



PRE-APPLICATION REQUEST

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

Pre-Application Request

(must be related to a proposed project)

REQUEST A PRE-APPLICATION FOR:

• A description of compliance with the general plan land use designation, zoning district regulations, and development/performance standards;

• A preliminary description of the required land use entitlements and technical studies needed to conduct the appropriate level of environmental review based on the proposed project;

• A description of necessary supporting documents, such as maps, technical reports, and prior entitlements, that may be required; or

• Intradepartmental meeting for preliminary comments on development proposals.

Staff typically schedules a meeting and/or provides a memo within 30 days.

Cost: \$1,000 deposit [\$1,000 base plus \$55 records management = \$1,055]. If additional time is needed to complete the request, staff will first ask for the applicant's approval, then invoice on an hourly basis for the additional time required before continuing the review.

[How to Submit a Zoning Project Application](#)

REQUEST TYPE?

Interdepartmental Meeting
(typically for mid-size and large complex development projects)

Meeting with Land Use staff

Project feedback

"Other" (describe below)

(**Note:** There are different forms for [SB 9 Eligibility Determinations](#), [SB 35 Preliminary Development Projects Applications](#) and [SB 330 Preliminary Development Projects Applications](#).)

PROJECT INFORMATION

Project Address(es):

Unit(s)/Suite(s) #:

Assessor Parcel Number(s):

Description of Pre-Application Request:

SUBMITTAL REQUIREMENTS

Please provide the following information as attachments to this application:

1. Written statement that describes the information you would like to receive from staff regarding the property and/or the proposed project; and
2. Relevant background information, proposed plans, site photos, special conditions, and other documentation related to the property history, existing conditions or proposed use.

PROPERTY OWNER'S NAME:

Owner's Mailing Address:

Phone Number:

Email:

APPLICANT'S NAME (or enter "same."):

Applicant's Mailing Address:

Phone Number::

Email:



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Under penalty of perjury, I certify that:

- (1) the application materials are true and complete to the best of my knowledge; and**
- (2) if provided, the attached paper and electronic copies of this application are the same; and**
- (3) I agree to pay all expenses associated with this application**

(*Owner's signature, or signed letter authorizing applicant to apply on owner's behalf, is required for all applications)

OWNER'S SIGNATURE:

Printed Name:

Date:

APPLICANT'S SIGNATURE:

Printed Name:

Date: