



CITY OF ORINDA

Neighbor Consent Form

22 Orinda Way, Orinda, CA 94563

(925)253-4210 ▪ orindaplanning@cityoforinda.org

Small projects (< 1,000 SF) that incorporate exterior door and/or window changes to the **existing building envelope**, must obtain neighbor consent in order to be eligible for ministerial building permit review and approval at the staff level. This requirement applies to new door or window openings, existing door or window openings which increase in size, or existing door or window openings shifting in location.

INSTRUCTIONS

1. Copy a blank neighbor consent form onto the applicable elevation sheet which shows the proposed exterior changes facing the neighboring property.
2. Provide the applicable elevation sheet to the affected neighbor(s). The affected neighbor(s) sign the consent form as evidence that they have reviewed the design details related to exterior window and/or door changes. *Digital signatures are accepted.*
3. Submit the elevation sheet with the signed neighbor consent form with your application submittal.

BLANK NEIGHBOR CONSENT FORM

Detach or copy the blank neighbor consent form below onto the applicable elevation sheet. A signed neighbor consent form is required for **each** affected neighboring property.



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I acknowledge that I have reviewed the plans for the project located at _____ and agree to the proposed door and/or window changes without requesting design review by the Orinda Planning Department.

Print Name

Signature

Address

Date

FREQUENTLY ASKED QUESTIONS (FAQs)

Which neighbor signatures are required?

Consent is only needed from the owners of property adjacent to or facing the side of a property where exterior door and/or window changes are proposed. Consent is required regardless of whether the neighbor can view the exterior change from their residence.

Who can sign the neighbor consent form?

Only the property owner can provide consent. Renters are not authorized to sign on behalf of the owner.

My project includes an addition. Is a neighbor consent form required for the new door or window openings in the addition?

New door or window openings created within the footprint of an addition do NOT require neighbor consent. Neighbor consent is only required for door or window changes *within the existing envelope*.

I am enclosing or reducing the size of an existing door or window opening. Does that require a neighbor consent form?

No, enclosing an existing opening or reducing the size of an existing opening does NOT require neighbor consent.

What if my neighbor is unreachable or objects to the project?

Projects are NOT automatically denied if the applicant is unable to obtain all applicable consent signatures. Planning Staff will notify the adjacent property owners, who have not provided consent, of the 10 day public comment period where a request for design review can be made. If requested, neighbor comments will be considered during a Zoning Administrator design review process. If design review is not requested, the project will proceed as a ministerial review by Staff.