



CITY OF ORINDA
Planning Application

22 Orinda Way, Orinda, CA 94563
(925)253-4210 ▪ orindaplanning@cityoforinda.org

PROPERTY

Address:

Assessor's Parcel Number:

PROPERTY OWNER(S)

Name:

Mailing Address:

Phone:

Email:

APPLICANT(S) (If not the property owner)

Name:

Mailing Address:

Phone:

Email:

APPLICATION(S) (Check all that apply)

- | | | |
|--|--|---|
| ☐ Certificate of Compliance | ☐ General Use Permit | ☐ Small Cell Wireless Facility |
| ☐ Commercial Use Permit | ☐ Hillside Grading Permit | ☐ Temporary Event Permit |
| ☐ Design Review | ☐ Lot Line Adjustment | ☐ Tree Removal Permit |
| ☐ Elevated Deck Permit | ☐ Lot Merger | ☐ Variance |
| ☐ Encroachment Agreement | ☐ Major Subdivision | ☐ Wireless Facilities Permit |
| ☐ Exception | ☐ Minor Subdivision | ☐ Zoning Amendment |
| ☐ General Plan Amendment | ☐ Sign Permit | ☐ Other: |

PROJECT DESCRIPTION

Does the project include new landscaping or rehabilitating existing landscaping? If yes, indicate:	☐ Yes	☐ No
<i>Total Square-feet (sf) of New Landscaping:</i>	_____ sf	
<i>Total Square-feet (sf) of Rehabilitated Existing Landscaping:</i>	_____ sf	
Is the property located:		
<i>In the Ridgeline and Environmental Preservation Overlay District?</i>	☐ Yes	☐ No
<i>On a Severely sloped site? (average slope of 20% or greater)</i>	☐ Yes	☐ No

ACKNOWLEDGEMENT

1. Failure to provide all pertinent data or providing poorly executed plans may delay the processing of an application.
2. City staff and either the Zoning Administrator or members of the Planning Commission may inspect the site of your proposed project. Access to your property is mandatory, but will be limited to the above mentioned planning agency personnel, as is regulated by the State's Planning and Zoning Law. You are not required to provide access to your property to the general public. Please make any necessary arrangements with staff regarding their access to your property.
3. Final decisions concerning discretionary permits are within the discretion of the Planning Commission or the Zoning Administrator, as appropriate. Statements made by staff to applicants concerning the merits of a proposed project are intended to guide and assist applicants. Likewise, statements made by individual Planning Commission members during hearings and in other contexts such as study sessions may be intended to guide and assist applicants. However, such comments do not bind either the Planning Commission as a whole or the Zoning Administrator and they may in fact be disregarded by the decisionmaker. The decision to approve, condition, or deny a proposed project is within the sole discretion of either the Planning Commission or the Zoning Administrator, based on the evidence presented at the hearing. The same is true for Council decisions on appeals.
4. Obtaining discretionary permit approvals from the Planning Commission and the Zoning Administrator does not guarantee that a project may be built according to the approved plans if engineering plans for the proposed project are not approved. It is the applicant's choice to proceed in the discretionary review process without first obtaining engineering approvals.
5. If a request for a discretionary permit is based on soils problems, adequate proof (i.e., soils reports) must be provided to the City Engineer before the Planning Commission hearing to enable the City Engineer to assess the validity of the claim, obtain peer review if necessary, and to present a report to the Planning Commission on the subject.
6. Where soil stability is a factor, the soils engineer will be required as part of the application process to verify that the soils report meets city standards for soils reports and at the end of construction to verify that the grading and construction was accomplished as shown in the approved plans.
7. Applicant agrees to defend, indemnify, release and hold harmless the City of Orinda, its agents, officers, attorneys, employees, departments, boards and commissions (hereafter collectively "City") from any claim, action or proceeding (hereafter collectively "proceeding") brought against the City to attack, set aside, void or annul the City's discretionary project approvals and/or any action relating to such project approvals, including actions taken to comply with the California Environmental Quality Act. This indemnification shall include, but not be limited to, any damages awarded against the City, the City's attorneys' fees and cost of suit, the cost of preparing the administrative record, any award of opposing counsel's attorneys' fees or costs of suit, and any other liabilities and expenses incurred in connection with such proceeding, whether incurred by the Applicant, the City, and/or the parties initiating or bringing such proceeding. Applicant acknowledges that the City may elect to retain its own counsel to represent it in such proceeding and agrees to reimburse the City for associated attorneys' fees and costs of suit. Applicant further agrees to indemnify the City for all costs, attorneys' fees, and damages, which the City incurs in enforcing this indemnification agreement. In the event any proceeding is brought, City shall promptly notify the Applicant of the proceeding, and City shall coordinate with Applicant regarding defense of the proceeding.

PROPERTY OWNER

Signature: _____

Date: _____

APPLICANT (If not the property owner)

Signature: _____

Date: _____



CITY OF ORINDA

Lot Line Adjustment/Merger

22 Orinda Way, Orinda, CA 94563

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

A Lot line adjustment is permitted to change the lot line between two or more existing adjacent parcels where the land taken from one parcel is added to the adjacent parcel and the total number of parcels remains the same.

A lot line adjustment and/or merger shall be set forth in a deed which is recorded with the Contra Costa County Recorder's office no more than sixty (60) days after approval.

Nonconformity

A lot line adjustment may be approved without requiring conformity with the city's zoning and building regulations if the reconfiguration reduces the degree of nonconformity of each reconfigured parcel or does not substantially increase the degree of an existing nonconformity, provided that the change will enhance neighborhood property values and the quality of development within the area.

FEES

Application Fee	\$5,000.00 (deposit) ¹
Mailing Fee	\$216.00
Surcharge fee	\$231.00
TOTAL	\$5,447.00

¹ A deposit reflects the average amount of time spent to process an application. When you pay a deposit, an account will be set-up for the project that will be charged at the hourly rate for staff time. In some instances, complex projects may exceed the deposit amount, which would require the deposit to be replenished. Any deposit amount remaining at the end of the project will be refunded to the applicant.

SUBMITTAL REQUIREMENTS

How To Submit Your Application – Applications are only accepted electronically. Submit your complete application online at <https://www.cityoforinda.org/527/Application-Submittal>.

**After approval of the Lot Line Adjustment/Merger application, the applicant must submit the original copies of the recording documents (Submittal Requirement #2 below) to the Planning Department for review and signature prior to submittal to the Contra Costa County Recorder's Office.*

1. Planning Application Form

2. Recording Documents (attached)

Pages 5-9 of this application [Recording Request, Owners Certificate (one per property owner), and Exhibit A and B] shall be completed as part of application submittal.

3. Letter from Property Owner

A letter explaining purpose of the Lot Line Adjustment, signed by each owner of property whose boundaries are proposed to be adjusted.

4. Title Report

A title report with a legal description on all affected parcels that is current within 6 months. The legal

description will become *Exhibit "A"* in the Recorded Document.

5. Plat (one PDF copy)

The plat shall be drawn on an 8 ½"x11" plan sheet. The plat map will become *Exhibit "B"* in the Recorded Document. Indicate the following for each lot:

- All bearings and distances.
- Areas (net and gross acreage) of existing and proposed lots. Also show the area of each proposed lot at the end of its legal description.
- Existing lot designations such as lot number, subdivision number and the subdivision recording date.
- Assessor's parcel numbers.
- All existing easements.

6. Map of Affected Properties

The map shall include the following:

- Abutting streets and alleys showing names, centerline and widths.
- Label existing lot line (shown as lightly dashed) and new adjusted lot line with dimensioning between them.
- Vicinity map (at a scale of approximately 1" =200').
- North arrow and scale.
- Show all structures, walls, fences or trees that are located adjacent to the adjusted lot line, sufficient to determine the location of these facilities with respect to the new lot line. If the new lot line corresponds with an existing fence it is not necessary to show adjacent features that are obviously on one side or the other of the new lot line, with the exception of structures. Structures adjacent to the adjusted lot line must be shown so that the Planning Department can check setback requirements.
- Indicate the approximate average slope of the property; and the floor area of existing habitable structures. The average slope shall be provided for the existing and proposed property boundaries.

7. Draft Grant Deed or Quitclaim Deed

Draft grant deed or quitclaim deed documents that transfer the affected area(s) between each parcel (including legal description, plat, deed documents prepared by licensed land surveyor or qualified registered civil engineer).

8. Closure/Area Calculations

Calculations prepared by a license land surveyor or qualified registered civil engineer verifying new legal descriptions.

9. Statement of Findings

Describe on a separate sheet how the project meets each of the Lot Line Adjustment standards listed below.

LOT LINE ADJUSTMENT STANDARDS ([§17.20.4](#))

A lot line adjustment may be approved if as proposed or as modified by conditions imposed findings of fact are made to support the following standards:

- A. The reconfiguration is consistent with the general plan and applicable specific plan.
- B. The resulting lots will conform with the city's zoning and building ordinances.

RECORDING REQUESTED BY:

AND WHEN RECORDED, MAIL TO:
CITY OF ORINDA
CITY CLERK
22 ORINDA WAY
ORINDA, CA 94563

THIS PAGE IS A SAMPLE. Go to <https://tinyurl.com/LLARecordingRequest> to download this page as a Word document. The completed Word document must be submitted with your application.

LOT LINE ADJUSTMENT NO. LLA-_____

CITY OF ORINDA, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA

NOTICE IS HEREBY GIVEN that **[NAME OF OWNER 1 LISTED EXACTLY IN CURRENT TITLE REPORT]**, the owner(s) of that certain real property described as **[PROPERTY ADDRESS], [(APN)]**, and **[NAME OF OWNER 2 LISTED EXACTLY IN CURRENT TITLE REPORT]**, the owners of that certain real property described as **[PROPERTY ADDRESS], [(APN)]**, have submitted an application for the following lot line adjustment which has been approved by the Advisory Agencies pursuant to the City of Orinda Subdivision Ordinance and the Subdivision Map Act of the State of California, as follows:

See Exhibit "A-1", "A-2", and "A-3" (Legal Descriptions) and Exhibit "B" (Plat Map) attached hereto and made a part thereof.

Exhibit "A-1", "A-2", and "A-3" and Exhibit "B" Prepared By

(Print Name)

(R.E./L.S. stamp above)

LOT LINE ADJUSTMENT NO. LLA-

OWNER'S CERTIFICATE

This is to certify that the undersigned, as the fee title owners of the real property described within the above lot line adjustment, requested preparation of this lot line adjustment and consent to recordation of the same.

Signature

Date

Signature

Date

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal above)

LOT LINE ADJUSTMENT NO. LLA-

OWNER'S CERTIFICATE

This is to certify that the undersigned, as the fee title owners of the real property described within the above lot line adjustment, requested preparation of this lot line adjustment and consent to recordation of the same.

Printed Name

Signature

Date

Printed Name

Signature

Date

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____)

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(insert name and title of the officer)

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paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal above)

EXHIBIT “A-1” – “A-3”

(Legal Descriptions of Transfer Area and Adjusted Parcels)

EXHIBIT “B”

(Plat map showing all parcels affected by the Lot Line Adjustment)

LOT LINE ADJUSTMENT NO. LLA-

I, Scott Christie, Public Works Director of the City of Orinda and I, Lashun Cross, Planning Director of the City of Orinda, Contra Costa County, State of California, have determined that the adjusted parcels of real property described in Exhibits _____, attached hereto and made a part hereof, comply with the provision of the Subdivision Map Act (commencing with Section 66412 et seq., Government Code) and the City of Orinda Subdivision Ordinance (Title 16 of the Orinda Municipal Code). Upon recordation of this document, the property lines described herein will be recognized as by the City of Orinda as the lines dividing the subject properties.

The undersigned hereby cause the lot line adjustment to be filed for recording with the Recorder of Contra Costa County, State of California.

Date

Scott Christie
R.C.E. 36272
Public Works Director
City of Orinda

Date

Lashun Cross
Planning Director
City of Orinda

I hereby certify that the legal descriptions and plats in this lot line adjustment are technically correct.

Date

Christine M. Leptien-Parks
LS 7893
Acting City Surveyor
City of Orinda

(Note: signatures must be notarized)

ACKNOWLEDGMENT

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State of California

County of _____)

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