



CITY OF ORINDA

Conceptual Development Review (Commercial)

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Purpose: The Conceptual Development Review (CDR) process is a means of obtaining Planning Department input in the early stages of project design, before any application for a permit is filed. This review is optional and is intended for projects subject to a Planning Commission decision. (Staff will gladly provide input over-the-counter on minor projects). Planning staff will conduct a cursory review of the materials provided, indicate which development standards and applications apply, comment on the major aspects of the design as they relate to the primary applicable standards and identify aspects of the conceptual design that may be inconsistent with the applicable standards and guidelines.

Process: This form along with materials you wish to have reviewed can be submitted to the Planning Department during regular counter hours (Monday – Thursday, 12:30 p.m. to 5 p.m.) A list of suggested submittal materials is provided below. Staff does not visit the project site; therefore, comments will be limited to the information you provide for our review. CDR applications are reviewed and written comments are provided within 21 days of submittal. Staff comments will be provided on a separate form.

1. Property Information:

Street Address:	Lot Size:
Assessor's Parcel Number:	Zoning District:

2. Property Owner(s):

3. Agent/Applicant:

Name:		
Address:		
City, State, ZIP:		
Phone Number:		
Email Address:		

4. Project Description: (briefly describe the project here) _____

5. Suggested Submittal Materials:

■ Site photos	■ Sketches of the building elevations and sections	■ Any other information applicable to the request	■ Description of proposed uses
■ One (1) Full-size (24" x 36") and an electronic (.PDF) set of plans including: dimensioned property lines, topographic contours, building footprints, parking areas, landscape areas, required setbacks, tree clusters, natural drainage features, and any other pertinent site features.			■ \$1,184.70 (\$1,077 application fee + 10% General Plan Update surcharge fee)

6. APPLICANT ACKNOWLEDGEMENT

The undersigned acknowledges that s/he has read and understands the following:

Final decisions concerning design review, exceptions, variances, and other similar 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. 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.

Signature

Date