



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

Temporary Event Permit

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From time to time, a temporary use, event or activity is proposed which is of benefit to the community, but which may have temporary impacts requiring prior review and approval by the City.

The following events are permitted in any zoning district, on private property or in the public right-of-way with a temporary event permit: animal show, arts and crafts show, Christmas tree sale, circus and carnival, commercial filming, philanthropic events, religious assembly, outdoor retail sale, rummage sale, outdoor storage, street fair, and trade fair.

The Zoning Administrator shall consult with the Parks and Recreation Department, the Public Works Department, the Police Department, the Moraga-Orinda Fire Protection District and the City Manager concerning the proposed temporary event before making a decision on the application.

FEES

Application Fee (select one):	
One-time event	\$548.00
Annual event after the first year	\$299.00
Mailing Fee	\$213.00
13% Surcharge fee [applied to application fee]	\$

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. Site Plan

One PDF (electronic) site plan. The site plan shall show the area to be used to stage the event, the layout of booths, tables, etc., and the proposed traffic circulation both within and around the event area.

3. Written Description

A complete written description of the proposed event including:

- Organization name, event name, event location, date event is to be held;
- Hours for set up, holding the event, and clean up;
- Estimated number of participants, customers, and/or attendance;
- Provisions for restroom facilities (if appropriate);
- Information regarding the possible generation of noise above what would normally be expected at the site, such as amplified speakers and/or live music;
- Any other information that would be helpful to fully explain the purpose and character of the event.

4. Statement of Findings

Describe on a separate sheet how the project meets each of the Temporary Event Permit standards listed below.

TEMPORARY EVENT PERMIT STANDARDS ([§17.37.4](#))

A temporary event permit may be granted if findings of fact are made in support of each of the following standards:

- A. The proposed temporary event will be located, operated and maintained in a manner consistent with the policies of the general plan, applicable specific plan and the provisions of this Title 17;
- B. The proposed temporary event will not be located, operated or maintained in a short-term rental;
- C. The temporary event will not be detrimental to property or improvements in the area adjacent to the temporary use;
- D. The temporary event will not create a significant adverse impact on the uses or activity patterns of development in the immediate area; and
- E. The temporary event will not otherwise adversely affect the public health, safety and welfare.