

TYPE OF APPLICATION

(Please check all that apply)

INITIAL FEE**\$350**

<input type="checkbox"/> Preliminary (Plats)	<input type="checkbox"/> Special Use Permit
<input type="checkbox"/> Reapproval (Plats)	<input type="checkbox"/> Zoning Change
<input type="checkbox"/> Amending (Plats)	<input type="checkbox"/> Resubdivision/Reconsolidation
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Other

REQUIREMENTS:

1. **Prepare twenty (20)** legible sets of drawings detailing interior & exterior of property.
2. Submit a completed application three (3) weeks prior to Planning meeting. (SEE attached Deadline & Meeting dates)
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) NAME(S) _____

APPLICANT IS: OWNER _____ AGENT _____ PURCHASER OF CONTRACT _____ LEASEE _____

APPLICANT(S) ADDRESS: STREET _____

CITY _____ STATE _____ ZIP _____ PHONE _____ E-MAIL _____

PROPERTY DESCRIPTION AND STREET ADDRESS OR, IF NO STREET ADDRESS, THEN A GENERAL STREET LOCATION AND/OR DESCRIPTION: _____

PRESENT ZONING DISTRICT: _____ PROPOSED ZONING DISTRICT (If applicable) _____

THE PROPERTY HEREIN IS PRESENTLY BEING USED AS FOLLOWS: _____

THE REQUEST IS TO USE IT FOR: (Overview/Nature of business, hours of operation etc.) _____

APPROXIMATE SIZE OF TRACT: _____ ACRES _____ SQUARE FEET _____

IF APPLICANT IS NOT OWNER: OWNER(S) NAME: _____

ADDRESS: STREET: _____ CITY _____

STATE: _____ ZIP: _____ PHONE: _____ E-MAIL _____

I HAVE AUTHORITY TO ACT ON BEHALF OF THE OWNER BASED ON: _____

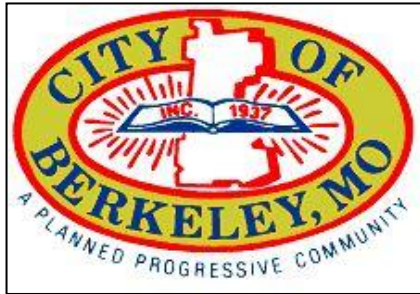
By signing this application the owner(s) and applicant(s) attest that all information and facts provided on this form and attachments are complete and accurate and that any omission or incorrect fact or information may invalidate any notice or subsequent action taken by the City of Berkeley Board of 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 _____ OWNER(S) SIGNATURE _____

DATE _____ DATE _____

_____ On this date, all items necessary for a technical review of the proposed special use permit plan have been submitted and constitute a COMPLETE APPLICATION.

DATE PAID _____ ☐ Cash ☐ Check ☐ Money Order ☐ Debit/Credit RECEIPT NO: _____ CASE NO: _____



CITY OF BERKELEY

2014 - 2015 - 2016

SPECIAL USE APPLICATION DEADLINES AND MEETING DATES

CITY PLAN & ZONING DEPARTMENT

(SEE) **Anticipated City Council meeting dates for referral to City Plan**

***Application submission deadlines** (Please see submittal deadlines below)

****Planning Commission** Meets on the 2nd Thursday of each calendar month at 6:00 p.m. in the City Council Chambers

*****City Council** Meets on the 1st and 3rd Mondays of each calendar month at 7:00 p.m. in the City Council Chambers

Anticipated City Council Date for referral	Submission Deadline for Applications *	Planning & Zoning Commission Meetings **	Anticipated City Council Action ***
12/01/14 or 12/15/14	12/22/15	01/08/15	02/02/15
01/05/15	01/26/15	02/12/15	03/02/15
02/02/15 or 02/16/15	02/23/15	03/12/15	04/06/15
03/02/15 or 03/16/15	03/23/15	04/09/15	05/04/15
04/06/15 or 04/20/15	04/27/15	05/14/15	06/01/15
05/04/15 or 05/17/15	05/22/15	06/11/15	07/06/15
06/01/15 or 06/15/15	06/22/15	07/09/15	08/03/15
07/06/15 or 07/20/15	07/27/15	08/13/15	09/21/15
08/03/15 or 08/17/15	08/21/15	09/10/15	10/05/15
09/21/15	09/21/15	10/08/15	11/02/15
10/05/15 or 10/19/15	10/26/15	11/12/15	12/07/15
11/02/15 or 11/16/15	11/20/15	12/10/15	01/04/16
12/07/15 or 12/21/15	12/28/15	01/14/16	02/01/16

NOTE: ALL DATES ARE SUBJECT TO CHANGE.

Site plan requirements

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. 20 copies of drawing (11 X 17)
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 should have signatures, name and date
13. The attached "Additional Information" does not replace the City's Zoning Regulations all applicants are encourage to follow City's Codes & Ordinances.

Checklist √ all that applies to your application packet

- ☐ **A complete application for special use permit approval form**
- ☐ **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 drives**
- ☐ **Location of any outdoor storage**
- ☐ **Location of all existing and proposed site improvements, including drains, culverts, retaining walls and fences**
- ☐ **Location, design and size of all signs**

ADDITIONAL INFORMATION THAT SHALL BE REFLECTED ON SITE PLAN

A. *Minimum Parking Requirements.*

Location of parking spaces and vehicle types that may be parked

A.1.a. Parking spaces may be located and vehicles may be parked in the front, side or rear yards, except that parking in the front yard shall be set back twenty (20) feet from the front lot line.

A.1.b. Any vehicle licensed in excess of twelve thousand (12,000) pounds gross vehicle weight is not permitted.

A.1.c. Parking requirements for uses not specifically listed shall be the same as required for a similar use. When fractional spaces result, the spaces required are the next whole number. In the case of mixed uses, the spaces required are the sum of the uses computed separately. Whenever an existing building is changed as to use or is enlarged in floor area, the spaces provided shall comply with these full parking requirements set forth herein.

A.1.d. No trucks, truck trailers or vehicles of any type shall be used for storage purposes nor on skids, jacks or any other device that will make them immobile or inoperable, except for emergency repairs.

A.2. Number of required off-street spaces.

A.2.a. *Retail store, personal service establishment or household service establishment or automotive service establishment, except as otherwise specified herein.* One (1) parking space for each two hundred (200) square feet of floor area.

B. *Loading Requirements.* There shall be provided at the time any building is erected or structurally altered, off-street loading space in accordance with the following requirements:

B.1. *All commercial uses.* One (1) space for each fifteen thousand (15,000) square feet of floor area, or fraction thereof in excess of three thousand (3,000) square feet. Where such place is located in a manner that a truck must back directly from a major street into the loading space, a maneuvering space of not less than forty-nine (49) feet shall be provided.

B.2. *Enlargements and extensions.* No building or part thereof heretofore erected which is used for any of the purposes specified above, shall hereafter be enlarged or extended unless off-street loading space is provided in accordance with the provisions of this Chapter.

C. *Area Requirements.*

C.1. *Minimum depth of front yard.* Twenty-five (25) feet.

C.2. *Minimum width of side yard.* Five (5) feet.

C.3. *Minimum depth of rear yard.* Ten (10) feet commercial; twenty-five (25) feet residential

C.4. Where a lot is located at the intersection of two (2) or more streets or between two (2) streets, there shall be a front yard on each street that the lot abuts. No accessory building shall project beyond the building line on any street.

Height Requirements. The maximum height is forty-five (45) feet or three (3) stories. Supplemental height requirements are provided in Article IV of this Chapter.

D. Site Design Requirements.

- D.1. All roads, parking and loading areas and walks shall be paved with asphalt or concrete in accordance with City specifications on file in the office of the Director of Public Works. All roads, parking and loading areas shall be concrete curbs and gutters.
- D.2. Any part of a lot not used for buildings or other structures, or for parking, loading or access ways shall be landscaped with grass, ground covers, trees, shrubs and pedestrian walks.
- D.3. When the rear or side yard of a commercial use abuts any residential district or a residential lot situated in the "C-1" District, a twenty-five (25) foot landscaped buffer area shall be established and maintained along the rear or side property line. The buffer area shall contain evergreen plant material with a minimum height of ten (10) feet, planted in two (2) rows on eight (8) foot centers.
- D.4. A planting strip of twenty (20) feet shall be established and maintained within the required front yard. A minimum ratio of one (1), three (3) inch caliper, shade tree or three (3), two (2) inch caliper, grouped ornamentals shall be planted within the twenty (20) foot wide planting strip for each twenty-five (25) feet of linear front footage.
- D.5. A ratio of one (1), two (2) inch caliper tree for every five (5) parking spaces shall be required.
- D.6. Foundation plantings shall be planted and maintained along all exterior walls of all buildings at the ratio of one (1), twenty-four (24) inch evergreen shrub for every five (5) lineal feet of exterior wall.
- D.7. Where possible, existing plant material should be preserved and may serve in lieu of required planting.
- D.8. Where a commercial use abuts a residential district on the rear or side yards of the commercial use, a six (6) foot high fence shall be erected and maintained by the commercial property owner. The type of fence shall be approved by the City Fence Review Committee.
- D.9. All electrical, telephone, cable and similar wires and all utilities must be placed underground for structures constructed after the date of adoption of this Chapter, and for additions of more than twenty-five percent (25%) of the existing floor area in square feet as of the date of adoption of this Chapter.

E. *Fence Requirements – In Side and Rear Yards.* Fences in required side and rear yards shall not exceed five (5) feet in height.