



AWNING / SIGN PLAN CHECK
Application & Submittal Requirements
Submit to: planningdepartment@cityofnapa.org

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

Please type or print:

SITE INFORMATION

ADDRESS: _____
APN: _____
GENERAL PLAN: _____
ZONING: _____

APPLICANT INFORMATION

NAME: _____
ADDRESS: _____
PHONE NUMBER: _____
EMAIL ADDRESS: _____

SUBMITTAL REQUIREMENTS

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.

- 1 **Application Form** – Completed and signed. *A separate application for a building permit through the Building Division may still be required.*
- 2 **Fee** – \$203.00. Checks payable to City of Napa. *If a building permit is required, a separate fee paid through the Building Division is required.*
- 3 **Plans in PDF format** – One (1) copy of all plans, including a PLOT PLAN and BUILDING ELEVATIONS, indicating building face area in square feet and sign area in square feet (size not to exceed 11”x17”).
- 4 **Cross Section** – Typical cross sections of the sign/awning attached to the building.
- 5 **Site Photos in PDF format** – Photos of the project area.
- 6 **Other** _____

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: _____

Planning Division Use Only
<i>Date Issued</i> _____
<i>Planner</i> _____

Date Stamp