



# ZONING RESEARCH LETTER REQUEST

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Planning and Development  
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## Zoning Research Letter

### REQUEST TYPE?

- Property and Zoning Confirmations (“Burn Letter”)
- Zoning Officer Determination
- “Other” (describe below)

### PROJECT INFORMATION

Project Address(es):

Unit(s)/Suite(s) #:

Assessor Parcel Number(s):

Description of Request:

### SUBMITTAL REQUIREMENTS

Please provide the following information as attachments to this application:

- Written statement that describes the information you would like to receive from staff regarding the property and/or the proposed project; and
- Relevant background information, proposed plans, site photos, special conditions and other documentation related to the property history, existing conditions or proposed use.

PROPERTY OWNER’S NAME:

Owner’s Mailing Address:

Phone Number:

Email:

APPLICANT’S NAME (or enter “same.”):

Applicant’s Mailing Address:

Phone Number::

Email:

#### REQUEST A ZONING RESEARCH LETTER FOR:

- A general description of the zoning district in which the property is located, permitted land uses, use limitations, and performance and development standards that apply to a property;
- Supporting documentation, such as maps, inspection reports, prior entitlements, etc.; or
- Determination(s) by the Zoning Officer.

Zoning Research Letters are based on a review of the facts available at the time, and are not considered legally binding in any way. Further, a Zoning Research Letter does not certify the property’s compliance with zoning district development standards, parking, or legal/legal non-conforming status.

Typically, staff issues a final ZRL within 30 days for simple requests, while more complex research requests can take 60 days or more. Detailed and focused research requests can help ensure the ZRL is issued in a timely manner.

There is no expedited review process.

**Cost:** \$460 flat fee for up to two (2) hours of staff time. If additional time is needed, staff will ask for the applicant’s approval before continuing the research, then invoice on an hourly basis for the additional time required.

[How to Submit a Zoning Project Application](#)



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**Under penalty of perjury, I certify that:**

- (1) the application materials are true and complete to the best of my knowledge; and**
- (2) if provided, the attached paper and electronic copies of this application are the same; and**
- (3) I agree to pay all expenses associated with this application**

(\*Owner's signature, or signed letter authorizing applicant to apply on owner's behalf, is required for all applications)

**OWNER'S SIGNATURE:**

Printed Name:

Date:

**APPLICANT'S SIGNATURE:**

Printed Name:

Date: