



TEMPORARY USE Submittal Requirements

Submit to: planningdepartment@cityofnapa.org

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

PURPOSE

Temporary or seasonal uses not specifically listed in Section 17.52.490 of the Zoning Ordinance that typically operate less than 45 days, such as Christmas tree or pumpkin sales, require an Administrative Permit in non-residential or mixed-use districts.

PLAN REQUIREMENTS

1. **Size.** 24"x36" trimmed and folded to 9"x12" maximum size.
2. **Scale.** Acceptable site plan scales are 1"=10', 1"=20', 1"=30', or 1"=40'. Acceptable architectural plan scales are 1/4"=1' or 1/8"=1'.
3. **Other.** Include north arrow, date prepared, the scale, bar scale, and legend identifying symbols and abbreviations.
4. **Preparer.** Name, address, phone number, and email of person preparing the plan(s). In many cases, plans must be prepared and signed by a licensed civil engineer, surveyor, licensed architect, landscape architect, and/or building designer. Submit application materials in PDF format to planningdepartment@cityofnapa.org. The fee can be mailed or dropped off at the counter with the Planning Division address listed at the top of this application.

SUBMITTAL MATERIALS

Some submittal requirements may be waived depending on the type of project. Unless waived on this form with a cross-out/staff initial, all submittal information shall be provided before the application is accepted as complete.

If another City permit or Project entitlement is also required, the materials supporting the added permit or entitlement must also be submitted.

If your application requires multiple permits or entitlements, submit the number of plan sets for the permit or entitlement that requires the largest number of plans sets.

- 1 **Planning Application Form** - Completed and signed by all property owners holding a title interest.
- 2 **Fee/Initial Deposit** - City Fee Schedule charges staff time and materials. 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.
- 3 **Written Project Description** - Shall describe how the proposed temporary use including days and hours operating, how litter and security will be handled, type of fencing if any, signs, and other information to address the standards listed Section 17.52.490 of the Zoning Ordinance.
- 4 **SITE PLAN DRAWINGS**—fully dimensioned and accurately drawn. Use as many sheets as necessary. Information may be combined as long as the plans are easy to read. Site plan shall include the following basic information:
 - a **Vicinity map** – Show site in relationship to local and major cross streets, named; include a north arrow.
 - b **Site and adjacent properties** - Location of all existing structures identified by type and indicating which are proposed to be removed and which will remain. Include the project site *and* adjacent property at least 100 feet beyond site, adjacent building footprints and approximate height, and streets (labeled) leading to the site.
 - c **Boundaries** – All existing and proposed property lines, tract name, easements (size and type called out), rights-of-way, trails, and the like. Approximate dimensions of all lots, radii of all curves and central angles.

- d **Trees** – All trees over 6” in diameter measured 54” above existing grade. Provide their common name, size, condition, drip line and location onsite. Note whether any are “Significant Trees” designated by the City that are strictly protected. Any trees proposed to be removed shall be identified along with the reasons why they are proposed for removal. In addition, show trees in the adjacent public right-of-way within 30 feet of the area proposed for development, and on adjacent properties with drip lines over the project site. An arborist report and photographs may be required.
- e **Natural features and constraints** - Site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks.
- f **Other site development** – All decks; fences and walls including retaining walls; monument signs; bicycle racks; refuse disposal and outdoor storage areas with proposed screening, etc. The project will need to include detail design and materials.
- 5 **Lighting Plan** –Preliminary plan for any exterior lighting, detailing design, location and height *may* be needed to address project impacts.

ADDITIONAL SUBMITTAL REQUIREMENTS IN CERTAIN CIRCUMSTANCES

- 6 If site is in **:FP Floodplain Overlay District**, floodway analysis (if applicable) and other materials must be provided to address Floodplain (17.38.050), and potentially floodway (17.38.090) and/or Flood Evacuation Area (17.38.070) requirements. For properties in the floodway area, a detailed development plan and floodway development analysis showing all elements of Title 17 of the Napa Municipal Code. For properties in the flood hazard areas, a development plan indicating the amount of fill required and/or floodproofing measures required by Title 17 of the Napa Municipal Code. The site plan will need to show the approximate location of all areas subject to inundation of stormwater overflow and the location, width and direction of flow of all watercourses, including tidewaters. For residential subdivisions in the flood evacuation area, a flood evacuation plan will be required.
- 7 If site is in the **:HS Hillside Overlay District**, a slope analysis shall be prepared consistent with the requirements of 17.30.040(H) in order to determine site density. The plans will need to identify any building or access siting concerns and applicants will need to review and provide plans consistent with the city’s *Hillside Development Guidelines*. Application submittals must include (unless waived) a site plan with the precise location of existing topography and proposed changes and natural site features; a precise grading and drainage plan; a preliminary landscape plan, construction drawings, and a scale model or visual simulations (17.40.070.B).
- 8 If site is on the City’s **Historic Resources List**, the structure is subject to the City’s Historic Preservation Ordinance. (NMC Chapter 15.52). A Certificate of Appropriateness may be required, and city “Rehabilitation Guidelines for Historic Properties” apply. Check with Community Development staff.
- 9 If the Administrative Permit is **appealed**, the applicant shall provide a mailing list and mailing labels of property owners within a 500-foot radius of project site for public hearing notice per 17.68.070.
- 10 **Environmental Information Form** - To help determine whether any supplemental environmental studies are required, such as a parking, traffic or noise study.
- 11 Other data or information necessary to complete processing of the map and environmental documents.
- 12 Other - _____



PLANNING APPLICATION FORM

Mailing Address: **Planning Division**
 PO Box 660 1600 First Street
 Napa, CA 94559 707.257.9530

APPLICATION TYPE – check all applicable items

- | | |
|---|--|
| <input type="checkbox"/> Administrative Permit | <input type="checkbox"/> Extensions / Project Modification |
| <input type="checkbox"/> Accessory Dwelling Unit (ADU) / Junior ADU | <input type="checkbox"/> General Plan Amendment |
| <input type="checkbox"/> Carports and Shade Structures in Side Yard | <input type="checkbox"/> Lot Line Adjustment / Lot Merger |
| <input type="checkbox"/> Detached Accessory Structure with Plumbing | <input type="checkbox"/> Pre-Application |
| <input type="checkbox"/> Temporary Use | <input type="checkbox"/> Reasonable Accommodation |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Tentative Map |
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Use Permit |
| <input type="checkbox"/> Certificate of Compliance | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Zoning Amendment |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Zoning Letter |
| <input type="checkbox"/> Non-Residential | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Major | |

SITE INFORMATION – type or print

Address(es) _____
 APN(s) _____
 General Plan _____ Historic _____
 Zoning _____ Size _____

CONTACT INFORMATION – type or print

Applicant _____
 Address _____
 City _____ State _____ ZIP _____
 Phone _____ Email _____

Authorized Agent _____
 Address _____
 City _____ State _____ ZIP _____
 Phone _____ Email _____

Property Owner _____
 Address _____
 City _____ State _____ ZIP _____
 Phone _____ Email _____

Planning Division Use Only

Project Number _____
 Project Name _____
 Project Planner _____

Date Stamp

CONDITIONS OF APPLICATION

- 5. All materials and representations submitted in conjunction with this form shall be considered a part of this application.
- 6. The Applicant shall inform the Planning Division in writing of any changes.
- 7. **Indemnification.** 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.
- 8. **Fees.** The Applicant(s) hereby agree(s) that he/they shall be jointly and severally liable for the payment of all processing fees imposed by the Napa Municipal Code Chapter 15.92, "Development Project Processing Fees", and Policy Resolution 16. The applicant(s) hereby represent(s) and warrant(s) that he/they understand that fees include but are not limited to: staff time billed at an hourly rate; production or reproduction of materials and exhibits; and postage. Failure to pay all accumulated fees by the time of public hearing will result in a continuance.
- 9. 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.

I have read and agree with all of the above. The above information and attached documents are true and correct to the best of my knowledge.

Applicant _____	Date _____
Authorized Agent _____	Date _____
Property Owner* _____	Date _____
Property Owner* _____	Date _____

*All property owners holding a title interest must sign the application form. If there are more than two, list name, address, phone number, and signature on a separate sheet.

CONTACT INFORMATION INSTRUCTIONS

An **“Applicant”** is any person, firm, partnership, association, joint venture, corporation or any entity, combination of entities or consortium who seeks approval of a City permit or other Project entitlement for the use of property. The **Applicant** shall be the primary billing contact for all processing and development fees associated with the application. The **Applicant** may additionally identify an **“Authorized Agent.”** An **Authorized Agent** is any person, firm, partnership, association, joint venture, corporation or any entity, combination of entities or consortium authorized by the **Applicant** to represent and act on behalf of the **Applicant**. If identified in this application, the **Authorized Agent** shall receive all written correspondence from the City regarding the application and any hearings or proceedings scheduled before the Planning Commission, City Council or other appointive City Boards and Commissions, but shall not be responsible for the payment of development or processing fees. The **Applicant** shall receive all billing invoices for the project, and under the “Conditions” set forth below, shall be liable for the payment of all development and processing fees associated with the application.

The **“Property Owner”** of property means a person, persons or corporation holding fee title to the real property within the City as shown on the most recent assessor’s roll in the County of Napa upon which the Project is proposed. **Property Owner** and **Applicant** may be the same person or legal entity or may be different. For example, in the case of a person or entity holding an option on the land, or other contractual relationship with the property owner, the fee owner(s) of the property would be the **Property Owner**, and the person or entity seeking the approvals or permits and holding an option to purchase the property would be the **Applicant**. If **Applicant** and **Property Owner** are the same person or entity, please enter *“Same as Applicant”* in the area provided for **Property Owner** information. In the event that **Applicant** and **Property Owner** are different, all **Property Owners** must sign on the following page to authorize the **Applicant** to file an Application for the City permit or Project entitlement on his or her property.

SUBMITTAL REQUIREMENTS

This form must be submitted to the Planning Division with the materials identified in the **Submittal Requirements** handout(s) for the appropriate City permit or Project entitlement. If your application requires multiple permits or entitlements, submit the number of plans sets for the permit or entitlement that requires the largest number of plans sets.