



**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**

---

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**

**Sign Permit**

22 Orinda Way, Orinda, CA 94563

(925)253-4210 ▪ [orindaplanning@cityoforinda.org](mailto:orindaplanning@cityoforinda.org)

The following signs are permitted with a Sign Permit:

**All Zoning Districts**

- |                                        |                                         |
|----------------------------------------|-----------------------------------------|
| 1. Community Facility Directional Sign | 4. Directional Sign                     |
| 2. City Entry Sign                     | 5. Construction and Future Tenant Signs |
| 3. Special Event Sign                  |                                         |

**Residential and Downtown Office (DO) Zoning Districts**

- |                                                                              |                                       |
|------------------------------------------------------------------------------|---------------------------------------|
| 1. Illuminated portion of sign which may be necessary for emergency services | 4. Multistory Building Directory Sign |
| 2. Freestanding Signs                                                        | 5. Announcement Sign                  |
| 3. Wall Signs                                                                | 6. Subdivision Sign                   |

**Downtown Commercial (DC) Zoning District**

- |                      |                                        |
|----------------------|----------------------------------------|
| 1. Freestanding Sign | 5. Multistory Building Directory Sign  |
| 2. Wall Sign         | 6. Temporary Identification Sign       |
| 3. Marquee Sign      | 7. Service Station Gasoline Price Sign |
| 4. Projecting Sign   |                                        |

**FEES**

Application Fee (select one):	
<u>Type I</u> – First Sign	\$127.00
– Each Additional Sign	\$38.00
<u>Type II</u> – First Sign	\$1,512.00
– Each Additional Sign	\$79.00
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. Colors & Materials Board**

An 8 ½"x11" Colors & Materials board depicting the proposed paint colors and exterior materials.

**4. Written Description**

A written inventory describing all existing and proposed signage. The description shall include:

- Type (wall-mounted, free-standing, canopy, window, directional, etc.)
- Dimensions of all signs
- Total area of sign faces (for two-sided signs include the area of one side only)
- Percentage of wall or window coverage (if applicable)

## **5. Sign Design Plan**

Indicate the design, dimensions, exterior materials, lettering, graphics, colors, framing, attachments, and any other visual exterior details. Also include a side section showing the sign thickness and projection from the building wall.

## **6. Statement of Findings**

Describe on a separate sheet how the project meets each of the Sign Permit standards listed below.

### **SIGN PERMIT STANDARDS ([§17.18.11](#))**

---

*The reviewing body shall approve a type 2 permit if and only if it finds that all of the following conditions exist:*

- A. The sign complies with all applicable requirements of this Chapter.
- B. The sign is designed to be compatible with other nearby signs, other elements of street and site furniture and adjacent structures. Compatibility shall be determined by the relationships of the elements of form, proportion, scale, color, materials, surface treatment, overall sign size and the size and style of lettering.