



PLANNING & DEVELOPMENT

Current Planning, 2120 Milvia Street, Berkeley, CA 94704
Tel: 510.705.8111 TDD: 510.981.9603 Fax: 510.540.1393 Email: Planning@ci.berkeley.ca.us

USE PERMIT AND VARIANCE CHECKLIST New Construction and Additions

Address _____ Date _____

The applicant is responsible for the accuracy and completeness of the required information; and any delays in permit processing due to the inadequacy or incompleteness of the information. ❖ The project address, applicant's name, and submission date must be in the upper right hand corner of each sheet. ❖ All materials submitted are the property of the City of Berkeley and are subject to public distribution and review.

The following materials are generally required for all applications unless waived by a Planner:

- Application Form:** Describe the project and list the needed permits. The owner's original signature must be provided.¹
- Applicant's Statement:** A written summary of the project.
 - Describe proposed construction and use; compare with past and existing uses.
 - Explain project benefits and why it should be approved by the Board.
 - Present the facts that support the findings the applicable Zoning Ordinance sections require for approval of the requested use permits and/or variances.
- Fees:** Depends on the project - see current fee schedule.
 - Partial refunds of fees are possible when an application is withdrawn prior to a public hearing.
- Zoning Use Questionnaire:** Use for non-residential projects.¹
- Tabulation Form:** Summary of numerical information.¹
- Environmental Information Form:** Use when environmental review may be required. Such review is required in many circumstances including: when occupancy load is increasing by 30 or more persons, or for construction on a slope $\geq 10\%$ or where ≥ 50 cubic yards of grading is proposed.
- Vicinity Map:** To show property in context of the neighborhood.
 - Center subject property in middle of an 8.5" x 11" white paper.
 - Show building outlines, lot lines, and streets; label building addresses, land uses, and Zoning District boundaries.
 - Tracing paper available at counter; submit a photocopy of your original.
 - Indicate scale (may be 1" = 50' or 1" = 100') and north arrow.
- Photographs:** Existing buildings, exterior and interior of the project building(s) (interior areas where work is proposed). Provide photographs of all adjacent structures demonstrating their relationships to the proposed structure.
 - Color photographs are acceptable but they will be photocopied. Submittal of 15 copies of color graphics is encouraged.
 - Mount photographs on 8.5" x 11" paper; label each photo with a descriptive identification and date taken.



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DRAWINGS (applies to all submitted application materials)

- Full Size Plans: Two sets² of diazo (blue-line or black line) copies, folded to 9" x 12". Project address, project name, scale statement, a graphic scale bar, north arrow, date for original document and each revision, a legend or key describing the meaning of graphic symbols and notations used in the drawing, must appear on each sheet. Applicant should retain originals.
- Reductions: Five sets of 11" x 17" reductions of the above which have been three hole punched along their short side. A total of 30 copies of this plan set may be required before the public hearing.
- One set of the above onto 8½" x 11" paper. If the plan details at not legible at this size submit each element of the original plan as a separate 8½" x 11" page.

Site Plans: An overhead view of the entire property.

- Site features. Show the following features of the site and surroundings and graphically differentiate proposed from existing features: buildings (building walls at grade), the vertical projection of building features extending beyond the building walls (including: eave, balconies and cantilevers), trash enclosures, parking spaces, driveways, property lines³, retaining walls, fences, streets, curbs, and sidewalks, the edges of buildings on adjoining properties, landscaping and natural features including trees (label the species of all trees with > 4" dia.)*, slope banks, the centerline of creeks (indicate whether open or culverted) and significant land forms.
- Dimension all property lines, buildings, setback, and parking spaces. Label features not otherwise clearly interpreted through the use of standard notations or graphic keys.
- Must be at 1" = 10' or 1" = 8' scale.

* If any trees are Coastal Live Oaks, the "Oak Tree Preservation Analysis" Section (below) shall apply (if you are unsure about the species of a tree, please consult a professional arborist).

Floor Plans: An overhead view of the building interior spaces.

- Label all rooms with the use, dimensions of all spaces. Provide the finished elevation for each floor.
- Provide plans for each floor, mezzanine, basement, and attic level.
- Include and graphically differentiate the existing features, those to be demolished, and proposed walls, doors, windows, stairs, counter, and fixtures.
- Must be at 1" = 4' or 1" = 8' scale.

Elevations: Front, rear, and side view of existing and proposed buildings.

- Include windows, doors, decks, balconies, visible roof-mounted and site mechanical equipment and utility transformers. Indicate exterior finishes and materials.
- Show features located to the sides of the elevations including: exterior walls, fences, landscaping, signs, the location of the property lines, etc.
- Show the adjacent wall and a portion of the roof of adjoining structures sufficient to indicate their height and location. The adjoining structures shall be shown where there is a close proximity to the proposed project, typically the front elevation view will always include these structures.
- Finished floor levels should be indicated.
- Must be at 1" = 4' or 1" = 8' scale.

For Residential Projects *Include on site plan:*

Signatures from the abutting and confronting neighbors within or outside of the City of Berkeley (to be determined by Staff) indicating their awareness of the proposed project and the permit issue and whether they support or object to the project (see attached "Instructions Regarding Neighbors' Signatures"). If they object, please summarize objections. These statements are advisory only and provide Staff with possible issues or conflicts. Neighbors' consent or objections do not determine whether a project will be approved.



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Companion Applications: Submit all discretionary City of Berkeley permits necessary for the approval of this project. The following actions are required prior to the approval of a use permit and/or variance:

- Design Review:** Exterior building and/or site changes in non-residential districts and for mixed use projects in the R-4 District require concurrent preliminary Design Review (23E.08 C&BZ0)
- Landmark Preservation Approval:** Alteration of a Designated Landmark requires concurrent Landmarks Commission approval (3.24 200 et seq. BMC)

The following materials may be required:

The following materials may be required by Planning Staff for some applications; for several reasons it can be to your advantage to initially supply an item even when it is not requested. The project planner will, within thirty days of your application filing, advise you if additional materials, including the following items, are required or whether submitted materials need to be corrected or augmented. Secondly, be advised, it is your responsibility to prove a project does not cause detriment, and the following information is often needed to adequately demonstrate a project's effects:

- Hazardous Materials Use Questionnaire and Phase I Report:** See Toxics Management Division for more information.
- Traffic Analysis Report:** See Traffic Engineer for more information.
- Story Poles:** Install a configuration of poles for vertical elements and plastic tape for horizontal elements, that physically and accurately define the envelope (the outline of the structure's mass) of the proposed structure or addition.
 - Hang a measuring tape or similar device from the highest point of the structure to confirm the building's height.
 - Story poles should mark each building corner and ridge (high point of roof), and plastic tape should be used to connect the poles to show ridge lines and eave lines.
 - Install the story poles before the project's public notice is posted and maintain them until the final action is taken and the action's appeal period has lapsed.
 - Story poles are required for any new residential construction and additions when there may be view and/or shadow impacts (e.g. a new second story less than 20 feet from a neighbor's house).
- Street Strip Elevation:** A scaled drawing of the proposed structures together with the elevation views of the existing structures on the two properties to either side of the project as seen from the public right-of-way.
- Shadow Studies:** On a scaled site plan, show the footprints of shadows cast by the existing and proposed structures two hours after sunrise, at noon, and two hours before sunset for June 21 and December 21.
 - The plan shall show the footprints of buildings on adjoining and confronting properties, and interior courtyards.
 - This study is required for any new residential or commercial construction adjacent to a residential use or as determined necessary by the case planner.



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- Landscaping Plans:** Show planting and irrigation scheme.
 - Show tree location, size, species type and canopy width at maturity.
 - Illustrate all other landscaping including shrubs, bushes, ground cover, and grass areas.
 - All irrigation lines, distributors, and valves should be shown with pipe width, flow rates (g.p.m.), and operation frequency noted.
 - A table of the landscape materials including for each: the symbols and abbreviations used, size at planting, height and breadth at five years, number of plants of the type used and their common and botanical names.
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- Oak Tree Preservation Analysis**
 - Show all Coastal Live Oaks and note those with a single stem circumference of 18 inches or more, and any multi-stemmed tree with an aggregate circumference of 26 inches or more at a distance of 4 feet up from the ground.
 - Show each tree location with the dripline plotted.
 - Furnish arborist report with recommended measures to ensure tree protection during construction and long-term health maintenance upon building completion.
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- Topographic survey data:** A map of contour lines covering the entire property showing its existing terrain.
 - This data may be required on any property and is required on property with a slope greater than ten percent.
 - The minimum contour interval is five feet.
 - This information shall be based upon a topographic survey prepared by a registered civil engineer or land surveyor.
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- Grading Plans:** To show slope, excavation and fill areas.
 - Based upon a topographic survey and show existing and proposed contour lines and building footprints.
 - Include existing vegetation, boulders, creeks, and other natural features.
 - Shade and distinguish areas of cut and fill.
 - Same scale as site plan.
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- Site Sections:** Scaled drawings of vertical cross sections of the property, proposed and existing structures, special site features, adjoining structures and streets and sidewalks to show the relationship of the proposed structure(s) to the site and surroundings.
 - One or more sections should be taken generally at a right angle to the abutting street, through the main mass of the structure and continue beyond the rear property line and any adjoining structures. Provide other, parallel sections when required to present a complicated structure.
 - A second section should be taken, generally at right angles to the first, which runs through the main mass of the proposed structure and through structures on adjoining properties.
 - It is recommended that the sections include human silhouettes to provide a sense of scale to the drawing
 - Show and label the lines of the site sections on the site plan.
 - *Required for any structure on a site with a slope greater than 10 percent, when needed to explain complicated structures, and as determined necessary by the case planner.*
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- Rendered Perspectives:** For new buildings as viewed from the street.
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- Parking Lot Lighting Study:** A plan showing the results of an illumination analysis, indicating areas of equal illumination (typically isopleths in foot-candles).



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- Proof of Ownership.
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- Site Survey: Performed and stamped by licensed land surveyor or engineer.

Notes

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June 1, 2001

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- ¹ See applicable form for more information
 - ² More sets may be required if other department or consultant review is necessary or for members of the Zoning Adjustments Board.
 - ³ The City's Property Records Division maintains block maps with lot dimensions, and the Permit Service Center has right-of-way maps which can be used to determine the location of front property lines. However, to verify property line locations, the applicant may need to procure the services of a licensed surveyor.



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Abutting and confronting neighboring residents (owners and tenants) must be consulted prior to submission of an application (see back of these instructions to determine abutting and confronting lots).

Early in the design process, applicants should meet with neighbors to present plans and resolve issues of concern. Once issues are resolved, homeowners should then request their neighbors' signatures **on the site plan drawing**, following the instructions below.

The following text and signature box should be included on the site plan:

I have reviewed the plans for a (750 square foot, 24' high residential addition*) at (5 Albert Street*).

Name (printed)	Signature	Address	Date	Have no objections	Have objections (Please state briefly)

* Example description and address

(See back)

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June 1, 2001



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EXAMPLE OF ABUTTING AND CONFRONTING LOTS

Confronting Lot	Confronting Lot	Confronting Lot
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Street

Abutting Lot	Subject Lot	Abutting Lot
Abutting Lot	Abutting Lot	Abutting Lot



BOARDS & COMMISSIONS

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 (510) 981-6900, TDD: (510) 981-6903, clerk@ci.berkeley.ca.us

Attachment A
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BOARDS & COMMISSIONS CHARTER CITY COUNCIL DOMESTIC PARTNERSHIP
 ELECTION INFO MUNICIPAL CODE AND ZONING ORDINANCE

- > Commissions
- > City Clerk
- > Ballot Measures
- > BERA
- > Campaign Info
- > Candidate Info
- > City Council
- > Election Info
- > Redistricting
- > Run-Off Elections
- > Related Links
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Planning Commission

Agendas and Minutes: [2002](#) | [2001](#) | [2000](#) | [1999](#)

Mission: Oversees and reviews the planning process and planning issues. Specific types of matters which come before the Planning Commission include revisions to the General Plan, Area Plans, Zoning Ordinance amendments, etc., including EIR and subdivision approvals. Council shall appoint one of its members as liaison.

Meetings: North Berkeley Senior Center
 1901 Hearst Avenue
 2nd/4th Wednesday, 7:00 p.m

Secretary: Andrew Thomas
 Planning & Development
 (510) 705-8135
E-mail: AThomas@ci.berkeley.ca.us

Enabling Legislation: B.M.C. 3.28 (1947)

For More Information: Contact Commission Secretary

Meeting Agendas & Minutes Agenda & Minutes are presented in both html and pdf formats when available. To view pdf applications, download a free copy of [Adobe Acrobat Reader](#).

Agendas and Minutes: [2002](#) | [2001](#) | [2000](#) | [1999](#)

2002 Agendas and Minutes					
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Date	Agendas		Minutes		
02/27/02	Agenda:	html	pdf	Minutes:	
02/13/02	Agenda:	html	pdf	Minutes:	
01/23/02	Agenda:	html	pdf	Minutes:	html pdf
01/09/02	Agenda:	html	pdf	Minutes:	html pdf

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Office of the City Clerk - Sherry M. Kelly

2180 Milvia Street, Berkeley, California 94704

Telephone (510) 981-6900; TDD (510) 981-6903; Fax (510) 981-6901

Office Hours: Monday - Friday 8 a.m. - 5 p.m.

E-mail: clerk@ci.berkeley.ca.us



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Attachment A
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Zoning Adjustment Board

Agendas and Minutes: [2002](#) | [2001](#) | [2000](#)

Mission: Makes findings and recommendations for granting or denying variance and use permits as provided for in the Zoning Ordinance, Neighborhood Preservation Ordinance, and Neighborhood Commercial Preservation Ordinance.

Meetings: Council Chamber
 2134 Martin Luther King, Jr. Way, 2nd Floor
 2nd/4th Thursday, 7:00 p.m.

Secretary: Mark Rhoades
 Current Planning
 (510) 705-8110
E-mail: MAR2@ci.berkeley.ca.us

Enabling Legislation: 23B.04

For More Information: Contact Commission Secretary

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2002 Agendas and Minutes						
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Month	Date	Agendas		Minutes		
February	02/28/02	Agenda:	html	pdf	Minutes:	
	02/14/02	Agenda:	html	pdf	Minutes:	html pdf
January	01/24/02	Agenda:	html	pdf	Minutes:	html pdf
	01/10/02	Agenda:	html	pdf	Minutes:	html pdf



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