



**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> <i>On a Severely sloped site? (average slope of 20% or greater)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No <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**

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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**

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Signature:

Date:

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

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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	\$2,401.00
Temporary Use	\$714.00
Other Use	\$1,649.00
Mailing Fee	\$193.00
13% Surcharge fee [applied to application fee]	

**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.

**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 listed 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.

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

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*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.
- E. The use will not contribute to a substantial increase in the amount of noise or traffic in the surrounding area.