



SB 9 DESIGN REVIEW – ADMINISTRATIVE - RESIDENTIAL

Submittal Requirements

Submit to: planningdepartment@cityofnapa.org

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

PURPOSE

Design review implements General Plan policies concerning the environment and design by guiding the location and appearance of development. Key design goals of the city are to integrate the urban environment with the city's natural features; to encourage attractive, well located commercial development and to assure high-quality, well-designed housing that respects neighborhood character. General Plan design goals are furthered by the adoption of design guidelines. Design review also allows implementation of applicable design guidelines.

APPLICATION TYPE

- SB 9 More than one house on an existing Lot

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 planscales 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 the architectural and site design intent as well as clearly describing all existing and proposed improvements.
- 4 **Identification of other professionals** whose services were required in the preparation of the tentative map including the names and addresses of engineer and surveyor.

- **5 Development Summary Table** - a completed development summary table.
- **8 Preliminary Title Report** - not more than 90 days old.
- **SITE PLAN DRAWINGS**– fully dimensioned and accurately drawn. Use as many sheets as necessary. Information may be combined if 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 Topography** – Existing topography and proposed changes of the site extending a sufficient distance beyond its boundaries to show drainage patterns and impacts on neighboring properties (including the fronting street right of way) with one-foot contours for land with a ground slope up to 5%, two-foot contours for ground slope over 5 to 10%- and five-foot contours for ground slope over 10% and spot elevations. The date, elevation datum and City of Napa benchmark (assumed benchmark are not acceptable) shall be indicated on the map, and source shall be identified.
 - **E Grading and Drainage Plan** – Preliminary grading and drainage plan clearly showing existing and proposed ground contours, finished floor elevations of existing and proposed buildings, and existing or proposed top of curb elevations for both sides of adjacent streets (extending a sufficient distance beyond the project site boundaries to show drainage patterns and impacts on neighboring properties, including the fronting street right of way area). Show existing and proposed on-site and off-site storm drains and other flood control facilities (including detention required to limit post-development flow rate to pre-development levels and detention sizing calculations) with pipe sizes, rim and invert elevations and tie-ins to the existing downstream system. Back of lot elevations, lot drainage pattern and an overland path-of-flow must be shown. Indicate any existing or proposed retaining walls (with top and bottom of wall elevations and materials specified). Provide grading cut and fill quantities on plan.
 - **F Utilities Plan** (extending 100+ feet beyond site boundaries) - Location and size of existing and proposed: water-related facilities including but not limited to water mains with valve locations, water services to each parcel, water meter locations, fire sprinkler risers, backflow devices, fire hydrants within 300 feet, blow-offs and water wells; sewers; existing and proposed overhead utilities and poles; and all existing and proposed easements for these facilities. For sewer systems, top of structures and invert elevations shall be shown along with sewer laterals pipe size, slope and tie-in elevations at the existing downstream system. Slopes and elevations of proposed sewers and storm drains shall be indicated. The plan will need to identify all utility poles that will be removed and the line segments to be undergrounded. Existing gas mains, fiber optic lines, electrical lines, and other utilities shall be shown on plan.
 - **G Stormwater Control Plan** – To meet Federal, State and Local stormwater quality requirements a Stormwater Control Plan needs to be prepared and submitted based on the current Bay Area Stormwater Association Agency (BASMAA) Post Construction Design Manual and submitted with application. A copy of the manual may be obtained from the BASMAA website at: <http://www.basmaa.org/>.
 - **H Parking, Traffic Safety, Access and Circulation Plan** – Location/dimensions of existing and proposed: on-site parking/ on street parking spaces and backup/turnaround areas; internal vehicular circulation; pedestrian and bicycle ways including pedestrian entry points to buildings and any bicycle paths/trails in the General Plan; commercial vehicle loading and storage areas; project access (driveways or private streets) to the public street system; any transit stops or facilities. The plan must demonstrate Fire Department vehicle access; the appropriate AASHTO fire apparatus turning template shall be plotted on the plan.

This plan shall cover an area large enough to show the entire project site, the closest intersections in all directions that would provide access to the project, and a minimum of 100 feet beyond any proposed off-site roadway improvements (ideally on the most current City aerial map). The plan should also include: the conceptual alignment for any future General Plan Street connection adjacent to the project; all City-planned and project-proposed public street improvements, including all necessary conforms, to ensure safe access to the project site without negatively impacting public street traffic operations and safety; and nearest public street parking and transit stop(s)

- **I 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.
- **J Buildings** – Location, outside dimensions and use of all existing and proposed buildings and structures (with building numbers or other identification) including building features such as elevated decks and outside staircases. Indicate any structures proposed to be removed.
- **K Natural features and constraints** - Site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks.
- **L 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.
- **M Common areas/open space/yards**- Location and dimensions of “usable outdoor areas” required in multi-family projects, existing and proposed private and public open space, trails and similar.
- **12 Landscape and Lighting Plan** - Preliminary landscape plan consistent with the city’s landscape standards, and any exterior lighting, detailing design, location and height. Include a conceptual street tree planting plan consistent with City’s approved Street Tree List for all public streets.
- **13 BUILDING PLANS** - House plans shall be submitted with the application and shall include the following:
 - **A Building elevation** – Show all elevations of the proposed project with materials, colors, and dimensions specified. Height is measured from grade to top of roof. The purpose of such drawings is to show how the building is architecturally compatible with its surroundings, and, in hillside areas, how it also fits with the site. The drawings shall include door and window details.
 - **B Floor and roof plan** – A floor plan for all existing and proposed structures or alterations, clearly labeled and prepared to scale, indicating the use of each room, exterior doors and windows. The roof plan shall indicate direction of slope, roof pitch, location and screening of rooftop mechanical equipment.
- **14 Materials** – A materials list including a material and color board shall accompany the application. *If materials are unclear, material samples may be requested.*
- **15 Storm Drainage Analysis** - Unless waived by the City Engineer, the project shall provide a storm drainage study/hydrologic analysis and/or onsite detention; check with Public Works Engineering Division and/or follow the City Drainage Standards which may be obtained at Public Works Department website.
- **16 Erosion and Sediment Control Plan (ESCP)- “Best Management Practices” (BMP’s)** – List and show on the plans the methods (“BMP’s” – See Napa Countywide Stormwater Pollution Prevention Program Erosion and Sediment Control Plan Guidance website. Complete and submit the reference Erosion and Sediment Control Plan.
- **17 Stormwater Pollution Prevention Plans (SWPPP)** – If a project (public or private) disturbs one acre or more of soil, it is subject to the State’s Construction General Permit (CGP). In this circumstance, the Stormwater Pollution Prevention

Plan (SWPPP) developed pursuant to the CGP may substitute for the ESCP. These projects must apply for comply with all requirements of the CGP. For more information see the CGP website.

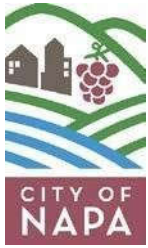
ADDITIONAL SUBMITTAL REQUIREMENTS IN CERTAIN CIRCUMSTANCES

- 18 If the project proposes a habitable structure, a **Soils and/or Geotechnical Report** – Unless waived by the Chief Building Official, a soils investigation and/or geotechnical report shall be provided to identify any building or access siting concerns. The report shall include a comprehensive geologic investigation that shows the impact that faults and fault trances will pose to a proposed structure.
- 29 If site is in the **West Napa Fault Zone** (see map in 17.52.420) and involves a subdivision or critical facility as described in 17.52.420, a soils investigation and/or geotechnical report shall be provided to identify any building or access siting concerns. The report shall include a comprehensive geologic investigation that shows the impact that faults and fault trances will pose to a proposed structure.
- 30 If any lot(s) proposed for development are **above elevation 300 feet in Zone 4 or Zone 5, or above 150 feet in Zone 3**, the applicant shall provide an engineering report to show how water service will be provided to the lot (s). The report shall verify adequate flow, pressure, and redundancy to satisfy both the Water Division and Fire Department. Fire flow requirements for buildings, location and distribution of fire hydrants shall be in accordance with Appendix B and C of the California Fire Code (2007 Edition). In all cases, minimum fire flow shall not be less than 500 gallons per minute at 20-psi residual pressure. Before application submittal, verify with the Water Division (257-9521) the level of analysis required.
- 31 If site is **on the Rural Urban Limit** line, an agricultural buffer plan is required per Zoning Ordinance Section 17.52.040.
- 37 Where private ownership of infrastructure is proposed, the applicant shall provide information regarding the **mechanism for maintaining the private facilities**. Include a description of the funding sources for both annual and long-term maintenance and replacement of facilities and/or equipment.
- 38 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.

SPECIFIC TO SB 9 DEVELOPMENTS, PROVIDE THE FOLLOWING INFORMATION:

- 1 The proposed housing development would not require demolition or alteration of housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income; housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power; or housing that has been occupied by a tenant in the last three years.
- 2 The parcel subject to the proposed housing development is not a parcel on which an owner of residential real property has exercised the owner's rights to withdraw accommodations from rent or lease within 15 years before the date that the application is submitted.
- 3 The proposed housing development does not allow the demolition of more than 25 percent of the existing exterior structural walls or the site has not been occupied by a tenant in the last three years.
- 4 The development is not located within a historic district or property included on the State Historic Resources Inventory, or within a site that is designated or listed as a city or county landmark or historic property or district pursuant to a city or county ordinance.
- 5 The parcel is located within a single-family residential zone.
- 6 The parcel subject to the proposed single family home addition (and ADU'S) is located within a city, the boundaries of which include some portion of either an urbanized area or urban cluster, as designated by the United States Census Bureau, or, for unincorporated areas, a legal parcel wholly within the boundaries of an urbanized area or urban cluster, as designated by the United States Census Bureau.
- 7 The parcel satisfies the specified requirements of existing law.
- 8 The proposed development would not require demolition of more than 25 percent of the existing exterior structural walls or alteration of any of the following types of housing:

- Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.
 - A parcel or parcels on which an owner of residential real property has exercised the owner's rights to withdraw accommodations from rent or lease within 15 years before the date that the development proponent submits an application.
 - Housing that has been occupied by a tenant in the last three years.
 - The parcel subject to the proposed housing development is not a parcel on which an owner of residential real property has exercised the owner's rights under Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 to withdraw accommodations from rent or lease within 15 years before the date that the development proponent submits an application.
- 9 The parcel is not located within a historic district or property included on the State Historic Resources Inventory, or within a site that is designated or listed as a city or county landmark or historic property or district pursuant to a city or county ordinance.
- 10 The parcel has not been established through prior exercise of an SB-9 urban lot split as provided for in this section.
- 11 No setback is required for an existing structure, or a structure constructed in the same location and to the same dimensions as an existing structure. However, a minimum setback of at least four feet from the side and rear lot lines is required.
- 12 At least one off-street parking for the new units shall be required unless:
- The parcel is located within one-half mile walking distance of either a high-quality transit corridor, as defined in subdivision (b) of Section 21155 of the Public Resources Code, or a major transit stop, as defined in Section 21064.3 of the Public Resources Code.
 - There is a car share vehicle located within one block of the parcel.



SB 9 PLANNING APPLICATION FORM

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

APPLICATION TYPE - check all applicable items

SB 9 More than one House on an Existing Lot

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

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 Planning Division in writing of any changes.
3. **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.
4. **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.
5. 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 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. If 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.