



**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**  
**Tree Removal Permit**

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A protected tree is defined as a live tree meeting one or more of the following standards:

1. On a developed parcel, an oak tree which has a trunk diameter equal to or greater than **twelve (12) inches** at 4.5 feet above its existing grade;
2. A tree of any size designated to be protected and preserved on an approved development plan or as a condition of approval of a tentative map, a tentative parcel map, or other development approval or land use entitlement or permit issued by the city;
3. A native riparian tree with a trunk diameter of four inches at 4.5 feet above its existing grade or a multi-trunk native riparian tree with a cross-sectional area of all trunks equal to a cross-section area of a single stem of four inches at 4.5 feet above its existing grade;
4. On a vacant or undeveloped parcel, a tree with a trunk diameter equal to or greater than **six (6) inches** at 4.5 feet above its existing grade, unless it is a tree identified on the [Disallowed Plant List](#).

**FEES**

First tree*	\$160
Each additional tree*	\$52
Mailing Fee	\$189
13% Surcharge fee [applied to all fees marked with an asterisk (*)]	\$

**SUBMITTAL REQUIREMENTS**

**1. Planning Application Form**

**2. Arborist Report**

A written recommendation from a certified arborist that discusses the species, size, location, and health of the tree(s) proposed for removal.

**3. Site Plan**

A site plan that indicates the property lines, outlines all structures on the property, and indicates the location of the tree(s) proposed for removal. If applicable, indicate the location, size, and species of replacement vegetation.

**4. Statement of Findings**

Describe on a separate sheet how the project meets each of the Type I or Type II Tree Removal standards listed below.

**TREE REMOVAL STANDARDS ([§17.21.4](#); [§17.21.5](#))**

*Type I – Protected trees on properties not involving a development application:*

1. The effect of tree removal, destruction or alteration on shade, views, privacy, fire safety, soil erosion and flow of surface water.
2. The number, species, size and location of other trees to remain in the area.

*Type II – Protected trees on property involving a development application project:*

1. The necessity for alteration, destruction, removal or relocation in order to construct a required improvement on public property, or within a public right-of-way; or to construct an improvement that allows reasonable economic enjoyment of private property.
2. The necessity for alteration, destruction, removal or relocation in order to construct a required improvement on public property, or within a public right-of-way; or to construct an improvement that allows reasonable economic enjoyment of private property.
3. The extent to which a proposed improvement may be modified to preserve and protect a protected tree.