



# EXPANDED COTTAGE FOOD OPERATION

*Application & Submittal Requirements*  
 Submit to: [planningdepartment@cityofnapa.org](mailto:planningdepartment@cityofnapa.org)

**Planning Division**  
 1600 First Street  
 707.257.9530

## SUBMITTAL REQUIREMENTS & INSTRUCTIONS

- Application Form** – complete both pages of this form and include the proper signatures
- Fee** - Please refer to the Master Fee Schedule regarding our fees. Please make checks payable to City of Napa; we do not accept cash or credit card payments for applications.
- Submit** – file the application form to [planningdepartment@cityofnapa.org](mailto:planningdepartment@cityofnapa.org) and submit the fee to the Planning Division at the address above.

### SITE INFORMATION

ADDRESS: \_\_\_\_\_ GENERAL PLAN: \_\_\_\_\_  
 APN: \_\_\_\_\_ ZONING: \_\_\_\_\_

### APPLICANT INFORMATION

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ CITY: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ STATE & ZIP: \_\_\_\_\_

### PROPERTY OWNER INFORMATION – *if different than applicant*

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ CITY: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ STATE & ZIP: \_\_\_\_\_

A	COTTAGE FOOD OPERATION (CFO) INFORMATION		
A1.	Will the CFO have an employee who is not a household member?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
A2.	Will the CFO display signage visible from the outside?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
A3.	Will customers be making purchases at the home?	<input type="checkbox"/> NO	<input type="checkbox"/> YES

B	SELF-CERTIFICATION
Read and initial each line to acknowledge your compliance with the summary of regulations related to CFOs. For a full text of the regulations, refer to Subsection 17.52.105.E of the Zoning Ordinance.	
B1.	_____ The CFO shall not occupy more than 200 square feet of the residence/garage.
B2.	_____ The CFO shall be conducted entirely indoors.
B3.	_____ One commercial vehicle is allowed and shall be parked inside the garage.
B4.	_____ On-site dining or tasting events for customers are prohibited.
B5.	_____ Issuance of a business license from the Finance Department is required before operating.
B6.	_____ Issuance of a separate approval from the County of Napa is required before operating.
B7.	_____ The CFO is limited to one employee in addition to household members. <i>initial only if you answered YES in A1 above</i>
B8.	_____ Signage is limited to one sign, one square foot or smaller, located next to the entrance. <i>initial only if you answered YES in A2 above</i>
B9.	_____ The CFO is limited to one customer making purchases at the home at any given time; limited to 7AM to 7PM Monday through Friday, and 8AM to 7PM on weekends & legal holidays. <i>initial only if you answered YES in A3 above</i>

Planning Division Use Only	
<i>Project Number</i>	_____
<i>Project Name</i>	_____
<i>Project Planner</i>	_____

*Date Stamp*

**C FLOOR PLAN**

Sketch the floor plan of the house and include the following information: A) label use of each room, B) exterior doors and windows, and C) label the kitchen used for CFO with the square footage. Or attach a floor plan with the required information.

**D SIGN SKETCH – if signage is proposed**

Sketch the proposed sign and include the following information: A) length and width, B) letter height, C) type of material, D) color scheme, and E) mounting technique. Or attach artwork with the required information.

**CONDITIONS OF APPLICATION**

- 1 All materials and representations submitted in conjunction with this form shall be considered a part of this application.
- 2 The Applicant shall inform the City in writing of any changes.
- 3 The Applicant(s) agree(s) to defend, indemnify and hold the City, its agents, officers, and employees harmless from any claim, action or proceeding to attack, set aside, void or annul an approval of the City concerning the project, as long as the City promptly notifies the applicant of any such claim, action or proceedings and the City cooperates fully in the defense.
- 4 I hereby authorize employees of the City of Napa to enter upon the subject property, as necessary, to inspect the premises and process this application.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_