



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

General Use Permit

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Use Permits are required for uses that are not allowed as a matter of right on property within a given residential zoning district.

A use permit is required for the following **residential uses** within the specified residential zone:

1. Ancillary structure not normally associated with a single-family home such as garage structure for more than four cars, energy generation or similar activities determined by the Zoning Administrator. **(RVL, RL)**
2. Outdoor lighting with height over seven feet excluding lights attached to residence, for sports courts, pools or similar uses as determined by the Zoning Administrator. **(RVL, RL)**
3. Multifamily residential buildings or congregate care. **(RM)**

A use permit is required for the following **public and semipublic uses** in residential zones:

1. A club or lodge, cultural institution, religious assembly, public or private school. **(RL, RM)**
2. A general day care, maintenance, service, park, recreation, public safety or major utility facility. **(RVL, RL, RM)**
3. A government office. **(RM)**

FEES

Application Fee (select one):	
Large (>6) residential care, child care facilities & pre-schools*	\$2,883.00
Temporary Use*	\$856.00
Other Use*	\$1,980.00
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. Plan Set

One PDF (electronic) set of plans. See the [Plan Set Checklist](#) for required plan set details.

3. Preliminary Title Report

A title report not more than six months old for staff to verify any easements on the property.

4. Written Description

A complete written description of the specific use, business or institution you are seeking approval to establish or expand; with such information (if applicable) as hours of operation, number of employees, size (in square feet) of space to be used, estimate of expected attendance/enrollees, etc.

5. Statement of Findings

Describe on a separate sheet how the project meets each of the General Use Permit standards below.

6. Arborist Report (if applicable)

A written recommendation from a certified arborist that discusses the species, size, location, and health of any protected tree(s) at risk of being damaged or proposed for removal as part of this project.

7. 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.

GENERAL USE PERMIT STANDARDS ([§17.31.2](#))

A use permit may be granted after a noticed hearing if findings of fact in support of each of the following standards are made:

- A. The use is consistent with the Orinda general plan, any applicable specific plan and the purposes of the zoning district in which it is located.
- B. The use is of benefit to Orinda residents.
- C. The use will be properly related to other adjacent land uses and to transportation and service facilities in the vicinity.
- D. Under all the circumstances and conditions of the particular case, the use will not have a material adverse effect on the health or safety of persons residing or working in the vicinity.
6. The use will not contribute to a substantial increase in the amount of noise or traffic in the surrounding area.