



DESIGN REVIEW

BASIC SUBMITTAL PACKAGE

UPDATED 07-01-2017



PRELIMINARY DESIGN REVIEW

SUBMITTAL REQUIREMENTS

For All Design Review Projects:

- All application materials must be submitted electronically and in hard copy. The electronic copy must be identical to the paper copy submitted. See last section for further details.
- Submit Design Review application form
- Submit one legible set of plans with your application (11 x 17" is standard but if key information is not legible, submit a larger set)

For Design Review Committee Review:

- Once the project is scheduled for a DRC meeting, you will be requested to submit ten 11"x17" or ten half-size sets of plans. Ten sets shall be at a standard architectural scale. If the plans have changed since the original submittal, please email a pdf of the plans following the specs above.

PLEASE DIFFERENTIATE GRAPHICALLY BETWEEN EXISTING AND PROPOSED FEATURES

□ SITE PLANS

- **Title Block**—Sheet title, north arrow (to top of sheet if possible); graphic and numerical scale; date, name, address and phone number of person preparing plan, name, address and phone number of project applicant; property address; zoning district of site
- **Existing On-Site Features**
 - Property lines, setback lines, easements, right-of-ways and their dimensions
 - All structures: main and accessory buildings, including roof overhangs; fences, decks, trash enclosures, etc. – include dimensions
 - Treatment of all areas not covered by structures: landscaped areas, parking areas, walkways, driveways, curb cuts
 - Location of light standards and fixtures
 - Location of signs
- **Proposed On-Site Features**
 - All structures: main and accessory buildings, including roof overhangs; fences, decks, trash enclosures, etc. – include dimensions
 - Treatment of all areas not covered by structures: landscaped areas, parking areas, walkways, driveways, curb cuts
 - Location of light standards & fixtures used to light buildings, walkways, driveways and parking areas

PLANNING & DEVELOPMENT

Land Use Planning Division, 1947 Center Street, 2nd floor, CA 94704
Tel: 510.981.7410 TDD: 510.981.6903 Fax: 510.981.7420
Email: Planning@CityofBerkeley.info

- Location of signs
 - Proposed street dedications and improvements – curbs, gutters, ramps, sidewalks
 - Proposed location of artwork.
- **LANDSCAPE PLANS** (may be combined with site plan)
- Written statement of landscape plan concept
 - Title Block – Sheet title; north arrow (to top of sheet if possible); graphic and numerical scale; date, name, address and phone number of person preparing plan; property address, zoning district. Plans may be drawn to architect's or engineer's scale, as appropriate (architect's scale must be 1/8" = 1'; engineer's scale must be 1" = 10').
 - Property lines and required setbacks, including dimensions
 - Existing Features On-Site
 - All structures: main and accessory buildings, including roof overhangs; fences, decks, trash enclosures, etc – include dimensions
 - Pedestrian and vehicular circulation systems; parking areas, driveways, other paved areas
 - Mature trees (location, species, size); prominent natural features
 - Proposed Features On-Site
 - All structures: buildings, decks, ramps, etc. – include dimensions
 - Treatment of all areas not occupied by structures:
 - All proposed trees, shrubs, ground cover and other plant materials presented in concept only, with outline of mature size
 - Existing trees to be removed
 - Outdoor equipment, such as benches, trashcans, etc.
 - Fences and walls
 - Preliminary grading plan, showing existing contours (dashed lines) and proposed contours (solid lines)
- **ELEVATIONS** (if possible, include on the same sheet as floor plans)
- Title Block – Sheet title; graphic and numerical scale; date; name; address and phone number of person preparing the plan; property address; zoning district of site
 - Drawings showing relationship of proposed building(s) to adjacent properties. If located on a corner lot, a perspective drawing is required. Photomontages may be substituted for drawings.
 - All exterior elevations, including existing structures to maintain
 - Finished floor elevations

- The design of the following building components:
 - Stairs, ramps, fences and walls
 - Refuse, storage and pickup areas
 - Utility lines, meters, meter boxes, transformers, and their proposed screening
 - Flues, chimneys, exhaust fans and downspouts
 - Canopies, awnings, sunshades, louvers
 - Balconies and decks
 - Mechanical equipment and proposed screening
 - Antennas
 - Type of glazing (e.g., clear, opaque, etc.)
- Type of roof and wall material to be used
- Existing and proposed signs – location, size, proposed materials
- Location and size of lighting standards and fixtures (both fixed to the building and freestanding)
- **FLOOR PLANS:** of all floors
- **SECTIONS:** typical cross-section through all elevations visible from a public right-of-way or a neighboring building
- **VICINITY MAP:**
 - Show property in context with the neighborhood
 - Scale: 1" = 50' or 1" = 100'
- **PRELIMINARY COLOR AND MATERIAL SAMPLES BOARD** (Maximum size 10" x 18")
 - Samples and colors of all exterior materials

Electronic and Paper Formats [effective November 4, 2013]

Submit all application materials in both paper and electronic format, according to the requirements stated below.

Requirements:

- Submission Format: All files must be submitted in PDF format
- Electronic documents (i.e., created using a computer program such as Microsoft Word, Excel, or AutoCAD) and digital photographs shall be converted to Adobe PDF format using “Save As PDF” or “Print As PDF” commands.
- Non-electronic (e.g., typewritten or handwritten) documents shall be converted to PDF format by scanning.
- Resolution:
 - Text documents: 100 to 150 DPI/PPI. (If converting electronic document to PDF, use “standard” setting in Adobe Acrobat, or 144 DPI setting in Cute PDF Writer.)
 - Plans, photos, and other graphics: 300 DPI/PPI. (To reduce file size, disable editing capabilities, “flatten” all layers¹, and use “Reduced Size PDF” function when available.)
- Total Size:
 - Combine all documents into a single PDF file which does not exceed 20MB.
 - If total size exceeds 20 MB, submit documents as separate PDFs.
 - If you do not have access to software which allows multiple PDFs to be combined (e.g., Adobe Acrobat Pro), submit individual PDF files and City staff will combine them.

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¹ “Flattening” the files means the individual “layers” that often comprise large architectural and engineering plan sets are reduced down to one layer. As a result, the PDF file becomes much smaller and therefore more easily managed. For more information on PDF “flattening”, please visit <http://helpx.adobe.com/acrobat/kb/printing-complex-pdfs-acrobat.html>.



FINAL DESIGN REVIEW

SUBMITTAL REQUIREMENTS

For Design Review Committee Review:

- All application materials must be submitted electronically and in hard copy. The electronic copy must be identical to the paper copy submitted. See last section for further details.
- Submit Design Review application form
- Submit TEN half size sets of plans with legible notes.

PLEASE DIFFERENTIATE GRAPHICALLY BETWEEN EXISTING AND PROPOSED FEATURES

- ❑ **VICINITY MAP**
- ❑ **SITE PLANS**
 - All “Preliminary Design Review Submittal Requirements”
- ❑ **ELEVATIONS**
 - All “Preliminary Design Review Submittal Requirements”
 - Details of railings, fences, fascias, trim and other decorative elements
 - Detailed drawings of lighting standards and fixtures; specifications for lighting (number of bulbs, type of bulbs, wattage)
 - Sign location and elevations: size, materials, colors, lettering for proposed signs and existing signs to remain
 - One set rendered elevations
- ❑ **FLOOR PLANS:** of all floors
- ❑ **SECTIONS:** Typical cross-section through all elevations visible from a public right-of-way or a neighboring building.
- ❑ **LANDSCAPE PLANS**
 - Landscape plans in construction detail showing the location, species (botanical and common names) and size of plant materials: present in table form. Recommended: highlight features of plant material (e.g. winter flowering, evergreen, fall color, etc.). Indicate estimated height and spread of canopy at maturity.
 - Irrigation plan
 - Maintenance provisions
 - Details for tree and shrub planting, staking and guying. When applicable: details for espalier treatment of vines and shrubs, permanent tree staking in parking areas, and protection of existing trees
 - Specifications for paving materials
 - Final grading plan, showing existing contours (dashed lines) and proposed contours (solid lines)

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- **FINAL COLOR AND MATERIAL SAMPLES BOARD** (Maximum size 10" x 18")
 - Samples and colors of all exterior materials, including roof, walls glazing materials, paving materials, trim; signage
 - **OTHER INFORMATION AS MAY BE REQUIRED**
 - Manufacturers' brochures
 - Site photographs
 - Model
 - Perspective drawings
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 - Plans, photos, and other graphics: 300 DPI/PPI. (To reduce file size, disable editing capabilities, "flatten" all layers¹, and use "Reduced Size PDF" function when available.)
- Total Size:
 - Combine all documents into a single PDF file which does not exceed 20MB.
 - If total size exceeds 20 MB, submit documents as separate PDFs.
 - If you do not have access to software which allows multiple PDFs to be combined (e.g., Adobe Acrobat Pro), submit individual PDF files and City staff will combine them.

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CITY OF BERKELEY

DESIGN REVIEW GUIDELINES

As required under BMC Section 23E.08.040.A, of the Zoning Ordinance, the following Design Review Guidelines are to be used by the Design Review Committee, Landmarks Preservation Commission, or City Staff when Design Review is required for exterior changes to buildings in the City's commercial and industrial zones.

A) BUILDING AND PARKING SITING

(1) Setbacks.

- a. The street facade of commercial streets should be respected, in order to create or maintain the sense of urban space. No new building line facing a street should be significantly in front of, or behind adjacent building facades unless such a variation complements or enhances the immediate urban space.
- b. For usual lot shapes and locations, the building footprint should allow for corners and spaces that can be used by pedestrians.
- c. Whenever possible parking should be behind buildings, underground, or in a central court. Screening of parking areas shall be subject to design review.

(2) Orientation and Protection of Sunlight and Views.

- a. Buildings should be oriented to take advantage of the sun or outdoor private/public open space areas. Year-round solar access for adjacent buildings is encouraged.
- b. Views out from public areas and from existing buildings should be retained whenever possible by the use of setbacks, orientation and height limitations. The natural topography should be used to achieve these ends.

(3) Parking and Driveways.

Conflict with pedestrian circulation should be prevented by the proper location and design of auto entrances.

B) STREET FACADES

(1) Harmony with Surroundings.

The proposed design should be in harmony with its surroundings through the coordination of such design elements as cornice lines, eaves, and setbacks with those of existing neighborhood buildings. This is especially important when the architectural style of the proposed design is in strong contrast to that of adjacent structures. Form, color, materials and texture of existing buildings should be considered in design of new structures. Landscaping should also be compatible with surroundings.

(2) Articulation.

Street facades in general and the ground floor level in particular should include elements of pedestrian scale and three-dimensional interest.

(3) Window and Door Treatment.

Window and door placement, size, grouping and shape should be sensitive to the neighborhood pattern, and should relate to design characteristics of surrounding buildings, especially when adjacent to historic structures. Security devices and grillwork visible from the street should be integrated into the overall building design.

(4) Signs and Other Building Accessories.

- a. Signs shall be in conformity with Title 20 of the Berkeley Municipal Code (Signs). Signage should be integrated with the building design. Materials used for signs should be compatible with the building's architectural materials as well as with the design of neighborhood signs, or be incorporated into artwork integral to the surroundings. When multiple tenants in the same building provide signs adjacent to each other, a signable theme encouraging compatibility of such elements as size, shape, lettering, colors, and design elements should be established. Vandal-proof and weather resistant signage is encouraged.
- b. Secondary building accessories such as garbage receptacles, utility meters and mechanical and electrical equipment should be screened from the view of pedestrians. Screening of such accessories should be done in a way that is harmonious with the building design, or as integrated artwork in the building design.

(5) Heights.

In general, the height of adjacent buildings especially historic structures should be respected in the design of new buildings. Abrupt changes in height may be appropriate, even desirable, in certain situations, such as the need for focal points, landmarks, and the closure of long views. Such techniques as setbacks and terraces may be used to reduce the visual impact of differing heights, if the impact is negative.

(6) Lighting.

Lighting for circulation, security, building/sign identification should be non-obtrusive, except for light fixtures which are themselves decorative additions to the streetscape. Large visible expanses of fluorescent lights should be avoided. If necessary, structural screening or window shades should be incorporated into the building design to minimize nighttime glare.

(7) Walls and Fences.

Large, unarticulated expanses of any particular wall material that deaden the pedestrian environment should be avoided. The use of clear windows for ground floor retail project is encouraged. Walls designed to allow sitting areas for pedestrians or space for landscaping and artwork are encouraged, especially in areas of heavy pedestrian use. Landscaping and/or art work should be maximized if large expanses of wall must be left devoid of openings.

(8) Neighborhood Pattern.

It is not the intent of this section that neighborhood pattern, or characteristics of adjacent buildings, be necessarily copied literally, particularly if they have little or no architectural merit. Diversity and innovation are positive values, and are encouraged where they do not disrupt the harmony of the overall urban setting.

C) LANDSCAPING AND OPEN SPACE**(1) Protection of Existing Landscape.**

New construction should include measures to protect desirable and existing landscaping of significance, especially street trees and landscaping visible from the sidewalk. In the event that existing landscaping must be displaced or obscured, every effort should be made to replace it with new landscaping of equal or greater prominence.

(2) New Development.

The provision of planters, trees, ground covers, and shrubs with automatic watering systems is encouraged where they do not impede pedestrian movement and where the building owner and/or tenant will provide continuing maintenance. The City's Public Works Department and Parks/Marina Office should be consulted regarding the provision of sidewalk landscaping.

(3) Sidewalk Areas.

Sidewalk areas should include landscaping that is coordinated with the neighborhood design. The consistent use of one species of tree along a street or block is encouraged. Paving materials may be varied but must create a pattern that is sensible in terms of cues for people who have visual impairments.

(4) Parking.

If parking is not placed underground, behind buildings, or in interior courts, it should incorporate adequate landscaping or artwork for visual screening. Screening should not interfere with pedestrian safety. When adjacent to public sidewalks, parking areas should include walls, beaming, artwork or shrubbery that is at least three feet, but no more than four feet, in height between the sidewalk and the first row of parked cars. Parking areas should include setbacks for landscaping and/or artwork to minimize visibility of parked cars, especially from the street. Shading of at least fifty percent (50%) of the surface area (as measured at 12 noon on June 21) is encouraged to reduce heat buildup and to improve visual appearance. (See also Chapter 23E.28 of the Zoning Ordinance.)

(5) Public Open Space Areas.

The inclusion of public open spaces is encouraged as a means of providing places for people to come together for community interaction and enlivening the pedestrian environment. These spaces should be wheelchair accessible and the entrances should be visible from the street. Such amenities as artwork, patios with benches, fountains with nearby sitting areas, and interior courtyards are encouraged. These open space areas should be located to take advantage of

winter and afternoon sunlight, and to protect from prevailing winds. Roof plazas and gardens are encouraged.

D) CIRCULATION

(1) Location of Driveways.

Shared parking facilities are encouraged whenever possible to minimize the number of curb cuts. Driveways should be designed to have minimum interference with pedestrian traffic flow. Whenever possible, driving and loading access should be to and from side streets rather than main thoroughfares.

(2) Pedestrian Paths.

Pedestrian paths and arcades interior to the block which joins different parts of buildings as well as different streets are encouraged. These paths should be lighted, should not contain blind corners, and should be marked for a clear understanding of direction and destination points. Entry points to the pathways and arcades should be defined by architectural elements such as gateways, change in paving materials, signage, and artwork.

(3) Building Entrances.

Entrance points should be clearly defined and easily identifiable by pedestrians by appropriate locations and by elements such as awnings, signage, artwork, or changes in paving material to define the entry point. Building on corner lots are encouraged to incorporate a cut away entrance to improve visibility and pedestrian circulation.

(4) Transit Loading Points.

Where appropriate, remodeling of adjacent transit loading points may be desirable. Transit loading points should be designed to provide protection for transit users in inclement weather. Adequate room should be provided for transit loading so that pedestrian traffic is not interrupted.

(5) Bicycle Parking.

New developments should provide usable bicycle racks that are visible from a public way and that do not impede pedestrian or auto circulation. When possible, locked and covered structures for bicycles should be provided and designed to be compatible with the building and neighborhood.

(6) Access For Disabled Persons.

Provisions for disability access should be compatible with the overall building design and should be clearly visible. In addition, they should comply with all existing disability access laws.



DESIGN REVIEW APPLICATION

For: Preliminary Design Review (PDR) Signs and Awnings
 Final Design Review (FDR) Modification: PDR or FDR
 Staff Level Design Review (DRSL)
 Intake Planner _____

Project Address: _____ Zone: _____

Project Description: _____

Date Building Permit/Sign Permit/Use Permit or Zoning Permit was applied for: _____

Associated Use Permit number: _____

For exterior changes to existing buildings, other than signs and awnings, the estimated construction cost is \$ _____

• **Property Owner Name (Print)** _____

Owner's Mailing Address: _____

Daytime Phone # _____ E-mail: _____

• **Applicant Name (Print) SAME as Above:** _____

Applicant's Mailing Address: _____

Daytime Phone # _____ E-mail: _____

Under penalties of perjury, I certify that the information above and in any attachments hereto, is true and accurate to the best of my knowledge.

Applicant Signature: _____ **Date:** _____

Owner's Signature: _____ **Date:** _____