



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

Total Square-feet (sf) of New Landscaping:

_____ sf

Total Square-feet (sf) of Rehabilitated Existing Landscaping:

_____ sf

Is the property located:

In the Ridgeline and Environmental Preservation Overlay District?

☐ Yes

☐ No

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

☐ 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 **Tree Removal Permit**

22 Orinda Way, Orinda, CA 94563

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

A protected tree is defined as a live tree meeting one or more of the following standards:

1. On a developed parcel, an oak tree which has a trunk diameter equal to or greater than **twelve (12) inches** at 4.5 feet above its existing grade;
2. A tree of any size designated to be protected and preserved on an approved development plan or as a condition of approval of a tentative map, a tentative parcel map, or other development approval or land use entitlement or permit issued by the city;
3. A native riparian tree with a trunk diameter of four inches at 4.5 feet above its existing grade or a multi-trunk native riparian tree with a cross-sectional area of all trunks equal to a cross-section area of a single stem of four inches at 4.5 feet above its existing grade;
4. On a vacant or undeveloped parcel, or on a parcel within a downtown district identified in [Chapter 17.8](#), a tree with a trunk diameter equal to or greater than **six (6) inches** at 4.5 feet above its existing grade, unless it is a tree identified on the [Disallowed Plant List](#).

Review the [Tree Ordinance Handout](#) for more information on the tree management requirements.

FEES

First tree*	\$194.00
Each additional tree*	\$62.00
Mailing Fee	\$213.00
Landscape Water Efficiency Checklist Review (if applicable)*	\$132.00
13% Surcharge fee [applied to all fees marked with an asterisk (*)]	\$

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>.

1. **Planning Application Form**

2. **Arborist Report**

A written recommendation from a certified arborist that discusses the species, size, location, and health of the tree(s) proposed for removal.

3. **Site Plan**

A site plan that indicates the property lines, outlines all structures on the property, and indicates the location of the tree(s) proposed for removal. If applicable, indicate the location, size, and species of replacement vegetation.

4. **Statement of Findings**

Describe on a separate sheet how the project meets each of the Type I or Type II Tree Removal standards listed below.

5. **Landscape Water Efficiency Checklist (if applicable)**

The [Landscape Water Efficiency Checklist](#) must be submitted with your application if the project meets

any of the following criteria:

1. New construction projects with a landscape area greater than 500 square-feet,
2. Rehabilitated landscape projects with a landscape area greater than 2,500 square-feet,
3. Existing landscapes installed prior to December 2015, that are greater than 1 acre in size, or
4. Cemeteries.

TREE REMOVAL STANDARDS ([§17.21.4](#); [§17.21.5](#))

Type I – Protected trees on properties not involving a development application:

1. The effect of tree removal, destruction or alteration on shade, views, privacy, fire safety, soil erosion and flow of surface water.
2. Whether the tree poses an impending threat to public health, safety, or property, supported by evidence from a certified arborist;
3. The degree to which the tree interferes with the reasonable use or enjoyment of the property;
4. The health and structural stability of the tree, including any documented signs of disease, decay, or structural issues that pose a significant risk of failure, as determined by an arborist report;
5. The number, species, size and location of other protected trees to remain in the area, the potential for additional tree removals by other entities or authorities, and the cumulative impact of the removal on the area's environmental and aesthetic character; and
6. Whether practical alternatives exist to address concerns related to the tree's presence, such as pruning, root management, or other preservation strategies that mitigate perceived impacts without necessitating removal.

Type II – Protected trees on property involving a development application project:

1. The necessity for destruction or removal in order to construct an improvement that allows reasonable economic enjoyment of private property;
2. The extent to which a proposed improvement may be modified to preserve and protect a protected tree.
3. The extent to which a change in the natural grade within the protected perimeter may be modified to maintain and preserve a protected tree.