



# PLANNING & DEVELOPMENT APPLICATION

(Please check all that apply)

**INITIAL FEE: \$350 (non-refundable)**

<input type="checkbox"/> Preliminary (Plats)	<input type="checkbox"/> Special Use Permit
<input type="checkbox"/> Re-Approval (Plats)	<input type="checkbox"/> Zoning Change
<input type="checkbox"/> Amending (Plats)	<input type="checkbox"/> Resubdivision/Reconsolidation
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Business Name/Ownership Change
<input type="checkbox"/> Lot Consolidation	<input type="checkbox"/> Variance (Land Use)
<input type="checkbox"/> Street Name (New, Change)	<input type="checkbox"/> Variance (Building Code)
<input type="checkbox"/> Street Vacation	<input type="checkbox"/> Liquor/Lottery/Financials (Money Grams/Order
<input type="checkbox"/> Medical Marijuana (Dispensary)	<input type="checkbox"/> Medical Marijuana (Grow Facility)
<input type="checkbox"/> Medical Marijuana (Researching/Testing)	<input type="checkbox"/> Building Code Appeal
<input type="checkbox"/> Food Truck – SUP \$100.00 (City Events Only)	<input type="checkbox"/> Food Truck – Fire Inspection \$75.00
<input type="checkbox"/> Food Truck Business License \$75.00	<input type="checkbox"/> Other

## REQUIREMENTS:

1. Prepare one (1) legible set of drawings and one (1) PDF High Resolution copy on a USB drive detailing interior & exterior of property.
2. Submit a completed application three (3) weeks prior to Plan Commission Meeting.
3. **DO NOT** destroy, tear down or remodel proposed business structure until 'FINAL' approval by City Council.
4. If you do not submit your application in a timely manner your request will be considered on the next meeting date.

APPLICANT(S) LEGAL NAME(S): \_\_\_\_\_

APPLICANT IS (check one): OWNER ☐ AGENT ☐ PURCHASER OF CONTRACT ☐ TENANT ☐

APPLICANT(S) ADDRESS: \_\_\_\_\_

Street

City

State

Zip

PHONE: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ EMAIL: \_\_\_\_\_

## LOCATION OF PROPOSED USE

STREET ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

PRESENT ZONING DISTRICT: \_\_\_\_\_

PROPOSED ZONING DISTRICT (IF APPLICABLE): \_\_\_\_\_

PROPERTY IS PRESENTLY BEING USED AS FOLLOWS: \_\_\_\_\_

PROPERTY TO BE USED FOR (TYPE OF BUSINESS): \_\_\_\_\_

**DAYS & HOURS OF OPERATION ETC:** \_\_\_\_\_

PROPOSED NAME OF BUSINESS: \_\_\_\_\_

APPROXIMATE SIZE OF TRACT: ACRES \_\_\_\_\_ SQ. FT. OF SPACE (UNDER ROOF) \_\_\_\_\_



**IF APPLICANT IS NOT OWNER:**

OWNER(S) NAME: \_\_\_\_\_

OWNER(S) ADDRESS: \_\_\_\_\_

STREET

CITY

STATE

ZIP

PHONE: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ EMAIL: \_\_\_\_\_

I HAVE AUTHORITY TO ACT ON BEHALF OF THE OWNER: \_\_\_\_\_

*Applicant(s) Signature*

By signing this application, the owner(s) and applicant(s) attest that all information and facts provided on this form and attachments are complete and accurate and that any omission or incorrect fact or information may invalidate any notice or subsequent action taken by the City of Berkeley Board of Adjustments, City of Berkeley Planning & Zoning Commission. (All applicants and owners shall sign the application. Attach additional name/address/signature/date pages as needed.)

Applicant(s) signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**OFFICE USE ONLY**

All items necessary for a technical review of the proposed special use permit plan have been submitted and constitute a COMPLETE APPLICATION.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Paid: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ☐ Cash ☐ Check ☐ Money Order ☐ Debit/Credit

Receipt No: \_\_\_\_\_ Case No: \_\_\_\_\_



## This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



## **SPECIAL USE PROCESS**

1. Discuss application with staff ***prior to submitting an application.***
2. Complete Special Use Application and pay applicable fee.
3. Meet with the Plan Commission Board.
4. Meet with the Council for final approval.
5. Apply and schedule a Commercial Inspection. **(Fee: \$175)**
6. Upon passed Commercial Inspection, apply for a Business License
7. Commercial Occupancy Permit will be given along with Business License.

## **SITE PLAN REQUIREMENTS**

*All requirements may not be applicable. Please contact (314) 400-3706 for further questions.*

1. Must have a North Arrow, including Key Map
2. Be drawn to scale and the scale indicated on the 24" x 36" size) one drawing
3. **One (1) legible set of drawings and one (1) PDF High Resolution copy on a USB drive detailing interior & exterior of property.**
4. Show all property lines and building setback lines
5. Show all buildings on the lot
6. Date plans were drawn
7. Show all easements on property
8. Show any power poles on property
9. Curb cuts including dimensions
10. Parking stalls including ADA complying facilities
11. Dumpster locations
12. All plans drawn by a Professional Architect/Engineer/Surveyor and should have signatures, name, and date. *(Wet seal **not** required.)*
13. The attached "Additional Information" does not replace City's Zoning regulations. All applicants are encouraged to follow the City's Codes and Ordinances.

## **CHECKLIST OF ALL THAT APPLIES TO YOUR APPLICATION PACKET**

- ☐ A complete application for Special Use Permit approval
- ☐ Proof of property control, ownership, lease, or option to lease/purchase.
- ☐ Plan prepared by a registered architect or professional engineer
- ☐ Map showing the applicant's entire property and adjacent properties and streets
- ☐ A locator map at a convenient scale
- ☐ The proposed location, use and design of all buildings and structures
- ☐ Proposed division of buildings into units of separate occupancy, detailed breakdowns of all proposed floor space by type of use and floor level
- ☐ Existing topography and proposed grade elevations
- ☐ Location of driveways
- ☐ Location of all existing and proposed site improvements, including drains, culverts, retaining walls and fences and proposed landscaping.
- ☐ Location, design, and size of all signs