



ENVIRONMENTAL INFORMATION FORM

Planning Application Form Attachment

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 this form is to inform the city of the basic components of the proposed project and the characteristics of the project site. This information will assist staff in assessing the project application pursuant to the City's policies, ordinances, guidelines and as required by the California Environmental Quality Act (CEQA). In order to avoid delays in the application process, it is important that the information provided in this form and in other application materials is complete and accurate. This form must be submitted with any project application. Responses to the following questions may be submitted on attachment sheets as needed to provide adequate information. Please type or print.

SITE INFORMATION

Address(es) _____
APN(s) _____

CONTACT INFORMATION

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

Engineer/Architect _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Email _____

Person Completing Form _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Email _____

CERTIFICATION

PERSON COMPLETING FORM CERTIFICATION

I certify that the information provided in the questionnaire accurately represents the conditions of the project site and the details of my proposed project.

Signature _____ Date _____

APPLICANT CERTIFICATION

I certify that the information provided in the questionnaire accurately represents the conditions of the project site and the details of my proposed project.

Signature _____ Date _____

1 PROJECT DESCRIPTION

Describe the project development, site changes required and proposed uses, including any phases of the project. Attach additional sheets if necessary.

2 PROJECT LOCATION & SETTING

Briefly describe the project's location and surroundings. Submit a context map and photographs to support this description.

3 PROJECT LOCATION & SETTING

a	Size of project site (acres or square feet)	b	Size of each building footprint
c	Total gross square footage of building area (all floors)	d	Number of floors
e	Breakdown of types of uses per square footage if commercial and/or office		
f	Existing uses and improvements on site (changes proposed)		
g	Number of dwelling units proposed (if residential)	h	Type of dwelling units proposed (if residential)
i	Number of off street parking spaces proposed (provide breakdown of covered and non-covered parking)		

3 PROJECT LOCATION & SETTING

j	Number of employees when project complete	k	Hours of operations
l	Frequency and type of truck and other deliveries		
m	Type of construction proposed		
n	Grading Quantities - yards moved on site, yards exported and or imported to site (Specify all locations off-site where soil materials will be obtained, or delivered)		
o	Construction Equipment to be used (type, number, size etc – Please specify if cranes will be used)		
p	Length of time anticipated for construction of project / desired schedule for beginning and ending construction.		
q	Specify roadway or sidewalk closures that will be necessary during project construction		
R	Reports and Studies prepared for site and/or proposed project (list with date and submit copies with your application)		
s	Other project data		

4 PROJECT LOCATION & SETTING

a Existing Native Trees; Indicate all existing trees on the property and specifically indicate whether any Valley Oak, Coast Live Oak, Black Oak, Blue Oak, Coast Redwood, California Bay, or Black Walnut trees exist on the property. Describe each tree, its species, size (trunk diameter 4.5 feet above natural grade), drip line area (extent of canopy), and location on the site or on adjacent property near the project property line. Indicate the trees that are proposed to be removed or trimmed in order to enable the proposed development (show on plans and provide written statement). An arborist report is required if the project proposes to remove or has the potential to impact existing trees. If any of the Native Trees identified above exist on the property the applicant shall consult with the Planning Department and obtain and review the requirements of Chapter 12.45 of the Napa Municipal Code.

b Existing vegetation (other): Indicate whether other existing vegetation exists on the project site, identify the location, species and extent of coverage (also show on project plans). Describe any proposed modification to existing vegetation.

c Creeks/River (on or adjacent to site) : Please identify any creeks, drainage ways, swales, ponds or other surface water related features that exist on or adjacent to the project site and indicate whether the project will modify these features

d Distance of proposed development from Creeks/River (Note: The creek and river required setback distances are regulated by City ordinance and by the California Department of Fish and Wildlife, the applicant should inquire regarding these regulations if the project is near a creek or the Napa River)

e Existing Wetlands: If there is the possibility of wetlands exist on the site, the applicant should hire a qualified biologist to prepare a wetland delineation and obtain a jurisdictional determination from the US Army Corps of Engineers to be submitted with the project application

f Any proposed modification to wetlands & distance of new development from wetlands

4 PROJECT LOCATION & SETTING	
g	Slope/gradient of site - lowest and highest elevation on site
h	Proposed changes to existing grade of site
i	Other natural features

5 WHAT EXISTING MAN-MADE FEATURES, STRUCTURES, IMPROVEMENTS EXIST ON THE SITE? DESCRIBE THE CHANGES TO THESE FEATURES PROPOSED WITH THE PROJECT.	
a	Existing structures and or buildings; location, number, type, age and condition.
b	Removal, or other changes proposed for existing structures or buildings. (Note: The City maintains a listing of properties that are subject to a tiered level of review requirements based on their potential historic status or their potential to contribute to the historic aesthetics of a neighborhood. The applicant should consult with the Planning Division to determine the status of existing buildings and any additional permit requirements prior to submittal of a project application.)
c	Any fences, walls, water towers, signs, etc. and their planned removal or incorporation into the project?

6 WHAT ARE THE PROJECT ACTIVITIES THAT COULD RESULT IN CHANGES TO THE SITE, THE SURROUNDING AREA, AND TO THE SUPPORT SYSTEMS OF THE CITY?	
a	Are there outdoor activities and/or storage proposed or contemplated with the proposed uses of the site?
b	Are uses anticipated that will create greater than average solid waste? What measures are proposed to address adequate solid waste storage and disposal for the project.

6

WHAT ARE THE PROJECT ACTIVITIES THAT COULD RESULT IN CHANGES TO THE SITE, THE SURROUNDING AREA, AND TO THE SUPPORT SYSTEMS OF THE CITY?

c

What is the anticipated demand for domestic water (Gallons per day) ? Will the used water be discharged into the sanitation drain or the storm drain?

d

Will the construction activity involve disturbance of one acre or greater total land area or is the project part of a plan of development that disturbs one acre or greater total land area? (Note: Projects involving disturbance of 1 acre or greater are subject to permit requirements from the California Regional Water Quality Control Board; the applicant is advised to contact the Public Works Department for details):

e

Does the use involve the discharge of smoke, odors, or other airborne materials that could expose the public to substantial pollution concentrations, be considered objectionable, and/or potentially violate BAAQMD standards? Please specify and provide quantified details; provide detailed information in an attached sheet if necessary.

f

Do any of the anticipated uses involve the use, storage or discharge of hazardous and/or toxic materials including pesticides, herbicides, fuels, oils, solvents, and other flammable liquids and gasses? Please specify and indicate storage and use details. (Attach hazardous materials inventory sheet if necessary).

g

Do any of the anticipated uses and/or activities involve noise that will be audible beyond the property lines? (Note: A noise analysis is required for commercial/industrial projects located near land designated for residential use and/or any other use that is noise sensitive, when the project will generate noise in excess of the City noise thresholds.)

h

Is the proposed project located on a City Crucial Corridor? If yes, a daily trip generation analysis is required. (Note: Developer is advised to consult the Public Works Department's Policy Guidelines: Traffic Impact Analysis for Private Development Review to guide the trip generation analysis. Consultation with the Development Engineering Division is recommended. If a daily trip generation analysis is required, the results shall be submitted with the application.)

6

WHAT ARE THE PROJECT ACTIVITIES THAT COULD RESULT IN CHANGES TO THE SITE, THE SURROUNDING AREA, AND TO THE SUPPORT SYSTEMS OF THE CITY?

i

Will the project generate traffic in excess of 50 vehicle-trips in a critical peak hour? (Note: Developer is advised to consult the Public Works Department's Policy Guidelines: Traffic Impact Analysis for Private Development Review to determine the scope of any traffic study or analysis that may be necessary. Consultation with the Development Engineering Division is recommended. If a traffic study is required, the traffic study scope of work shall be submitted with the application.)