



**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**  
**Temporary Event Permit**

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From time to time, a temporary use, event or activity is proposed which is of benefit to the community, but which may have temporary impacts requiring prior review and approval by the City.

The following events are permitted in any zoning district, on private property or in the public right-of-way with a temporary event permit: animal show, arts and crafts show, Christmas tree sale, circus and carnival, commercial filming, philanthropic events, religious assembly, outdoor retail sale, rummage sale, outdoor storage, street fair, and trade fair.

The Zoning Administrator shall consult with the Parks and Recreation Department, the Public Works Department, the Police Department, the Moraga-Orinda Fire Protection District and the City Manager concerning the proposed temporary event before making a decision on the application.

**FEES**

Application Fee (select one):	
One-time event	\$446.00
Annual event after the first year	\$245.00
Mailing Fee	\$189.00
13% Surcharge fee [applied to application fee]	\$

**SUBMITTAL REQUIREMENTS**

**1. Planning Application Form**

**2. Site Plan**

One half-sized (11"x17") and one PDF (electronic) site plan. The site plan shall show the area to be used to stage the event, the layout of booths, tables, etc., and the proposed traffic circulation both within and around the event area.

**3. Written Description**

A complete written description of the proposed event including:

- Organization name, event name, event location, date event is to be held;
- Hours for set up, holding the vent, and clean up;
- Estimated number of participants, customers, and/or attendance;
- Provisions for restroom facilities (if appropriate);
- Information regarding the possible generation of noise above what would normally be expected at the site, such as amplified speakers and/or live music;
- Any other information that would be helpful to fully explain the purpose and character of the event.

**4. Statement of Findings**

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

## **TEMPORARY EVENT PERMIT STANDARDS ([§17.37.4](#))**

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*A temporary event permit may be granted if findings of fact are made in support of each of the following standards:*

- A. The proposed temporary event will be located, operated and maintained in a manner consistent with the policies of the general plan, applicable specific plan and the provisions of this Title 17;
- B. The proposed temporary event will not be located, operated or maintained in a short-term rental;
- C. The temporary event will not be detrimental to property or improvements in the area adjacent to the temporary use;
- D. The temporary event will not create a significant adverse impact on the uses or activity patterns of development in the immediate area; and
- E. The temporary event will not otherwise adversely affect the public health, safety and welfare.