



SIGN PERMIT

Submittal Requirements

Submit to: planningdepartment@cityofnapa.org

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

PURPOSE

The purpose of sign permits are to provide adequate identification and information and preserve the character and quality of the environment while achieving aesthetic harmony for the community, and to reduce visual clutter.

The Planning Commission may approve a Sign Permit if the following findings can be made:

1. The proposed sign meets the requirements of the Zoning Code or any special conditions imposed on the development by the decision making body;
2. The proposed sign's color and illumination are not in conflict with safe flow of traffic on the city streets; and
3. The proposed sign is compatible with the architecture of the building it identifies and is not incompatible with the aesthetic character of the surrounding neighborhood.

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 and two sets of mailing labels 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 plans 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 list ALL existing and proposed signs for the business; their type and size. Comprehensive sign programs shall identify formulas for length and area for each tenant's sign, letter style and size; type of materials to be used, mounting techniques, the color scheme, locations and number of all signs. The statement should address how the proposed sign or sign program meets the findings described above.
- 4 **Mailing labels** – The applicant shall provide a mailing list and two sets of mailing labels of property owners within a 500-foot radius of project site for public hearing notice per 17.68.070.
- 5 **Site Plan Drawings**– (15 full size copies and a reduced set of all plan and map sheets at 8.5" X 11") - 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 show the location of all signs in relation to buildings, parking, and landscape areas.

- 6 **Building elevations** – (15 full size copies and a reduced set of all plan and map sheets at 8.5” X 11”) - All elevations of the buildings and structures showing specific locations of all signs; length and area of each sign; letter style and size; type of materials and lighting; the color scheme, and mounting technique.
- 7 **Rendered elevations/site plan and Materials Board** - Rendered elevations and a color palette are required at the time of project submittal

ADDITIONAL SUBMITTAL REQUIREMENTS IN CERTAIN CIRCUMSTANCES

- 8 **Photo simulations are encouraged**, showing proposed signs as they would appear on the site. In some cases, site photographs showing locations of all proposed signs are acceptable; check with staff.
- 9 If site is in: **SC Soscol Corridor Overlay District**, applicants need to review the *Soscol Corridor/Downtown Corridor Development Design Guidelines* to assure project compatibility with these Guidelines.
- 10 If site is in: **MU-T Mixed Use Tannery Bend District**, applicants need to review the *Tannery Bend Development & Design Guidelines* to assure project compatibility with these Guidelines.
- 11 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.
- 12 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.
- 13 If **new ground mounted mechanical equipment** is needed for the proposed use (i.e., transformers & backflow prevention devices) a plan showing equipment screening shall be required.
- 14 Identification and justification for requested exemptions to the requirements of the Napa Municipal Code, the Public Works Standard Specifications or the City of Napa Design Guidelines.
- 15 Other data or information necessary to complete processing of the map and environmental documents.
- 16 Other - _____



PLANNING APPLICATION FORM

Mailing Address:
PO Box 660
Napa, CA 94559

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APPLICATION TYPE – check all applicable items

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

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

4. All materials and representations submitted in conjunction with this form shall be considered a part of this application.
5. The Applicant shall inform the Planning Division in writing of any changes.
6. **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.
7. **Fees.** The Applicant(s) hereby agree(s) that he/they shall be jointly and severally liable for the payment of any and 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.
8. 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.