



CITY OF ORINDA

General Use Permit Application

Planning

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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 needed for the following residential uses within the specified residential zone:
[SEE SCHEDULE 17.3.3 FOR FULL TEXT]

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, as 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. **(Residential Medium Density, RM)**

A Use Permit is required for the following public and semipublic uses in residential zones as specified:

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)**

About the Process

Complete this application and submit it along with a general application form. Take care to give responses to the findings that are requested in this application because they will be used by the decisionmaker to evaluate the compliance of the application with city code.

After you have submitted your application, it will be assigned to a project planner for processing. Your project planner, along with the Department of Engineering and the Moraga-Orinda Fire District, will then review your application for completeness. You will be notified within 30 days as to whether or not any additional information or plans will be required by staff to complete the processing of your application.

APPLICATION CHECKLIST

For all use permit applications, the plans must be CLEARLY AND LEGIBLY DRAWN TO SCALE. A copy of this checklist with a checkmark next to each item will be required. ***The application will not be accepted for processing unless all pertinent information required by the attached checklist is provided.***

___ a. Completed General Application Form and the attached specific application form

___ b. Completed checklist signed and dated (this list).

___ c. Fees payable upon submission:

Large (> 6) residential care, child care and pre-schools	\$2,262
Use permit for a temporary use	\$673
Other use permits	\$1,554
Mailing (<i>Required</i>)	\$183
10% General Plan Update surcharge fee (<i>Required</i>)	_____

- _____ d. One (1) full-size (24" x 36"), one (1) 11" x 17" size and an electronic (.PDF) set of the site plan (a minimum scale of 1"=20') with a minimum of the following information:
- _____ The size, in square feet, of the existing structure and/or area of the proposed use.
 - _____ The overall dimensions of the structure and its location (both existing and proposed) on the lot relative to property lines. 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.
 - _____ Schematic layout of the interior uses being proposed.

NOTE: If your proposal for a use permit involves: 1) the construction of new facilities, or 2) remodeling beyond the scope of interior tenant improvements, or 3) residential construction which requires *design review*, you will be required to apply for *design review* approval concurrently with your use permit request, and additional information for *design review* will be required.

I have read and understand my obligations regarding the information necessary for a use permit application:

Signature of Owner or Authorized Agent

Date

APPLICATION FOR GENERAL USE PERMIT

Application is hereby made for a use permit to allow the following type of use: (e.g. "Church");

_____ within the following Zoning District, and applicable land use regulations for that District: (e.g. RL-20 Residential Zoning District);

_____.

In the space below, please provide a complete 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. Attach additional sheets of paper as necessary.

**STATEMENT FOR FINDINGS RELATING TO STANDARDS FOR APPROVAL
OF GENERAL USE PERMIT**

Complete the following statements as they relate to your project. They will be used by the decisionmaker to evaluate your request.

1. 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 because...

2. The use is of benefit to Orinda residents because...

3. The use will be properly related to other adjacent land uses and to transportation and service facilities in the vicinity because...

4. 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 because...

5. The use will not contribute to a substantial increase in the amount of noise or traffic in the surrounding area because...
