



**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**  
**Lot Line Adjustment/Merger**

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A Lot line adjustment is permitted to change the lot line between two or more existing adjacent parcels where the land taken from one parcel is added to the adjacent parcel and the total number of parcels remains the same.

A lot line adjustment and/or merger shall be set forth in a deed which is recorded with the Contra Costa County Recorder’s office no more than sixty (60) days after approval.

Nonconformity

A lot line adjustment may be approved without requiring conformity with the city’s zoning and building regulations if the reconfiguration reduces the degree of nonconformity of each reconfigured parcel or does not substantially increase the degree of an existing nonconformity, provided that the change will enhance neighborhood property values and the quality of development within the area.

**FEES**

Application Fee	\$2,500.00 (deposit)
Mailing Fee	\$193.00
Surcharge fee [applied to application fee]	\$195.00
<b>TOTAL</b>	<b>\$2,888.00</b>

**SUBMITTAL REQUIREMENTS**

**1. Planning Application Form**

**2. Recording Documents (attached)**

Recording Request, Owners Certificate (one per property owner), and Exhibit A and B shall be completed as part of application submittal.

**3. Letter from Property Owner**

A letter explaining purpose of the Lot Line Adjustment, signed by each owner of property whose boundaries are proposed to be adjusted.

**4. Title Report (2 copies + PDF)**

A title report with a legal description on all affected parcels that is current within 6 months. The legal description will become *Exhibit “A”* in the Recorded Document.

**5. Plat (2 copies + PDF)**

The plat shall be drawn on an 8 ½”x11” plan sheet. The plat map will become *Exhibit “B”* in the Recorded Document. Indicate the following for each lot:

- All bearings and distances.
- Areas (net and gross acreage) of existing and proposed lots. Also show the area of each proposed lot at the end of its legal description.
- Existing lot designations such as lot number, subdivision number and the subdivision recording date.
- Assessor's parcel numbers.

- All existing easements.

#### **6. Map of Affected Properties (2 copies + PDF)**

The map shall include the following:

- Abutting streets and alleys showing names, centerline and widths.
- Label existing lot line (shown as lightly dashed) and new adjusted lot line with dimensioning between them.
- Vicinity map (at a scale of approximately 1" =200').
- North arrow and scale.
- Show all structures, walls, fences or trees that are located adjacent to the adjusted lot line, sufficient to determine the location of these facilities with respect to the new lot line. If the new lot line corresponds with an existing fence it is not necessary to show adjacent features that are obviously on one side or the other of the new lot line, with the exception of structures. Structures adjacent to the adjusted lot line must be shown so that the Planning Department can check setback requirements.
- Indicate the approximate average slope of the property; and the floor area of existing habitable structures. The average slope shall be provided for the existing and proposed property boundaries.

#### **7. Draft Grant Deed or Quitclaim Deed (2 copies + PDF)**

Draft grant deed or quitclaim deed documents that transfer the affected area(s) between each parcel (including legal description, plat, deed documents prepared by licensed land surveyor or qualified registered civil engineer).

#### **8. Closure/Area Calculations (2 copies + PDF)**

Calculations prepared by a license land surveyor or qualified registered civil engineer verifying new legal descriptions.

#### **9. Statement of Findings**

Describe on a separate sheet how the project meets each of the Lot Line Adjustment standards listed below.

#### **LOT LINE ADJUSTMENT STANDARDS ([§17.20.4](#))**

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*A lot line adjustment may be approved if as proposed or as modified by conditions imposed findings of fact are made to support the following standards:*

- A. The reconfiguration is consistent with the general plan and applicable specific plan.
- B. The resulting lots will conform with the city's zoning and building ordinances.

RECORDING REQUESTED BY:

\_\_\_\_\_

AND WHEN RECORDED, MAIL TO:  
CITY OF ORINDA  
CITY CLERK  
22 ORINDA WAY  
ORINDA, CA 94563

LOT LINE ADJUSTMENT NO. LLA-\_\_\_\_\_

CITY OF ORINDA, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA

NOTICE IS HEREBY GIVEN that \_\_\_\_\_, the  
owner(s) of that certain real property described as \_\_\_\_\_  
\_\_\_\_\_ (APN \_\_\_\_\_,)   
and \_\_\_\_\_, the owners of  
that certain real property described as \_\_\_\_\_  
\_\_\_\_\_ (APN \_\_\_\_\_,)

have made application for the following lot line adjustment which has been approved by the Advisory  
Agencies pursuant to the City of Orinda Subdivision Ordinance and the Subdivision Map Act of the State of  
California, as follows:

See Exhibit "A" (Legal Descriptions) and Exhibit "B" (Plat Map) attached hereto and made a part thereof.

Exhibit "A" and Exhibit "B" Prepared By

\_\_\_\_\_  
(Print Name)

(R.E./L.S. stamp above)

**LOT LINE ADJUSTMENT NO. LLA-**

**OWNER'S CERTIFICATE**

This is to certify that the undersigned, as the fee title owners of the real property described within the above lot line adjustment, requested preparation of this lot line adjustment and consent to recordation of the same.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_)

On \_\_\_\_\_ before me, \_\_\_\_\_  
(insert name and title of the officer)

personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

**(Seal above)**

## EXHIBIT "A"

(Legal description of each new parcel on a separate sheet.)

**EXHIBIT "B"**

(Plat map showing all parcels affected by the Lot Line Adjustment)



**LOT LINE ADJUSTMENT NO. LLA-**

I, Lawrence T. Theis, Public Works Director of the City of Orinda and I, Drummond Buckley, Planning Director of the City of Orinda, Contra Costa County, State of California, have determined that the parcels of the real property described in Exhibit A, attached hereto and made a part hereof, will comply with the provision of the Subdivision Map Act (commencing with Section 66412 et seq., Government Code) and the City of Orinda Subdivision Ordinance (Title 16 of the Orinda Municipal Code), as separate and distinct parcels.

This lot line adjustment relates only to issues of compliance or noncompliance with the Subdivision Map Act and local ordinances enacted pursuant thereto. The parcels described herein may be sold, leased, or financed without further compliance with the Subdivision Map Act or any local ordinance enacted pursuant thereto.

I, hereby cause the lot line adjustment to be filed for recording with the Recorder of Contra Costa County, State of California.

Description

See Exhibit A, legal description, attached hereto and made a part hereof.  
See Exhibit B, plat, attached hereto and made a part hereof.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lawrence T. Theis  
R.C.E. 67662, exp. Date 06/30/2021  
Public Works Director  
City of Orinda

\_\_\_\_\_  
Date

\_\_\_\_\_  
Drummond Buckley  
Planning Director  
City of Orinda

# ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_)

On \_\_\_\_\_ before me, \_\_\_\_\_  
(insert name and title of the officer)

personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(Seal above)