



INFORMATION & SUBMITTAL CHECKLIST

**CITY OF BERKELEY LAND USE DIVISION
TRANSPORTATION DEMAND MANAGEMENT (TDM) PROGRAM
AND BICYCLE PARKING SUPPLEMENTAL APPLICATION**

planning@cityofberkeley.info • Phone (510) 981-7410, TDD (510) 981-7450

Planning and Development
1947 Center St, 2nd Floor
Berkeley, CA 94704

Development projects outside of the C-DMU that will result in the creation of 10 or more new dwelling units and/or Group Living Accommodation rooms may be required to include Transportation Demand Management (TDM) measures.

Development projects that will result in the creation of five or more new dwelling units and/or Group Living Accommodation (GLA) rooms may be required to include bicycle parking.

Information about the City of Berkeley's TDM requirements can be found at the links below:

TDM in all districts except C-DMU
[BMC 23.334](#)

Bicycle parking
[BMC 23.322.090](#)

PROJECT INFORMATION

Project Address: _____

Assessor Parcel Number: _____

Zoning Project Number: _____

PROJECT CHARACTERISTICS

Total Residential Units (provide maximum estimate, if not known): _____

Please check the option which applies to the proposed project:

- The project is located in the C-DMU zoning district
(If yes, **STOP**; see C-DMU TDM measures ([BMC 23.322.060](#)))**
- More than 50 percent of units are deed-restricted affordable housing
(If yes, **STOP**: TDM Not Required)**
- The project includes one to four new dwelling units and/or GLA rooms
(If yes, **STOP**: TDM Not Required)**
- The project includes five to nine new dwelling units and/or GLA rooms
(If yes, see TDM Measure 4 ONLY)**
- The Project includes 10 or more new dwelling units and/or GLA rooms
(See TDM Measures 1-4)**
- The project includes 10 or more new dwelling units and/or GLA rooms AND is located in the Southside Plan Area
(If yes, see TDM Measures 1, 3 and 4 ONLY)**



TRANSPORTATION DEMAND MANAGEMENT (TDM) PROGRAM AND BICYCLE PARKING SUPPLEMENTAL APPLICATION

TDM MEASURE 1: REAL-TIME TRANSPORTATION INFORMATION MONITORS

Pursuant to **BMC Section 23.334.030(C)** projects subject to this requirement that contain 10 or more dwelling units and/or Group Living Accommodation rooms are required to provide at least one operating real-time transportation monitor in a common area where it is readily viewable by residents and guests. Monitors that are viewable from the adjacent sidewalk by passing pedestrians are encouraged. The location of monitors must be indicated on submitted plans.

- I acknowledge this requirement (or N/A) _____

TDM MEASURE 2: TRANSIT PASSES

Pursuant to **BMC Section 23.334.030(B)**, projects subject to this requirement are required to offer free monthly transit passes, or a Clipper Card credit equivalent, to project residents, for a period of ten years from the issuance of the project’s first certificate of occupancy.

Types of Passes

A “free monthly transit pass” is an **AC Transit Adult Local 31 Day**, Easy Pass, or equivalent. “Clipper Card credit equivalent” equals the cost of the “free monthly transit pass” offered to the resident, as noted above, at the time the free monthly transit pass would be distributed.

Rentals:

A unit owner shall offer a tenant the option to receive a monthly transit pass at the initial lease signing and on every subsequent annual anniversary of the initial lease. A tenant may request to opt-in to a previously-declined offer, per instructions provided by the landlord. The landlord will have 30-days from the request or lease signing to provide passes to tenants.

Ownership:

A unit owner will be offered a monthly transit pass by the building manager upon taking possession of their unit. An owner may request to opt-in to a previously-declined offer with at least 30 days’ notice.

Notice

A notice describing these transportation benefits shall be posted in a location or locations visible to residents.

Number of Passes Required:

For projects of 10-99 dwelling units or Group Living Accommodation rooms:

- Group Living Accommodation rooms will receive one pass
- Studios will receive one pass
- Units with one bedroom will receive one pass
- Units with two or more bedrooms will receive two passes

For projects of 100 or more dwelling units or Group Living Accommodation Rooms:

- Group Living Accommodation rooms will receive one pass
- Studios will receive one pass
- Units with one bedroom will receive one pass
- Units with two or more bedrooms will receive one pass per bedroom.

- I acknowledge this requirement _____



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TDM MEASURE 3: UNBUNDLED PARKING

Pursuant to **BMC Section 23.334.030(A)**, projects subject to this requirement are required to unbundle their parking from the rental or sale of a residential unit. Unbundled parking is sold or rented separately from units to reduce the cost of housing for those who don't need or want parking.

For rental units, parking spaces must be rented through a lease addendum separate and distinct from the lease for the residential unit. For ownership projects, parking spaces must be sold separately from residential units. In rental units or ownership units, parking spaces must be offered in a manner that the total cost of a housing unit and a parking space is more than a housing unit without a parking space. Parking spaces not rented or sold to residents may be rented or sold to nonresidents. All building residents must be offered an available space before it can be rented or sold to a nonresident. Building residents are not entitled to a parking space if all parking spaces are rented or sold.

- I acknowledge this requirement (or N/A) _____

TDM MEASURE 4: BICYCLE PARKING

Pursuant to **BMC Section 23.322.090(A)(2)**, projects that contain five or more dwelling units or Group Living Accommodation rooms are required to provide off-street bicycle parking spaces.

The location of bicycle parking spaces, with each rack accounted for, must be indicated on submitted plans.

- I acknowledge this requirement (or N/A) _____

ADDITIONAL REQUIREMENTS FOR ALL TDM MEASURES AND BICYCLE PARKING

Pursuant to **BMC Sections 23.322.090** and **23.334.040**, the following additional requirements are included in the TDM Program:

- All applicable TDM Measures will be included as Conditions of Approval for the proposed project.
- The property owner shall allow at least two site visits by Land Use Planning staff to confirm compliance with required real-time transportation information monitors and bicycle parking. One visit will be before the issuance of the first certificate of occupancy and one visit will occur one year after the issuance of the first certificate of occupancy. The property owner shall allow additional site visits that may be required to verify compliance.
- The property owner shall submit an ongoing monitoring and reporting statement annually to the Zoning Officer, starting one year after the issuance of the first certificate of occupancy. The City may agree to receive ongoing monitoring and reporting statements on a less frequent basis after three years of documented compliance.
- It is the responsibility of the property owner to ensure that any new property owner, or new property management company, be familiar with the requirements of the TDM program and bicycle parking requirements.
- The property owner will be subject to fines for failure to comply with the TDM program. Fines will be assessed on a per unit basis.
 - I acknowledge this requirement (or N/A) _____



TRANSPORTATION DEMAND MANAGEMENT (TDM) PROGRAM AND BICYCLE PARKING SUPPLEMENTAL APPLICATION

Under penalty of perjury, I certify that:

- (1) the application materials are true and complete to the best of my knowledge; and**
- (2) any paper and electronic copies of this application are the same.**

(*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: