs/stormwater/constpermits.shtml.

- Yes?
- No?
- N/A

⁶ Available in Permit Service Center or at www.ci.berkeley.ca.us/maproom

⁷ Available at <http://www.conservation.ca.gov/cgs/shzp/webdocs/Documents/sp117.pdf>.

⁸ Available at http://www.conservation.ca.gov/cgs/information/publications/cgs_notes/note_49/Documents/note_49.pdf.



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 3

Required to Complete Environmental Review

Submitted?

F. Stormwater Requirements Checklist

Required for all projects creating or replacing 2,500 square feet or more of impervious surface, including single-family dwellings. Includes new buildings, additions, and alterations to existing roofs that affect drainage, but does not include routine maintenance and re-surfacing of existing impervious surfaces.

- Yes?
- No?
- N/A

Guidelines available online at:

http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Stormwater%20Overview_10-23-13.pdf

G. Traffic Impact Analysis

Required for:

- Projects creating 10 or more dwelling units, 5,000 square feet of more of gross floor area, or 25 peak hour or more vehicle trips (based on ITE trip generation rates); or
- Other projects as determined necessary by the project planner and traffic engineer.

- Yes?
- No?
- N/A

Contact Traffic Engineering Division (981-7010) to determine required scope of study.

Section 4

Required for Projects Subject to Affordable Housing Requirements

Submitted?

A. Housing Affordability Statement

Required for any project creating:

- Five (5) or more dwelling or live/work units; and/or
- Additional condominium units, resulting in five (5) or more condominium units built after 1986 on the site.

Submit a written statement describing the following:

- How the project complies with the Affordable Housing Mitigation Fee Ordinance (rental projects) or the Berkeley Inclusionary Ordinance (condo or live/work projects);
- Level of affordability that will be provided and/or fee that will be paid;
- Number and location of any affordable units; and
- Size and amenities (bedrooms, bathrooms, parking facilities) of affordable units.

- Yes?
- No?
- N/A



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 4

Required for Projects Subject to Affordable Housing Requirements

Submitted?

B. Area of Potential Effects (APE) Statement

Required for projects seeking federal funds (either directly or through the City of Berkeley Housing Trust Fund).

Submit a statement identifying the project’s “Area of Potential Effects” as defined in federal regulations (36 CFR Part 800). Contact Housing Department at 981-5400 for further information and requirements.

- Yes?**
- No?**
- N/A**

C. Density Bonus Eligibility Statement

Required for projects requesting a density bonus under Government Code Section 65915.

Submit:

- A written statement with the following information:
 - a. Number of “base project” units;
 - b. Number of affordable units and level of affordability;
 - c. Percent density bonus requested and allowed under Section 65915;
 - d. Waivers or modifications of development standards necessary to accommodate density bonus (e.g., increased height or FAR, reduced setbacks or parking, etc.); and
 - e. Explanation of why each waiver or modification is needed to accommodate density bonus.
- Schematic plans showing a “base project” that complies with all applicable Zoning Ordinance requirements, without any additional Use Permits to waive or modify development standards.

- Yes?**
- No?**
- N/A**

D. Request for Incentives or Concessions

Required for projects requesting incentives or concessions under Government Code Section 65915.

Submit a written statement with the following information:

- Description of incentives/concessions being requested **in addition to** (or instead of) waivers or modifications necessary to accommodate density bonus; and
- Financial pro forma statement, as directed by staff, demonstrating that the requested incentives/concessions are necessary to cover the cost of the affordable units.

- Yes?**
- No?**
- N/A**



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 4

Required for Projects Subject to Affordable Housing Requirements

Submitted?

E. Applicant Anti-Discriminatory Housing Policies

Required for any project creating:

- Five (5) or more dwelling or live/work units; and/or
- Additional condominium units, resulting in five (5) or more condominium units built after 1986 on the site.

Submit a written statement answering the following questions and **provide** the requested documentation, if applicable:

1. Does the applicant or sponsor, including the applicant or sponsor's parent company, subsidiary, or any other business or entity with an ownership share of at least 30% of the applicant's company, engage in the business of developing real estate, owning properties, or leasing or selling individual dwelling units in states or jurisdictions outside of California?
2. If the answer to (1) is yes, which?
3. If the answer to (1) is yes, does the applicant or sponsor, as defined in (1), have policies in individual states that prohibit discrimination based on sexual orientation, gender identity, and/or gender expression in the sale, lease, or financing of any dwelling units enforced on every property in the state or states where the applicant or sponsor has an ownership or financial interest?
4. If the answer to (1) is yes, does the applicant or sponsor, as defined in (1), have a national policy that prohibits discrimination based on sexual orientation and gender identity in the sale, lease, or financing of any dwelling units enforced on every property in the United States where the applicant or sponsor has an ownership or financial interest in property?
5. If the answer to (3) or (4) is yes, please provide a copy of that policy or policies as part of this application.

- Yes?
- No?
- N/A

The Land Use Division shall not accept an application as complete unless the applicant provides a response to this section. The processing of and recommendations or determinations made by the Land Use Division regarding an application shall be unaffected by the applicant's response to this section.



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 5

Green Building Requirements

Submitted?

A. Berkeley Water Efficient and Bay Friendly Landscape Requirements

Required for projects with 2,500 square feet or greater of new or renovated irrigated area.

These projects shall comply with water efficiency and planting best practices specified in the State Water Efficient Landscape Ordinance, East Bay Municipal Utility District (EBMUD) Section 31 Water Service Regulation for Outdoor Water Use, and all applicable measures in the Bay Friendly Basics checklist.

Submit the following:

- Outdoor water use section of EBMUD Section 31 Water Service Regulations Checklist. For more information, visit: <http://www.ebmud.com/for-customers/new-construction>; and
- Bay Friendly Basics Checklist. For more information, visit: <http://www.stopwaste.org/home/index.asp?page=952>.

Guidelines available online at:

http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Guideline%20III.D%20Green%20Building%20Requirements.pdf

- Yes?
- No?
- N/A

B. Energy Efficiency Analysis (Savings By Design)

Required for projects creating or renovating 10,000 square feet of non-residential floor area.

Apply for Savings by Design incentives and design assistance at:

<http://www.pge.com/mybusiness/energysavingsrebates/rebatesincentives/inc/>

Submit one of the following, signed by a representative from Savings by Design:

- Whole Building Energy Analysis: http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/SavingsbyDesign_Whole%20Building.doc; and
- Systems Energy Analysis: http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/SavingsbyDesign_Systems.doc.

Guidelines available online at:

http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Guideline%20III.D%20Green%20Building%20Requirements.pdf

- Yes?
- No?
- N/A



I.A. ZONING PROJECT SUBMITTAL REQUIREMENTS

Section 5

Green Building Requirements

Submitted?

C. Green Building Checklist

Required for projects:

- Adding one or more new dwelling units; or
- Creating or renovating 10,000 sq. ft. or more of non-residential floor area

Submit electronic copy of completed Green Building Checklist indicating project's green measures and update throughout construction. Select checklist applicable to your project at:

Residential: <http://www.builditgreen.org/residential-guidelines/>

Non-residential: <http://www.builditgreen.org/commercial-guidelines/>

Guidelines available online at:

http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Guideline%20III.D%20Green%20Building%20Requirements.pdf

- Yes?**
- No?**
- N/A**