



**CITY OF ORINDA**  
**Planning Application**

22 Orinda Way, Orinda, CA 94563  
 (925)253-4210 ▪ [orindaplanning@cityoforinda.org](mailto: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)**

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

**PROJECT DESCRIPTION**

**PROPERTY INFORMATION**

Is the property located: <i>In the Ridgeline and Environmental Preservation Overlay District?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>On a Severely sloped site? (average slope of 20% or greater)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have any permits been issued in the last five years? If yes, describe work:	<input type="checkbox"/> Yes	<input type="checkbox"/> 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. The applicant shall defend, indemnify, and hold the City, its officials, employees, agents, and third parties retained by the City harmless from damages of any kind (including direct or consequential damages) resulting from any actions undertaken pursuant to discretionary applications and from any action challenging a discretionary application. Indemnification includes payment of damages, costs, and attorneys’ fees which may be awarded against the City, its officials, employees, agents, and consultants. The City shall promptly notify the applicant of any claim, action, or proceeding and the City shall cooperate fully in the defense. If the City fails to promptly notify the applicant of any claim, action or proceeding, or if the City fails to cooperate fully in the defense, the applicant shall not thereafter be responsible, but may at its option, defend, indemnify, or hold the City harmless. Nothing contained in this section prohibits the City from participating in the defense of any claim, action, or proceeding.

**PROPERTY OWNER**

---

Signature:

Date:

**APPLICANT (If not the property owner)**

---

Signature:

Date:



**CITY OF ORINDA**  
**Commercial Use Permit**

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

A Commercial Use Permit is required for the following uses in the downtown commercial (DC) zoning district:

1. **Class B uses:** service retail use in a Type I retail space
  - Class B service retail use is generally defined as the following types of business:
    - *Personal care* –beauty parlors, barber shops, fitness centers, dry cleaners, travel agencies, dance, music and martial arts studios (but excluding health care offices)
    - *Retail financial institutions* – banks, savings and loans, credit unions and free-standing automatic teller machines
    - *Automotive services*
  - Type I retail space is generally defined as ground floor retail space which faces the following streets and street segments, or face a plaza or parking lot adjacent to the following streets:
    - Avenida De Orinda (both sides of the eastern half and northern side of western half)
    - Brookwood Rd (between Moraga Way & Camino Pablo)
    - Bryant Way
    - Camino Pablo (east side between Highway 24 & Moraga Way)
    - Camino Sobrante
    - Moraga Way
    - Orinda Way
    - Santa Maria Way
2. **Class C uses:** office use in a Type II retail space
  - Class C use is defined as those office uses that are compatible with a village atmosphere such as medical and professional offices, real estate sales and financing.
  - Type II retail space is general defined as ground floor/retail spaces which are *NOT* located on the streets listed above, such as those along the rear side of the Orinda Way commercial buildings.
3. **Other uses:** specific uses that require a commercial use permit
  - Adult business
  - Liquor Store
  - Animal sales and services
  - Live entertainment
  - Bar and tavern
  - Maintenance and repair services
  - Commercial recreation and entertainment
  - Outdoor sales
  - Convenience market
  - Service stations
  - Convenience market at a service station
  - Vehicles sales and services
  - Farmer’s market
  - Visitor accommodations
  - Game center
  - Ancillary retail uses
4. **Extended hours:** any use which operates before five a.m. or after eleven p.m.

**FEES**

Application Fee (select one):	
Class B use in Type I space	\$628.00 plus \$1.20/sq. ft. +
Modification or Expansion of existing business	\$800.00
Other Use	\$1,649.00
Mailing Fee	\$193.00
13% Surcharge fee [applied to application fee]	

+ Subject to a maximum application and square-footage fee of \$8,923.00.

## **SUBMITTAL REQUIREMENTS**

---

### **1. *Planning Application Form***

### **2. *Plan Set***

One full-size (24"x36"), one half-size (11"x17"), and one PDF (electronic) set of plans. See the [Plan Set Checklist](#) for required plan set details. For commercial or institutional properties where a change/expansion in or of use is proposed, a plan showing the parking access, layout and capacity is also required.

### **3. *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.

### **4. *Statement of Findings***

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

## **COMMERCIAL USE PERMIT STANDARDS ([§17.36.1](#))**

---

*A commercial use permit may be granted if findings of fact are made to support each of the following standards:*

- A. The use is of benefit to Orinda residents as well as to visitors;
- B. The use will promote a diversity and variety of commercial uses and will not contribute to an undue concentration of similar uses;
- C. The use will not adversely affect pedestrian and vehicular traffic;
- D. Adequate parking exists or will be provided for the use;
- E. The use will contribute to a vibrant, active pedestrian environment and an intimate-scale village ambience;
- F. The use does not create excessive noise, litter or other enforcement problems;
- G. Considering the scale and design of the exterior and the quality of the goods or services provided, the use is reminiscent of a traditional Main Street environment;
- H. 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.