



1) Zoning Research Letter and 2) Pre-Application Form

(This box for staff use only.)

DATE STAMP HERE

PLN20____-

- Zoning Research Letter
- Pre-Application

Intake Planner: _____

Project Information:

Project Address: _____ Unit/Suite #: _____

Assessor Parcel Number: _____

Property Owner's Name: _____

Owner's Mailing Address: _____

Phone #: _____

Email: _____

Applicant's Name (or enter "same"): _____

Applicant's Mailing Address: _____

Phone #: _____

Email: _____

Applicant Letter: Please provide the following information as attachments to this application:

1. Written statement that describes the information you would like to receive from staff regarding the property and/or the proposed project; and
2. Relevant background information, proposed plans, site photos, special conditions and other documentation related to the property history, existing conditions or proposed use.

Under penalty of perjury, I certify that:

(1) the application materials are true and complete to the best of my knowledge; and

(2) I agree to pay all expenses associated with this application.

*(*Owner's signature, or signed letter authorizing applicant to apply on owner's behalf, is required for all applications)*

Applicant Signature:

Printed Name:

Date: _____

Owner Signature:

Printed Name:

Date: _____

Land Use / Zoning

Planning and
Development

All new uses, structures, and modifications to structures in the City of Berkeley are required to be in conformance with the Zoning Ordinance.

Information on different types of permits can be found at the links below.

Overview of the Permitting Process

https://www.cityofberkeley.info/Planning_and_Development/Permit_Service_Center/Permitting_Process.aspx

Types of Permits

https://www.cityofberkeley.info/Planning_and_Development/Home/Types_of_Land_Use_Permits.aspx

Zoning Project Submittal Requirements

<https://tinyurl.com/rahe81d>

Land Use / Zoning

1947 Center Street
2nd Floor

Berkeley, CA 94704
Phone: 510-981-7410
TDD: 510-981-7450

planning@cityofberkeley.info



GUIDE TO SUBMITTING A ZONING RESEARCH LETTER OR PRE-APPLICATION REQUEST

	WHAT CAN I EXPECT?	WHAT IS THE TIMELINE?	WHAT IS THE FEE?
Zoning Research Letter (ZRL)	<ul style="list-style-type: none"> • A general description of the zoning district in which the property is located, permitted land uses, use limitations and performance and development standards. • A summary of the recorded land use history of the property, as well as existing/current entitlements and legal use of the property. • Supporting documents as needed, such as maps, inspection reports, prior entitlements, etc. • Determination(s) by the Zoning Officer, based on a review of the facts available at the time of completion, which shall not be considered legally binding in any way. Further, the Letter <u>does not</u> certify the property's compliance with zoning district development standards, parking, or legal/legal non-conforming status. 	<p>Typically, staff issues a final ZRL within 30 days for simple requests, while more complex research requests can take 60 days or more, depending on the nature of the request.</p> <p>Detailed and focused research requests can help ensure the ZRL is issued in a timely manner.</p> <p><u>There is no expedited process.</u></p>	<p>A flat fee of \$400 for up to two (2) hours of staff time. If additional time is needed to complete the request, staff will first ask for the applicant's approval, then invoice on an hourly basis for the additional time required.</p>
Pre-Application	<ul style="list-style-type: none"> • A description of the proposed project's compliance with the general plan land use designation zoning district regulations and development/performance standards. • A description of the required land use entitlements and technical studies to conduct the appropriate level of environmental review based on the proposed project. • A description of necessary supporting documents, such as maps, technical reports, prior entitlements, etc. 	<p>Staff works with the applicant and coordinates with other City departments/divisions to provide a memo within 30 days.</p>	<p>A deposit of \$750. If additional time is needed to complete the request, staff will first ask for the applicant's approval, then invoice on an hourly basis for the additional time required.</p>