



# PLANNING & DEVELOPMENT

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## I. ZONING RECLASSIFICATION SUBMITTAL REQUIREMENTS

Effective May 2012

### NOTE TO APPLICANTS:

- This document is intended to provide minimum requirements for a zoning reclassification. Some projects may require additional information not listed here, as determined by the project planner within 30 days of application submittal.
- 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.
- If staff determines that additional permits or amendments are necessary (such as a Use Permit of a General Plan amendment), these will require separate applications with separate requirements and fees.

**A. Zoning Project Application Form**

**Submit** Zoning Project Application Form

**This application form is available online at:**

[http://www.cityofberkeley.info/uploadedFiles/Online\\_Service\\_Center/Planning/Zoning%20Project%20Appl%20Form\\_05-23-2012.pdf](http://www.cityofberkeley.info/uploadedFiles/Online_Service_Center/Planning/Zoning%20Project%20Appl%20Form_05-23-2012.pdf)

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**B. Fees**

**Submit** fees to the cashier in the Permit Service Center

**The Fee schedule is available online at:**

[http://www.ci.berkeley.ca.us/uploadedFiles/Online\\_Service\\_Center/Planning/Fee%20Schedule%20011-06-16\(1\).pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Fee%20Schedule%20011-06-16(1).pdf)

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**C. Applicant Statement**

**Submit:** On separate 8½" x 11" paper briefly describe the project; explain its purpose and how it satisfies the findings required by the Zoning Ordinance. For an application to modify a prior approval, please state the nature and basis for the change.

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**D. Neighbor Pre-Application Contact**

**Required for** Residential Projects (in Residential Zones).

**Include** within your plan set the signatures of abutting & confronting residential neighbors (owners and occupants).

**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)

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**Required for** Large Scale Development Projects<sup>1</sup> –

**Submit:** Prior to submittal of the application, obtain list of residential properties (owners and occupants) and neighborhood organizations within 300 feet of the proposed project from Land Use Planning Division, and invite them to at least one neighborhood meeting to review the proposed plans and discuss the project. Provide evidence of the invitations, attendance at the meeting, and information discussed.

*All other projects are strongly encouraged to follow the procedure required of Large Scale Development Projects, although it is not required.*

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<sup>1</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.

## E. Pre-Application Poster

**Submit** a color photo of the poster installed at front of site, visible to passersby.

### **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)

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## F. Site Photographs

### **Submit One Set:**

1. On 8½" x 11" sheets with captions or a key giving the location of each photo.
2. 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.

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## G. Vicinity Map

### **Submittal structure:**

1. Sanborn Map at Zoning Counter may be traced, but should be updated as necessary.
2. Minimum scale is 1" = 50'; must show north arrow, addresses, uses, property lines, and zoning boundaries.
3. Present on 8-1/2" x 11" paper or on Plan Coversheet, showing footprints of all structures on the project site and surrounding areas (especially all structures on abutting and confronting properties).

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## H. Boundary/Topographic Survey

### **ALL site surveys must meet the following standards:**

- Wet-stamped and signed by a licensed California surveyor or appropriately licensed civil engineer.
- Minimum scale is 1/10" = 1'.
- For projects in the "H" District, survey must be less than five years old and must show topographic contour lines with minimum 5-foot interval.
- Survey must show all property lines, curb and sidewalk, existing structures, and existing and proposed zoning boundary.

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## I. Letter of Authorization

**Required for** reclassifications submitted by an applicant other than the property owner.

**Submit** a notarized letter of authorization from the property owner stating that the applicant is the authorized agent for the property for the purpose of this application.

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