



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)

- | | | |
|--|--|---|
| <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. 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
Hillside Grading Permit

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The hillside grading permit is intended to ensure projects involving grading work will take into consideration the environmental characteristics of the land, and preserve the natural appearance to the greatest extent possible.

Any developed parcel of land with an average slope (calculated per [Section 17.7.4](#)) greater than 15% is subject to a Hillside Grading Permit for a project involving any amount of grading work **UNLESS**:

1. The grading will take place outside a required yard setback; and
2. The grading will take place no more than 30 feet away from the footprint of the primary residence; and
3. The grading will result in a grade alteration not to exceed 12 feet above or below the elevation of the existing grade at the closest portion of the residence.

FEES

Application Fee	\$814.00
Mailing Fee	\$193.00
13% Surcharge fee [applied to application fee]	\$105.82
TOTAL	\$1,112.82

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. *Statement of Findings*

Describe on a separate sheet how the project meets each of the Hillside Grading standards listed below.

5. *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.

HILLSIDE GRADING STANDARDS ([§17.7.7](#))

A hillside grading permit may be granted if findings of fact in support of each of the following standards:

- A. Encourage minimal grading which respects the natural contour of the land and which will round off, in a natural manner, sharp angles at the top and ends of cut-and-fill slopes.

- B. Require retention of trees and other vegetation which stabilize steep hillsides, retain moisture, minimize erosion and enhance the natural scenic beauty, and where necessary, require additional landscaping to enhance the scenic and safety qualities of the hillsides.
- C. Require planting wherever appropriate to maintain necessary cut-and-fill slopes, to stabilize them by plant roots, and to conceal the raw soil from view.
- D. Require retention of natural landmarks and prominent natural features that enhance the character of a particular area of the city.
- E. Achieve land-use residential densities that are in keeping with the city's general plan, with the result that such densities will usually diminish as the slope of terrain increases, in order to retain the significant natural features of hillside area.
- F. Minimize the water runoff and soil erosion problems incurred in adjustment of hillside terrain to meet on-site and off-site development needs.
- G. Retain open hillsides and significant ridgelines in as near a natural state as is feasible as an important community value.
- H. Encourage the planning, design and development of hillside area building sites so as to provide maximum safety and human enjoyment.
- I. Provide for the preservation and maintenance of significant ridgelines, open space and recreational lands.
- J. Provide minimum lot size standards for future subdivisions while avoiding the characterization of existing legal lots as nonconforming.