

## Use Permit Application Requirements

Section 1 - Required for all Projects		Responsibility	Required	Complete	Status / Notes
A	Zoning Project Application Form	SOM / SW	●	●	
B	Applicant Statement	SOM / SW	●	●	
C	Payment of Application Fees	SW	●	●	
D	Hazardous Waste & Substance Statement	Haley Aldrich	●	●	
E	Tabulation Form	SW	●	●	
F	Zoning Use Questionnaire	SW	●	●	
G	Pre Application Yellow Poster	N/A			
H	Pre Application Neighborhood Outreach	N/A			
<b>Section 2 - Required for all Development Projects (includes Demo)</b>					
A	Site Plan (dashed lines for demo features)	SOM	●	●	
B	Lot Coverage/Useable Open Space Plan	SOM	●	●	
C	Floor Plans	SOM	●	●	
D	Building Elevations	SOM	●	●	
E	Street Strip Elevations	WM	●	●	
F	Section Drawings	SOM	●	●	
G	Boundary and/or Topo Survey	WM	●	●	
H	Conceptual Grading Plan	WM	●	●	
<b>Section 3 - Supporting Docs/Studies</b>					
A	Site Photographs	SOM	●	●	
B	Shadow Study	N/A			
C	Story Pole Plan	N/A			
D	Arborist Report	SW	●	●	
E	Structural Evaluation	N/A			
F	Parking Survey	N/A			
G	Traffic Impact Analysis Memorandum	F&P	●	●	
H	Photo Simulations	SOM	●	●	
I	Public Art Declaration	SOM / SW	●	●	
<b>Section 4 - Environmental Review</b>					
A	Creek Protection Documentation	N/A			
B	Historical Resource Evaluation	PA	●	●	
C	Phase I/II	SW	●	●	Includes Phase I & II (2020/2019) & Phase I Update (2021)
D	Seismic Hazard Investigation/Geotech Report	SW	●	●	
E	State General Construction Permit/SWPPP	N/A			
F	Stormwater Requirements Checklist	WM	●	●	
G	Cultural Resource Evaluation	AT		●	
<b>Section 5 - Required for projects subject to affordable housing requirements</b>					
A	Housing Affordability Statement	N/A			
B	Anti-Discrimination Housing Policies	N/A			
C	Density Bonus Eligibility Statement	N/A			
D	Area of Potential Effects Statement	N/A			
<b>Section 6 - Landscape &amp; Green Building Requirements</b>					
A	Landscape Requirements - Documents associated with 2,500 SF or more of landscape area or 2,500 SF or more of rehabilitated landscape? Berkeley Water Efficient & Bay Friendly Landscape Requirements	SOM	●	●	
B	Natural Gas Prohibition, Berkeley Energy Code & Berkeley Green Code	SW	●	●	See Application Statement
C	Green Building Requirements	SOM	●	●	LEED Checklist
<b>Section 7 - Related Land Use Planning Division Applications</b>					
A	Design Review Application	SOM / SW	●	●	
B	Structural Alterations Permit (Landmark) Submittal	N/A			