



Guide To Submitting A Zoning Project Application

HOW TO SUBMIT AN APPLICATION:

Due to the ongoing shelter-in-place order during the COVID-19 pandemic, the City of Berkeley will only accept applications for Zoning projects online. No in-person application in-take appointments will be held until further notice. To submit an application, please send an email indicating your intension to file a Zoning project to ZoningCounter@CityOfBerkeley.info, and include the following information:

- ***The Applicant and Owner's names and contact information (phone number and email);***
- ***Project address***
- ***Project description of your proposed project, including:***
 - ***Existing Use***
 - ***Proposed Use***
 - ***Square footage***
 - ***Height,***
 - ***Setbacks***
- ***Please also note if you believe your project qualified for streamlined review under HAA, SB35, or SB330.***

During this time, all application materials must be submitted electronically only. For details, please review page 2 of this document.

- This document is intended to provide guidance for submitting most zoning applications during the shelter-in-place order. Please see the Zoning Project Submittal Requirements to determine the minimum submittal requirements needed for the Planning Department to accept your application. These items have been identified in that document. 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, internally inconsistent, or incomplete information will delay the review 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:

This document is a companion to the Zoning Project Application Form and the Zoning Project Submittal Requirements Checklist. You must first complete pages 1 and 2 of the Zoning Project Submittal Requirements, checking off each submittal item included with your application. If you are unsure of

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whether a particular submittal requirement is required, find the corresponding section of the document for a more detailed description of the requirement and the cases in which it applies.

For certain requirements, this document provides hyperlinks to required forms or instructions. All required forms and instructions are available on the “Frequently Requested Forms” page at: https://www.cityofberkeley.info/Online_Service_Center/Home/Forms.aspx

Electronic Submissions

Submit all application materials in electronic format, 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 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:

Once a planner has reached out to you regarding your application, you will be provided a link to a shared folder at BOX.com. All files must be submitted digitally through this system. All 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. Submit plans and supporting studies as separate files (see Zoning Project Submittal Requirements). Any document that is not in an electronic format (e.g., typewritten or handwritten) must 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 layers¹, 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 “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>.