



Planning and Development Department
Current Planning Division

LANDMARK PRESERVATION COMMISSION

STRUCTURAL ALTERATION PERMIT & DESIGN REVIEW SUBMITTAL REQUIREMENTS

THE FOLLOWING MATERIAL MUST ACCOMPANY THE APPLICATION. These materials and the application must be filed and determined to be complete before a hearing date may be assigned. The items checked below are required to be submitted unless otherwise indicated in writing by the Current Planning Staff. Once a project is deemed complete, hearing dates are then assigned on a space available basis.

Required Submitted

		<p>APPLICANT'S STATEMENT: <i>A written summary of the project.</i></p> <ul style="list-style-type: none"> • Describe existing conditions and explain the proposed alterations and the project rationale. • Explain project benefits and provide the basis for Landmarks Preservation Commission approval. • Establish how findings can be made so that the proposed project will not conflict with the provisions of Berkeley Municipal Code, Chapter 3.24 and the applicable Standards as set forth in the <i>Secretary of the Interior's Standards for the Treatment of Historic Properties.</i> 	
<input type="checkbox"/>	<input type="checkbox"/>	<p>TABULATION FORM: <i>Summary of numerical information.</i></p>	
<input type="checkbox"/>	<input type="checkbox"/>	<p>FEES: <i>Depend on project, see current schedule.</i> (Refunds of only a portion of fees may be possible upon application withdrawal.)</p>	
<input type="checkbox"/>	<input type="checkbox"/>	<p>COLOR PHOTOGRAPHS (11 Sets): <i>Exterior of existing buildings.</i></p> <ul style="list-style-type: none"> • Please mount on 8.5" X 11" paper with description and date. 	
<input type="checkbox"/>	<input type="checkbox"/>	<p>COLORS AND MATERIALS BOARD (11 Sets): <i>Maximum size – 8.5" x 11"</i></p> <ul style="list-style-type: none"> • Samples and colors of all exterior materials, including roof, walls, glazing materials, paving materials, trim, and signage. Two originals and nine color photocopies. 	
<p>DRAWINGS: All drawings must be drawn to scale (1"=16' minimum scale) and include a Title Block that contains project address, graphic and numerical scale, preparation date, sheet title and name, address, and phone number of the person preparing the plan and of the project applicant. Please differentiate graphically between existing and proposed features on all drawings. Drawings over 11" x 17" are discouraged but if submitted, must be folded to no larger than 9" X 12". Example drawings are available for your reference.</p>			
		<i>Initial Submittal</i>	<i>Final Submittal:</i>
11" x 17" Plans drawn to scale, larger size acceptable if needed		2 sets	11 sets
8.5" X 11" Reductions of all drawings		1 set	1 set
<input type="checkbox"/>	<input type="checkbox"/>	<p>SITE PLANS: <i>An overhead view of the entire property.</i></p> <p>Site plan drawings must show all existing and proposed buildings and include:</p> <ul style="list-style-type: none"> • All site features including property lines, setback lines, easements, right-of-ways, and their dimensions. • All structures including main and accessory buildings, roof overhangs, fences, decks, trash enclosures, etc and their dimensions. • The treatment of all areas not covered by structures including landscaped areas, parking areas, walkways, driveways, curb cuts, and their dimensions. • The locations of light standards and fixtures used to light buildings, walkways, driveways, and parking areas. • The locations of signs and artwork. • Any proposed street dedications and improvements, including curbs, gutters, ramps, sidewalks, etc. 	
<input type="checkbox"/>	<input type="checkbox"/>	<p>FLOOR PLANS:</p> <ul style="list-style-type: none"> • Show all existing and proposed floors and label the use of all spaces. 	
<input type="checkbox"/>	<input type="checkbox"/>	<p>ROOF PLANS:</p> <ul style="list-style-type: none"> • Drawings must show all existing and proposed features on the roof including chimneys, mechanical equipment and proposed roof-top screening. 	

Landmarks Preservation Commission

Structural Alteration Permit & Design Review Submittal Requirements

Required Submitted

ELEVATIONS: *Front, rear and side views of all buildings.*

- Drawings must show **all existing and proposed buildings** and shall illustrate the relationship of the proposed building(s) to adjacent properties. If located on a corner lot, a perspective drawing is required. At the direction of staff, photomontages may be substituted for elevation drawings.
- Show all exterior walls, fences, landscaping, signs, etc.
- Include windows, doors, exterior finishes, roof and eave lines, details of railings, fences, fascias, trim and other decorative elements.
- Include stairs and ramps, refuse, storage, and pick-up areas, utility lines, meters, meter boxes, transformers, and their proposed screening, flues, chimneys, and exhaust fans, canopies, awnings, sunshades, louvers, balconies and decks, mechanical equipment and proposed screening, downspouts, antennas, fences and walls, type of glazing (e.g. clear, opaque, etc.)
- Type of roof and wall material to be used.
- Finished floor levels and overall building height should be indicated when necessary.
- Detailed drawings of lighting standards and fixtures (both affixed to the building or freestanding); 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

LANDSCAPE PLANS (all non-residential projects and residential projects where substantial changes are being made to the landscape):

- Written statement of landscape plan concept
- The 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').
- Landscape drawings showing **all existing and proposed features**. Plans shall be 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
- Grading plan, showing existing contours (dashed lines) and proposed contours (solid lines)
- Location and design of Artwork

SECTIONS:

- Typical cross-section through all elevations visible from a public-right-of-way or a neighboring building.
- Include floor elevations and overall building height.

OTHER INFORMATION AS MAY BE REQUIRED:

- Manufacturers' brochures
 - Model(s) - of individual structure and/or neighborhood context.
 - Perspective drawings
-

Note: Any material submitted as part of the submittal requirements becomes part of the permanent project file and application.