



## City of Orinda

### Neighbor Consent Form

22 Orinda Way, Orinda, CA 94563 ▪ (925)253-4210

I acknowledge that I have reviewed the plans for the project located at \_\_\_\_\_ and agree to the proposed door and/or window changes without requesting design review by the Orinda Planning Department.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

#### WHEN IS NEIGHBOR CONSENT NEEDED?

Small projects (< 1,000 SF) that incorporate exterior door and/or window changes to the **existing building envelope**, must obtain neighbor consent in order to be eligible for ministerial review and approval at the staff level. This requirement applies to openings which increase in size or shift location. New door or window openings created within the footprint of a new addition do NOT require neighbor consent.

#### WHICH NEIGHBOR SIGNATURES ARE REQUIRED?

Consent is only needed from the owners of property adjacent to or facing the side of a property where exterior door and/or window changes are proposed. Consent is required regardless of whether the neighbor can view the exterior change from their residence. Only the property owner can provide consent. Renters are not authorized to sign on behalf of the owner.

#### INSTRUCTIONS FOR OBTAINING NEIGHBOR CONSENT

1. A **blank** neighbor consent form must be copied onto the **applicable elevation sheet** which shows the proposed exterior changes facing the neighboring property.
2. Adjacent **owners** must provide their consent by signing the **blank consent form printed on the physical plan sheet**, as evidence that they have reviewed the design details related to exterior window and/or door changes.
3. A wet-signature is only required on one plan set. Additional plans sets do not need signatures.

#### WHAT IF A NEIGHBOR IS UNREACHABLE OR OBJECTS TO THE PROJECT?

Projects are NOT automatically denied if the applicant is unable to obtain all applicable consent signatures. Planning Staff will notify the adjacent property owners, who have not provided consent, of the 10 day public comment period where a request for design review can be made. If requested, neighbor comments will be considered during a Zoning Administrator design review process. If design review is not requested, the project will proceed as a ministerial review by Staff.



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