



CERTIFICATE OF COMPLIANCE

Submittal Requirements

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

PURPOSE

A Certificate of Compliance certifies that a parcel of land does or does not comply with the provisions of the Subdivision Map Act. If a determination of compliance is made, the Community Development Director shall cause a certificate of compliance to be filed with the County Recorder.

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 describe the project and the reason for the Certificate of Compliance.
- 4 **Preliminary Title Report** - not more than 90 days old.
- 5 **Assessor's Parcel Map** - 1 PDF copy
- 6 **Legal Lot Status Documents** shall be provided by a title company and shall include:
 - a Creation documents—the parcel map, final map, deed, or other recorded document that created the existing parcels.
 - b Chain of title—a chronological listing and copies of the documents listed as well as sufficient additional data and plats to clearly illustrate the chain of title.
 - c Other data necessary for the City to determine the legal lot status of each parcel involved
- 7 **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.

- a **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.
- b **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.
- 8 Other data or information necessary to complete processing of the map and environmental documents.
- 9 Other - _____



PLANNING APPLICATION FORM

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APPLICATION TYPE – check all applicable items

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

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 plan sets for the permit or entitlement that requires the largest number of plans sets.