



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

PROPERTY INFORMATION

Is the property located:

In the Ridgeline and Environmental Preservation Overlay District?

On a Severely sloped site? (average slope of 20% or greater)

☐ Yes

☐ No

☐ Yes

☐ No

Have any permits been issued in the last five years? If yes, describe work:

☐ Yes

☐ No

Present use of property and buildings:

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

Certificate of Compliance

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The State Subdivision Map Act and the Orinda Municipal Code provides a procedure to determine if a parcel was created in compliance with the Subdivision Map Act and local subdivision ordinances and also to provide a remedy for properties conveyed in violation of the Subdivision Map Act. A Certificate of Compliance is not a guarantee that the parcel is a buildable site or that subsequent building permits will be issued. A certificate of compliance may be conditional, i.e., subject to conditions intended to remedy past violations of subdivision laws.

FEES

Application Fee	\$1,500.00 (deposit) ¹
13% Surcharge fee	\$223.00
TOTAL	\$1,723.00

¹A 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

1. Planning Application Form

2. Letter from Property Owner

A letter describing why the applicant concludes the property to be a legal parcel(s). This summary should include when the parcel(s) was created and the laws, ordinances and/or statutes that were applicable.

3. State Map Act

Provide a copy of the State Map Act in effect at the time of the creation of the lot(s) and a copy of all applicable local (county) legislation in effect at the time of creation of the lots.

4. Preliminary Title Report (2 copies + PDF)

A title report showing ownership that is current within 6 months.

5. Chain of Title (2 copies + PDF)

Copy of all deeds in the chain of title from the title company not more than 90 days old listing grantor-grantee with recording date and document number in ascending chronological order from the date the parcel was created until the current vesting date.

6. Legal Description (2 copies + PDF)

Typed on 8 ½" x 11" sheet. (*wet-signed and stamped by a Civil Engineer licensed prior to January 1, 1982, or a Licensed Land Surveyor*)

7. Exhibit Map (2 copies + PDF)

The map shall be drawn on an 8 ½"x11" plan sheet. (*wet-signed and stamped by a Civil Engineer*)

licensed prior to January 1, 1982, or a Licensed Land Surveyor)

- Bearings and distances shall be shown on all boundary lines.
- Show new parcel size in gross and net acreage if applicable.
- Show street names and distance ties to nearest intersection.
- Show street width from centerline to right-of-way line.
- New parcel numbers must coincide with new legal descriptions.
- Show scale, north arrow, and page number if applicable.
- Show all easements.
- Provide sufficient information such that the legal description in the property deeds can be retraced.

8. Site Plan (2 copies + PDF)

The map shall include the following:

- Show all existing structures together with their dimensions, approximate distance between structures, and setbacks.
- Show creeks, swales, wells, leach lines, and underground structures.

9. Lot Closure Calculations (2 copies + PDF)

- Calculations prepared by a license land surveyor or qualified registered civil engineer.