CITY OF BERKELEY **LAND USE DIVISION**

GUIDE TO SUBMITTING A ZONING PROJECT APPLICATION

planning@berkeleyca.gov • Phone **(510) 981-7410,** TDD **(510) 981-7450**

HOW TO SUBMIT A ZONING PROJECT APPLICATION

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

GENERAL INFORMATION

This document provides guidance for submitting most **zoning applications.** Please refer to the **Zoning Project Application Submittal Requirements** to determine the minimum requirements for your project.

Applications for **Design Review**, **Landmarks Alterations**, **Zoning Research Letters / General Pre-Applications,** and Preliminary Applications for projects under SB-9 , **SB-35**, and **SB-330** have their own requirements.

All **Land Use Forms, Instructions, and Supplemental Information** can be found at: **https://berkeleyca.gov/construction-development/permits-design-parameters/permit-types/permit-forms**

If you need assistance determining what you need, you may email **Planning@berkeleyca.gov** or visit the Zoning Counter during **Permit Service Center** business hours to speak with a planner. Walk-in Zoning Counter assistance is limited to 30 minutes per customer per visit.

There are two ways to to submit a Land Use or Zoning application (Administrative Use Permit, Design Review, Landmarks, Pre-Application, Use Permit, Zoning Research Letter).

❑ **Electronically:**

For applications that have small file sizes, you can email your completed application materials to **Planning@berkeleyca.gov** with the subject line "Electronic Zoning Submittal – your project address."

For applications with larger files, staff will send you a personalized BOX.com link where you can upload your application materials. Please use the subject line "Request for Zoning BOX link – your project address."

Please note that we are unable to accept files from Dropbox or Google Drive links.

❑ **In-person (intake appointment required):**

To schedule an in-person intake appointment, please call (510) 981-7410, or email **Planning@berkeley.gov** with the subject line "Appointment Request for Zoning Application." Land Use staff will reach out within one to two business days to schedule. Documents must be submitted in PDF format on a USB thumb drive for all in-person submittals.

Scheduled in-person intake appointments are held in the Permit Service Center during normal business hours at the following times:

❑ **Monday & Wednesday:** 9:00 am and 1:00 pm
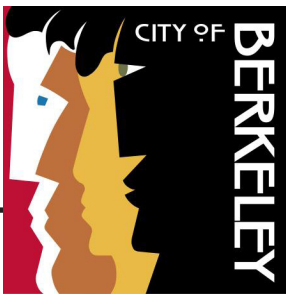
❑ **Tuesday & Thursday:** 9:00 am and 10:00 am

Complete Application Check: Land Use staff will screen your application materials to determine if it is complete according to the applicable submittal requirements for a Zoning Permit within 30 days of receiving the application, per Government Code Section 65943 (30-Day Review Period). If the application submittal is deemed incomplete, you will receive a letter with the outstanding items that are needed for your project to be deemed complete and the initial invoice for the primary permit. Resubmittals will be screened and responded to within 30 days of receipt. Once necessary submittal items have been received, including payment of the initial invoice, the application will be deemed complete and assigned to a planner for permit processing review.

There are two options for payment: Electronically through the **Online Permit Portal**, or at the **Permit Service Center** during normal business hours, Monday-Thursday (cashier closed 12:30-1:30PM).

Permit Processing Review: At any point during the permit processing review, you may be required to clarify, amplify, correct, or supplement the information listed in the submittal requirements per Government Code Section 65944 (Agency Acceptance of Applications). Resubmittals will be reviewed within 30 days of receipt. The planner will also identify and invoice for all applicable zoning permits based on the permit processing review. The final invoice must be paid prior to the final action on an administrative use permit or scheduling hearing for a use permit.

Additional materials may be required to comply with California Environmental Quality Act (CEQA).

CEQA Pathway: Within 30 days of the project being deemed complete, the assigned planner will provide the recommended environmental review (CEQA) pathway per Public Records Code 21080.2 (Time Limit for Determination).

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DIGITAL PLANS AND DOCUMENT STANDARDS

All zoning project applications and materials must be provided in digital format. The instructions below outline the standards for digital files. Hard copy plan sets may be required by the project planner, if necessary to facilitate project review.

Design Review Committee, Landmarks Preservation Commission, and Use Permit applications:
12 copies of 11" x 17" or 12" x 18" plan sets must be submitted at least two weeks prior to the public meeting or hearing.

General requirements for all digital documents:

- ❑ **Allowable File Formats: PDF documents (no PDF portfolios)** Convert all documents created in programs such as Word, Excel, or AutoCAD.

- ❑ **Maximum File Size:** 20 MB

- ❑ **Resolution:** Plans, photos, and other graphics should be 300 DPI/PPI. Text documents should be between 100-150 DPI/PPI.

- ❑ **Minimum Font Size:** 10 point

- ❑ **Grouping:** If under 20 MB, all required documents should be in one file. If over 20 MB, please separate the forms, keeping all the same pages of the same forms in one document, but with multiple files.

Tips for reducing file size and organizing your files within the required size limits for submittal:

- ❑ For PDFs, disable editing capabilities, flatten all layers , and use "Reduce Size PDF" function when available.

- ❑ Separate the forms into their own individual files if over the 20 MB limit.

- ❑ Submit as separate PDF files when you do not have access to software to combine multiple PDF's. City Staff will combine them when size limits allow.

Disclosures

- ❑ 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, internally inconsistent, or incomplete information will delay the review of your application.

- ❑ All application material must be clear and legible. The Land Use division reserves the right to reject application material for being poor reproductions, cluttered or confusing, or being unreadable upon opening.

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