



**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**

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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.

**PROPERTY OWNER**

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Signature:

Date:

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

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Signature:

Date:



CITY OF ORINDA  
***Design Review (Residential)***

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Design review is to preserve and enhance the semi-rural character of Orinda, maintain property values, conserve and enhance the visual character of the community and protect the public health, safety and general welfare of its citizens.

I. **Design review** approval is required prior to issuance of a building permit for the following projects:

1. A new single-family home that is not a renovation;
2. An addition which exceeds one thousand (1,000) square feet;
3. An addition which creates a second story above an existing single story residence and an addition of a second story under an existing single story residence if the City receives a request for design review where one does not presently exist;
4. An addition over one hundred ninety-nine (199) square feet which:
  - a. Is on a small or narrow lot as defined in [Section 17.30.8](#);
  - b. Will result in a residence with a total floor area exceeding seven thousand (7,000) square feet, as provided in [Section 17.30.6](#);
5. An addition over 500 square feet of floor area and over 18 feet in height located partially or entirely in the ridgeline or environmental preservation overlay district, except as provided in [Section 17.5.6](#) of this chapter;
6. An addition that results in a home that is larger than the maximum permissible floor area without design review under [Chapter 17.6](#);
7. A renovation which includes changes in doors or windows, or both, and an affected neighbor requests design review in accordance with Section 17.42.1(B) of this title. All other renovations are exempt from design review so long as proof is made according to Planning Department requirements that the project meets the definition of a renovation;
8. An addition, including one under two hundred (200) square feet, will be subject to design review if an approval for either a new residence or for an exterior addition has been granted for the property within the past five years from the time of the subject application and design review would have been required under this section for the multiple projects combined and deemed to be a single project;
9. An addition of newly created habitable space in an attic or basement which is fully contained within the building envelope of any conforming or legally nonconforming single-family residential structure, as determined by the Zoning Administrator and an affected neighbor requests design review under Subsection 17.42.1.B. of this title.

II. **Special design review** is also required for the following projects:

1. Construction is proposed on a small or narrow lot; a net lot size of less than 5,000 sq. ft. or with front and average width of less than 50'.
2. Construction of a project that is either on a severely sloping development footprint, or on a lot within the Ridgeline and Environmental Preservation Overlay District.
3. Construction of or addition to a residence creating or exceeding a total floor area of 7,000 sq. ft.

## FEES

Application Fee (select one): Zoning Administrator review* Planning Commission review* Wilder Subdivision – Zoning Administrator review*	\$613.00 \$1,227.00 + \$5,301.00
Square-Footage Fee*	\$1.50/sq. ft. +
Special Design Review* (if applicable)	\$446.00
Mailing Fee	\$189.00
Vicinity Map* (Planning Commission review only)	\$781.00
Creek Protection Report (if applicable)	\$750.00
13% Surcharge fee [applied to all fees marked with an asterisk (*)]	\$

+ Subject to a maximum application and square-footage fee of \$7,813.00 for new single-family residences.

## 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 attached Plan Set Checklist for required plan set details.

### 3. **Colors & Materials Board**

An 8 ½"x11" Colors & Materials board depicting the proposed paint colors and exterior materials. Please do not provide physical samples of the materials themselves (i.e. roof shingles, window casings, etc.). Applications for additions which use colors and materials to match the existing residence may include a notation on the plans in lieu of providing a Colors & Materials board.

### 4. **Preliminary Title Report**

A title report not more than six months old for staff to verify any easements on the property.

### 5. **Statement of Findings**

Describe on a separate sheet how the project meets each of the Design Review standards (and Special Design Review Standards if applicable) 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.

### 7. **Story Poles (if applicable)**

A [Story Pole Plan](#) shall be submitted with the plan set. Story poles must be installed to deem the applicable complete. Story poles are required for all new single-family residences. Addition projects may require story poles at the discretion of the project planner.

### 8. **Soils Report (if applicable)**

Soils/geotechnical reports must be submitted for all new homes. Other projects may require a report as well. A peer review of the report will be required and includes a separate \$2,600 fee. When new structures or additions are proposed in the vicinity of a creek bank, the report must also address the stability of the creek bank.

### **9. Project Site Identification Sign (if applicable)**

Vacant sites must be marked with an address identification sign. If your project site does not have an address, you must apply for an address assignment with the Moraga-Orinda Fire District.

### **DESIGN REVIEW STANDARDS ([§17.30.5](#))**

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*To approve a project or to approve it with conditions, the decision-maker shall make findings to support each of the following standards:*

1. **Siting and Neighborhood Context.** The proposed development is designed and located on the site so that it is visually harmonious with, but not necessarily identical to, other structures in the neighborhood. The proposed development is designed to blend into the existing landscape and natural context, protect undeveloped ridgelines and hillsides, maintain the dominance of wooded and open ridges and hillsides, and preserve significant or unique scenic vistas.
2. **Design.** The design elements are visually harmonious, in scale with the size of the structure, and balance environmental considerations. If the proposed development is an addition or remodel of an existing structure, the existing construction and proposed construction are visually harmonious. Facades and exterior walls shall be designed to reduce the blocky or massive features of building surfaces and provide articulation.
3. **Privacy, Views, Light and Air.** The proposed development does not impair the existing views, block access to light and air or infringe on the privacy of neighbors in a substantial fashion. In considering this factor, decisionmakers shall balance the importance of minimizing impacts on neighboring properties and the applicant's ability to develop the property. The term "view" shall be defined in [Section 17.22.4](#).
4. **Landscaping.** Primary landscaping elements complement and are appropriate for the structure, the site, and the neighborhood.

### **SPECIAL DESIGN REVIEW STANDARDS**

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#### **Very Large Homes ([§17.30.6](#))**

*A new home that is seven thousand (7,000) square feet or more, an addition to an existing home that is seven thousand (7,000) square feet or more, or an addition resulting in a home with a total floor area of seven thousand (7,000) square feet or more shall be subject to special design review under this section.*

1. The development projects the visual character of a home which appears smaller than its actual floor area, employing vegetation and architectural features and details which subdue, rather than accentuate, the prominence of the structure.

#### **Severely sloped development footprints and lots within the R overlay zone ([§17.30.7](#))**

*A project which has a severely sloped development footprint or is on a lot in the ridgeline and environmental preservation overlay district (except as provided in [Section 17.5.6](#)). For purposes of this section, the term "severely sloped" means an average slope of twenty (20) percent or more, and the term "development footprint" means the portions of a lot which are altered by grading or by a structure.*

1. The project is in substantial compliance with the [Hillside and Ridgeline Design Guidelines](#) .

2. For severely sloped development footprints, the floor elevations of the residence shall respond to the existing topography so that the apparent mass is reduced rather than accentuated. Generally, foundations shall be cut into the hillside, with retaining walls concealed by and integral to the proposed structure. Floor elevations shall step with the hillside's existing grades, and skirt walls higher than six feet are generally to be avoided.
3. For ridgeline lots, the natural appearance of the ridgeline is preserved to the greatest extent possible, minimizing the addition of machine-made features to the natural silhouette of the ridge as viewed from throughout the community.

**Small and narrow lots ([§17.30.8](#))**

*A new single-family residence or an addition of two hundred (200) square feet, or larger, on a lot which has either: (i) a net lot size of less than five thousand (5,000) square feet; or (ii) both a front width and an average width of less than fifty (50) feet shall be subject to special design review under this section.*

1. The development projects the visual character of a home which appears smaller than its actual floor area, employing vegetation and architectural features and details which subdue, rather than accentuate, the prominence of the structure.



## CITY OF ORINDA

### **Plan Set Checklist**

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The plan set checklist outlines information that shall be submitted as part of your application. Depending on the application(s) being submitted, some of the listed details may not apply to your project. Please keep in mind that the project planner may require additional information or materials.

#### 1. Site Plan

- Include a north arrow, legend, and scale.
- All property lines shown and dimensioned with metes and bounds.
- Indicate all required setbacks.
- Show all public and private roads, rights-of-way, and easements, within and adjacent to the parcel, fully dimensioned. Indicate whether public or private. Indicate nature of easements.
- Show footprints of all existing and proposed structures with dimensions to all property lines. All changes or additions to existing structures shall be ballooned, hatched, or otherwise highlighted.
- Indicate the trunk location, dripline, and species type and size of all existing trees with a trunk diameter of six (6) inches or greater measured at 4½ feet above grade. Mark any trees proposed for removal with an “X”. If there are no trees on site, state on plans that “No trees are present on site.”
- Show any significant drainage features, including swales, creeks (with required creek setbacks shown in plan and section view), and riparian habitat. Note on plans if there are no existing and/or proposed drainage improvements.
- Show all existing and proposed impervious surfaces, including but not limited to sidewalks, roofs, patios, stairs, pool decks, and driveways, with square footage of all existing and new impervious surfaces noted.
- Indicate all existing and proposed covered/uncovered parking facilities and driveways.
- Indicate location and dimensions of existing and proposed retaining walls and fences.
- Indicate location of existing and proposed sanitary sewers.
- For properties with average slopes of greater than 20%, existing and proposed topographic contours (with minimum contour intervals of 10 feet), for land within 20 feet of any proposed site improvements or drainage facilities.

#### 2. Project Data Table (see [Floor Area Calculation Handout](#) for a detailed example)

- Gross Floor Area per [Section 17.6.3](#) and [Section 17.6.4](#) (show existing and proposed) - total horizontal area in square feet of each floor within the *exterior* walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls. Gross floor area includes attached and detached primary accessory buildings, garages, carport roof coverage and space which is capable of being developed as habitable area (including basements, attics, crawl spaces with significant headroom, lofts, accessory buildings, etc).
- Adjusted Floor Area per [Section 17.6.3](#) and [Section 17.6.4](#) (show existing and proposed) – Gross floor area as measured above, subtracting 400 sq. ft. of the garage/carport’s floor area if such is existing or proposed. Garage areas in excess of 400 sq. ft. shall be included as part of the adjusted floor area calculation.
- Net parcel area- total horizontal area included within the property lines of a parcel, excluding

the area within vehicular rights-of-way and vehicular easements serving 4 or more parcels.

- Floor area ratio (existing and proposed) - adjusted floor area divided by the net parcel area.
- The average slope of the development footprint of the project.
- An itemized calculation of existing and proposed impervious surface.

### 3. Floor Plans

- Show all existing and proposed rooms and label their use (including basements, attics, detached accessory structures, etc.).
- Show all doors, windows, bay windows, chimneys, stairways, etc.
- Show all existing and proposed decks, balconies, porches, garages/carports, etc., and label their use.
- Indicate all areas to be demolished with proposed walls and existing walls clearly indicated.
- Indicate all exterior dimensions.
- Indicate the limits of the floor above and the floor below on multi-level structures.
- Clearly indicate any existing walls that are to be removed.

### 4. Roof Plan

- Drawn to the same scale, and superimposed over, the grading plan (or the site plan if a grading plan is not required).
- Note elevation of each roof ridge above established data.
- Note the pitch of the roof(s).
- Indicate all changes or additions to existing structures with ballooning, hatching, or by otherwise highlighting.

### 5. Elevations

- Include full exterior dimensions including building heights per [Section 17.4.19](#) and [Section 17.4.20](#).
- Indicate both existing and finished grade.
- All proposed exterior elevations showing existing and proposed exterior walls, roof, architectural features, doors, windows, trim, down spouts, exterior wall, and roofing materials.
- Indicate both colors and materials for all exterior walls, trim, and roofing.
- Include retaining wall and fence elevations/profiles, indicating heights, colors, and materials, if retaining wall and fence are part of the project.
- All changes or additions to existing structures shall be ballooned, hatched, or otherwise highlighted.
- Show existing and proposed conditions with two separate elevation view drawings, done at the same scale, for each building elevation to be modified by the addition.

### 6. Cross Sections

- Drawn at the same scale as the elevations.
- Locations where cross sections are taken shall be indicated on the site plan and/or floor plans.
- Indicate foundation, finished floor, existing grade, finished grade and roof ridge elevations.
- For properties with average slopes of greater than 20%, cross sections must extend across the full extent of the property, including adjoining roads.

### 7. Grading Plan

*The following requirements apply to applications that involve grading more than a total of 50 cubic yards of cut or fill. Projects proposing less than 50 cubic yards of cut or fill may indicate "minor grading". If the project does not require grading, note "project does not involve grading" on plans.*



- Include a north arrow, legend, and scale.
- All property lines shown and dimensioned with metes and bounds.
- Existing and proposed contours shown and labeled. Contour lines shall have a maximum interval of two (2) feet.
- Note amount of cut, fill, import, or export.
- Show all existing and proposed drainage facilities, including but not limited to: swales, creeks, drainage ditches, discharge facilities, catch-basins, and subsurface drainage pipes (closed and open), within and adjacent to the site. Please provide the location of the creek setback and the creek setback calculations.
- Show the location or outline of any geologic or potentially hazardous soil condition, and areas subject to inundation or ponding.
- Show all public and private roads, rights-of-way, and easements, within and adjacent to the parcel, fully dimensioned. Indicate whether public or private. Indicate nature of easements.

## 8. Drainage Plans

*The following requirements apply to projects that require a drainage permit: (1) any work which increases the impervious surface on the property by 500 square feet or more; (2) any work in a watercourse; (3) installation, expansion, or alteration of a storm water drainage system; or (4) excavating or grading projects subject to a grading permit. Drainage plans may be combined with the grading plan, if required.*

- Note on plans if there are no drainage improvements proposed.
- All items listed under Site Plan.
- Topographic contours of existing and proposed ground surface based on a topographic survey (survey preparation by a licensed surveyor may be required).
- Existing and proposed surface and subsurface drainage facilities and watercourses including but not limited to creeks, swales, drainage ditches, discharge facilities, dissipaters, catch basins, and subsurface drainage pipes. Also indicate septic tanks, with, or as part of, or subsequent to the proposed work.
- Areas subject to inundation or ponding. (Note if there are none)
- Detail methods proposed to intercept and carry off surface and subsurface water.
- Include details of engineered treatment at discharge points and pipe specifications (size, material, etc.).
- Drainage across interior lot lines creating cross-lot drainage is not permitted nor changes in the drainage pattern which alter or increase the quantity which discharges to adjoining properties.
- Hydrologic calculations and plans stamped by a California licensed professional are required for new homes or additions of 1,500 square feet or more;
- Existing and proposed grading contours if grading is more than 50 cubic yards (note on plans if grading is less than 50 cubic yards).

## 9. Landscape Plans

*The following requirements apply to all applications except as follows: Projects with only minor alterations to existing landscaping may include the landscape plan as part of the site plan. Projects with no new landscaping planned may include a "no new landscaping proposed" notation on the site plan.*

- Drawn at the same scale as the site plan.
- Include a north arrow, legend, and scale.

- Include vegetation key with the following information for both existing and proposed landscaping:
  - Species
  - Common Name
  - Number
  - Size
  - Method of Irrigation
- Indicate the total square footage of irrigated area.

10. Visual Aids (Optional)

- Colored elevations that indicate shadow, relief, and proposed colors
- Photomontage (a panoramic photo with the proposed project graphically set into the scene)
- Scaled architectural model
- Perspective elevation