



Planning and Development  
Land Use Planning Division

November 30, 2016

Martin Wilson, Applicant Contact  
800 Bancroft Way, Suite 203  
Berkeley, CA 94710

**RE: Application for Master Use Permit (ZP) 2015-0238 at 600 Addison Street**

To demolish an industrial site of approximately 8.5 acres and to construct a multi-use commercial and light industrial campus in the Mixed Use-Light Industrial district

Dear Martin,

This letter confirms that Master Use Permit application for 600 Addison Street, submitted November 12, 2016, remains incomplete. While there has been progress in preparation for the project's required environmental review, the application is incomplete due to outstanding application materials (see below) and changes to the project description.

**Required Application Materials**

Please see the enclosed document *Zoning Project Submittal Requirements* and note all missing items indicated for this project. The original January 2016 version of this document was edited specifically for this Master Use Permit application and was updated recently to reflect only those items that remain outstanding today. Please review this document and note all missing items noted with a red "X".

**Preliminary Design Review Application**

As a reminder, you must submit a Preliminary Design Review application for this project in accordance with Berkeley Municipal Code 23E.08. The Design Review Committee (DRC) is the advisory body to the ZAB for the architectural, landscape and design aspects of all discretionary projects in commercial and manufacturing districts. Please use the Design Review Application package, linked below, for guidance in your preparation:

[http://www.cityofberkeley.info/uploadedFiles/Online\\_Service\\_Center/Planning/Design\\_Review-Preliminary\\_DR\\_Submittal\\_Requirements\\_2012.pdf](http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Design_Review-Preliminary_DR_Submittal_Requirements_2012.pdf)

You must work closely with our Design Review staff to develop and propose appropriate design guidelines for this project. The guidelines will be presented to DRC for Primary Design Review approval in place of fully developed architectural building and landscape designs.

### **Final Project Description and Applicant Statement**

Since this application was submitted last year, aspects of the project description related to the proposed land uses have changed. In order to move forward with the environmental review preparations and to complete the Zoning ordinance analysis, you must update the project description as presented in the Applicant Statement dated March 2, 2016. The final project description must include an analysis of compliance with the MU-LI zoning district, a detailed spreadsheet summarizing the project data and any other summary tables as needed to convey the varied and sometimes complex proposal information.

### **Project plan set**

As described in the *Zoning Project Submittal Requirements*, this project application must include an architectural plan set representing the proposed project. Previously submitted graphics have not provided the minimum technical information required for review. The plans must be organized into a single plan set document arranged on sheets using standard architectural presentation conventions and an alpha/numeric page numbering system. All drawings and diagrams must include labels for all items represented. Elevation drawings must include proposed building heights (measured in feet and stories) per BMC 23F.04 as measured from sea level elevations. Ideally, the plan set will represent the 30% design phase of the proposed project. Examples are available upon request.

The November 28, 2016 Action Items list prepared by Theresa Wallace, the City's CEQA consultant, is also included herein for your reference. I would like to meet soon to review the project application and confirm the status of all pending items.

Yours sincerely,



M. Fatema Crane

Senior Planner

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Office tel.: 510-981-7410



## 600 ADDISON STREET

### I. ZONING PROJECT SUBMITTAL REQUIREMENTS

For: Master Use Permit  
Use Permits

Effective January 15, 2015

#### NOTE TO APPLICANTS:

- ***Effective November 4, 2013, 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 YOUR application:

- 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 I are required for all projects, while surveys (Item III.A.1) 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 (Item I.A). 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](http://www.ci.berkeley.ca.us/Online_Service_Center/Home/Frequently_Requested_Forms.aspx).

## Electronic Submissions

**Submit** all application materials in both paper and electronic format<sup>1</sup>, 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 layers<sup>2</sup>, 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.

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<sup>1</sup> 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.

<sup>2</sup> "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. Required For All Projects

Required

### A. ~~Zoning Project Application Form~~

~~Form available online at:~~

~~[http://www.cityofberkeley.info/uploadedFiles/Online\\_Service\\_Center/Planning/Zoning%20Project%20App%20Form\\_03-04-2014.pdf](http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Zoning%20Project%20App%20Form_03-04-2014.pdf)~~

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

### C. Revised 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. Please described any anticipated construction phasing.

X

### D. ~~Neighbor Pre-Application Contact~~

~~Required for any residential project in the Residential Districts:~~

~~Submit signatures of abutting & confronting residential neighbors (owners and occupants) on a table on the first page of the plan set.~~

~~Guidelines available online at:~~

~~[http://www.ci.berkeley.ca.us/uploadedFiles/Online\\_Service\\_Center/Planning/Guideline\\_ID\\_Neighbors\\_Signatures\\_Instructions.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Guideline_ID_Neighbors_Signatures_Instructions.pdf)~~

~~Required for Projects of Community or Neighborhood Interest<sup>3</sup>:~~

~~Prior to application submittal, the applicant must: (1) obtain from the Land Use Planning Division a list of all property owners, 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.~~

~~Submit evidence of mailed invitations, attendance list, and meeting notes.~~

~~Other major non-residential projects are strongly encouraged, but not required, to follow this procedure.~~

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<sup>3</sup> 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. Required For All Projects**

**Required**

### **E. ~~Pre-Application Poster~~**

~~Submit a color photo of the pre-application poster installed at the front of the site in accordance with the following guidelines.~~

#### ~~Guidelines available online at:~~

~~[http://www.ci.berkeley.ca.us/uploadedFiles/Online\\_Service\\_Center/Planning/GuidelineI.E.Pre-AppSignInstructions.pdf](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](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](http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/GuidelineI.E.Pre-AppSignSample_LargeProjects.pdf)~~

### **F. ~~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.~~

## **II. Required For All Projects Involving Construction**

### **(New Structures, Additions, Demolition, Exterior Alterations, and Changes of Use)**

#### **A. Plans – General Requirements**

##### **1. All plans must 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
- Tabulation form (see Item II.F)

## II. Required For All Projects Involving Construction

### (New Structures, Additions, Demolition, Exterior Alterations, and Changes of Use)

Required

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

- Two (2) sets at 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.
- ~~One (1) reduced set at 8½" x 11" (minimum scale not required).~~
- ~~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.~~
- ~~Additional plan sets may be required by the project planner, if necessary to facilitate project review.~~

X

#### 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](http://www.cab.ca.gov).**

X

#### B. Site Plan

Site Plan must show the following:

- 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 50 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.
- Significant natural features such as trees (indicate species, trunk diameter and drip line), creeks (indicate banks or culvert outline), and prominent landforms.

#### Example available online at:

[http://www.ci.berkeley.ca.us/uploadedFiles/Online\\_Service\\_Center/Planning/Guideline\\_IIB\\_Site\\_Plan\\_Samples.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Guideline_IIB_Site_Plan_Samples.pdf)

X

**II. Required For All Projects Involving Construction  
(New Structures, Additions, Demolition, Exterior Alterations, and Changes of Use) Required**

**C. Floor Plans**

~~Required for all projects with interior changes. Must show the following:~~

- ~~• All floors, including mezzanines, basements, and attics.~~
- ~~• Uses of all rooms (existing and proposed), per the California Building Code.~~
- ~~• 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.~~

**D. Building Elevations**

**NOTE RE: ELEVATION DRAWINGS:**  
Not required for Zoning review at this time. Please refer to requirements for Preliminary Design Review instead.

~~Required for projects with exterior changes. 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.~~
- ~~• 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.ci.berkeley.ca.us/uploadedFiles/Online\\_Service\\_Center/Planning/Guideline\\_IID\\_Building\\_Height\\_Instructions.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Guideline_IID_Building_Height_Instructions.pdf)~~

**E. Hazardous Waste and Substances Statement**

~~Required for all projects (including residential).~~

~~Available online at:~~

~~[http://www.cityofberkeley.info/uploadedFiles/Online\\_Service\\_Center/Planning/Guideline%20H.E%20Hazardous%20Waste%20and%20Substances%20Statement.pdf](http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Guideline%20H.E%20Hazardous%20Waste%20and%20Substances%20Statement.pdf)~~

**F. Revised Tabulation Form**

**Required** for all projects except commercial changes of use (unless determined necessary by the project planner); see enclosed forms specific to the 600 Addison Street Master Use Permit request.

**An example is available online at:**

[http://www.ci.berkeley.ca.us/uploadedFiles/Online\\_Service\\_Center/Planning/Tabulation\\_Form.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Tabulation_Form.pdf)

X

### III. Additional Requirements

(Required As Noted Below)

Required

#### A. Studies, Plans, and Graphics:

##### 1. ~~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~~
- ~~• 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 engineer.<sup>4</sup>~~
- ~~• Minimum scale of 1/10" = 1'.~~
- ~~• Shows all property lines, curb and sidewalk, spot elevations, existing structures, and setbacks to all property lines.~~
- ~~• For projects in the "H" District, survey must be no more than than five years old and must show contour lines with minimum 5-foot intervals.~~

##### 2. ~~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~~
- ~~• Shows existing and final elevations~~

##### 3. ~~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/GuidelineIII3ParkingSurveyInstructions.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/GuidelineIII3ParkingSurveyInstructions.pdf). Also consult Office of Transportation at (981-7010) for further information.~~

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<sup>4</sup> Classification must be specified. Check with project planner.

### III. Additional Requirements

(Required As Noted Below)

Required

#### 4. Photo Simulations (Photo Montage)

Required for Large Scale Development Projects.<sup>5</sup>

**Submit** photos of the site before and after project, from at least **six** perspective points that demonstrate maximum impact on views from surrounding properties. At a minimum, we suggest photos from the following points: the bicycle/pedestrian bridge landing at the public ROW on Bolivar Drive facing southeast; Allston Way facing west; and the most relevant points facing south from the area near University Avenue and Fifth Street, and facing east from I-80 freeway.

**Guidelines available online at:**

[http://www.ci.berkeley.ca.us/uploadedFiles/Online\\_Service\\_Center/Planning/Guideline\\_IIIA4\\_Photo\\_Simulation\\_Instructions.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Guideline_IIIA4_Photo_Simulation_Instructions.pdf)

X

#### 5. Section Drawings

**Required for:**

- New main buildings in the “H” District
- Additions exceeding 14 feet in average height in the “H” District
- 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 he or she determines 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.

#### 6. Story Poles

Required as noted above for Section Drawings.

**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.

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<sup>5</sup> 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.

### III. Additional Requirements

(Required As Noted Below)

Required

#### 7. Shadow Study

**Required for:**

1. New main buildings
2. Additions exceeding 14 feet in average height on sites adjacent a residential use
3. 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 he or she determines that no significant view or bulk/massing impacts would occur.

**Submit** a shadow study that meets the requirements listed in the “Shadow Study Instructions”, available online at:

[http://www.cityofberkeley.info/uploadedFiles/Online\\_Service\\_Center/Planning/Guideline%20III.A.7%20Shadow%20Study%20Instructions.pdf](http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Guideline%20III.A.7%20Shadow%20Study%20Instructions.pdf)

X

#### 8. 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’.

*Not required at this time but will be requested later in review process.*

### ~~B. Projects Subject to Affordable Housing Requirements:~~

#### ~~1.a Housing Affordability Statement~~

~~Required for any project creating:~~

- ~~1. Five (5) or more dwelling or live/work units~~
- ~~2. 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~~

### III. Additional Requirements

(Required As Noted Below)

Required

#### ~~1.b Applicant Anti-Discriminatory Housing Policies~~

~~Required for any project creating:~~

- ~~1. Five (5) or more dwelling or live/work units~~
- ~~2. 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, in which states?~~
- ~~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 the application to the Planning Department.~~

~~The Planning Department shall not accept an application as complete unless the applicant answers the application questions identified above. The Planning Department's processing of and recommendations or determinations regarding an application shall be unaffected by the applicant's answers to the questions presented.~~

### III. Additional Requirements

(Required As Noted Below)

Required

#### ~~2. (a) 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.)~~
  - ~~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.~~

#### ~~(b) 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.~~
- ~~• Financial pro forma statement, as directed by staff, demonstrating that the requested incentives/concessions are necessary to cover the cost of the affordable units.~~

### C. Environmental Documents:

#### ~~1. Arborist Report~~

~~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 (*quercus agrifolia*) 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).~~

~~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.~~

~~Guidelines available online at:~~

~~[http://www.ci.berkeley.ca.us/uploadedFiles/Online\\_Service\\_Center/Planning/Guideline\\_IIIIC1\\_OakTree\\_ordinance\\_and\\_diagram.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Guideline_IIIIC1_OakTree_ordinance_and_diagram.pdf)~~

### III. Additional Requirements

(Required As Noted Below)

Required

#### 2. 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 H.E)
- 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.

#### 3. Seismic Hazard Investigation

**Required** for all projects in seismic hazard zones shown on the "Environmental Constraints Map"<sup>6</sup>, 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"<sup>7</sup> (for landslide and liquefaction zones) and/or California Geological Survey Note 49<sup>8</sup> (for fault zones).
- Deposit of \$1,500 for peer review of report (additional funds may be required for more complicated projects).

#### 4. 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)
- Other projects as determined necessary by the project planner and traffic engineer.

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

X

<sup>6</sup> Available in Permit Service Center or at [www.ci.berkeley.ca.us/maproom](http://www.ci.berkeley.ca.us/maproom)

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

<sup>8</sup> Available at [http://www.conservation.ca.gov/cgs/information/publications/cgs\\_notes/note\\_49/Documents/note\\_49.pdf](http://www.conservation.ca.gov/cgs/information/publications/cgs_notes/note_49/Documents/note_49.pdf).

### III. Additional Requirements

(Required As Noted Below)

Required

#### 5. ~~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:~~

- ~~a. Topographical survey with two-foot contour intervals showing creek centerline and existing and proposed development.~~
- ~~b. 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~~
  - ~~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](http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Guideline%20III%20C%205%20Creeks.pdf)~~

#### 6. 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.

#### **Guidelines available online at:**

[http://www.cityofberkeley.info/uploadedFiles/Online\\_Service\\_Center/Planning/Stormwater%200verview\\_10-23-13.pdf](http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Stormwater%200verview_10-23-13.pdf)

X

#### 7. 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](http://www.waterboards.ca.gov/water_issues/programs/stormwater/constpermits.shtml).

X

### III. Additional Requirements

(Required As Noted Below)

Required

#### ~~8. 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. Provide any available archeologic studies for this site.~~

~~**Guidelines available online at:**~~

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

### D. Green Building Requirements

#### 1. Green Building Checklist

Required for projects:

- Adding one or more new dwelling units
- 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/> *May be included with the Design Review application materials.*
- 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](http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Guideline%20III.D%20Green%20Building%20Requirements.pdf)

X

#### 2. Energy Efficiency Analysis (Savings By Design)

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

- A. Apply for Savings by Design incentives and design assistance at: <http://www.pge.com/mybusiness/energysavingsrebates/rebatesincentives/inc/>
- B. **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](http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/SavingsbyDesign_Whole%20Building.doc)
  - Systems Energy Analysis: [http://www.ci.berkeley.ca.us/uploadedFiles/Online\\_Service\\_Center/Planning/SavingsbyDesign\\_Systems.doc](http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/SavingsbyDesign_Systems.doc) *May be included with the Design Review application materials.*

**Guidelines available online at:**

[http://www.cityofberkeley.info/uploadedFiles/Online\\_Service\\_Center/Planning/Guideline%20III.D%20Green%20Building%20Requirements.pdf](http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Guideline%20III.D%20Green%20Building%20Requirements.pdf)

X

### III. Additional Requirements

Required /  
Submitted?

(Required As Noted Below)

#### 3. 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>
- *Bay Friendly Basics Checklist*. For more information, visit: <http://www.stopwaste.org/home/index.asp?page=952>

*May be included with the  
Design Review  
application materials.*

**Guidelines available online at:**

[http://www.cityofberkeley.info/uploadedFiles/Online\\_Service\\_Center/Planning/Guideline%20III.D%20Green%20Building%20Requirements.pdf](http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Guideline%20III.D%20Green%20Building%20Requirements.pdf)

X

#### E. Structural Information

##### 1. 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.~~

#### F. Additional Materials

##### 1. 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.~~

### III. Additional Requirements

Required /  
Submitted?

(Required As Noted Below)

#### ~~2. Zoning Use Questionnaire~~

~~Required for projects establishing a new business or creating a new commercial space with the tenant/operator already selected.~~

~~Submit: Zoning Use Questionnaire~~

~~Available online at:~~

~~[http://www.ci.berkeley.ca.us/uploadedFiles/Online\\_Service\\_Center/Planning/Zoning\\_Use\\_Questionnaire.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Zoning_Use_Questionnaire.pdf)~~

#### 3. 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
- Other projects as required by the Zoning Officer

**Submit** separate Design Review application, per the Design Review Submittal Requirements. [Work with assigned planner.]

X

#### ~~4. 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. [Work with assigned planner.]

## IV. List of Required Forms & Guidelines

See also the City's Website,  
[http://www.ci.berkeley.ca.us/Online\\_Service\\_Center/Home/Frequently\\_Requested\\_Forms.aspx](http://www.ci.berkeley.ca.us/Online_Service_Center/Home/Frequently_Requested_Forms.aspx) ,  
which includes a copy of all required forms and the Guidelines listed below.

- I.A. Zoning Project Application Form
- I.C. Fee Schedule
- I.E. Neighbor Signature Instruction
- I.F. Pre-Application Posters Instructions
  
- II.B. Site Plan Samples
- II.D. Building Height Instructions
- II.E. Hazardous Waste and Substances Statement
- II.F. Tabulation Form
  
- III.A.3 Parking Survey Guidelines
- III.A.4 Photo Simulations (Photo Montage) Guidelines
- III.A.7 Shadow Study Guidelines
- III.C.1 Oak Tree Guidelines
- III.C.5 Conformance with Creeks Ordinance, BMC 17.08
- III.C.6 Stormwater Requirements Checklist
- III.C.7 State General Construction Permit
- III.D. Green Building Requirements
- III.F.2 Zoning Use Questionnaire

**600 ADDISON STREET  
ACTION ITEMS FOR ENVIRONMENTAL REVIEW  
NOVEMBER 28, 2016**

**Action Items**

<b>Responsible Individual/ Organization</b>	<b>Action Item</b>	<b>Status</b>	<b>Date Completed</b>	<b>Critical Path Item?</b>
<b>Project Sponsor</b>				
Martin	Provide Final Transportation Scope of Work, Assumptions Memo and Schedule	In progress		Yes
Martin	Provide Conceptual Photo Simulations	In progress		Yes
Martin	Provide Preliminary Design Review Application/Draft Design Guidelines	In progress		
Martin	Provide Revised Applicant Statement	In progress		
Martin	Provide Revised Site Plans	In progress		
Martin	Provide Infrastructure/Utility Plans	In progress		
Martin	Provide Shadow Study	In progress		
Martin	Provide Arborist Report/Tree Survey	In progress		
Martin	Provide City stormwater checklist	In progress		
Martin	Provide existing conditions information	Complete	11/1/16	
<b>LSA Associates</b>				
Theresa	Provide updated schedule	Ongoing	11/7/16	
Theresa	Provide AB 52 documentation letters for City to print and mail	In progress		
<b>City of Berkeley</b>				
Fatema	Coordinate schedule with LSA	Ongoing		
Fatema	Follow up re: protected warehouse space	In progress		
Fatema	Provide Application Status Update	In progress		
Fatema	Coordinate interval review of PRW Department comments	In progress		