



LOT LINE ADJUSTMENT/LOT MERGER

Submittal Requirements

Submit to: planningdepartment@cityofnapa.org

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

PURPOSE

A Lot Line Adjustment is where land from one parcel is added to an adjoining parcel and does not create a greater number of lots than originally existed.

A Lot Merger is to merge two or more contiguous parcels of land under common ownership into one parcel.

APPLICATION TYPE

Lot Line Adjustment

Lot Merger

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 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 project and the reason for the proposed lot line adjustment / lot merger.
- 4 **Prior known development activity** on the site, such as removal of vegetation, grading, prior development, etc. This information can be incorporated into the written project description.
- 5 **Letters of Intent:** if the project includes any work on adjacent properties, a letter of intent from the owner of that property is to be submitted. The letter is to indicate the impacted adjacent property owner's understanding of the extent of improvements to be performed and willingness to provide all necessary easements, etc. to allow the construction to occur and improvement to remain. The letter is to specify maintenance responsibilities. The letter must also address all parties owning an interest in any existing right-of-way or easement within the subdivision which is proposed to be changed, modified, or deleted.
- 6 **Preliminary Title Report** - not more than 90 days old.

- 7 **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.
- 8 **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
- 9 **PRELIMINARY MAP** - prepared by a Licensed Land Surveyor or Registered Civil Engineer authorized to practice Land Surveying, drawn to an engineering scale on sheets no smaller than 8.5” X 11” sheets. One sheet showing the existing parcel boundary configuration and a separate sheet showing the proposed parcel boundary configuration. The following information shall be included:
 - a The entire boundary lines of the existing lots with a north arrow, scale, and legend.
 - b Property lines fully dimensioned and the proposed lot line adjustment(s) identified.
 - c The location and uses of any existing or proposed buildings and/or structures, utilities, public improvements, vehicular access, water courses, septic systems, trees, shrubs, etc. that may be directly affected by the lot line adjustment(s).
 - d The setbacks from all structures that are directly affected by the lot line adjustment(s).
 - e Assessor’s Parcel Numbers.
 - f Lot Areas, existing and proposed.
 - g Topographic mapping of the parcels and beyond the parcels as required including fronting streets and drainage patterns on adjacent parcels.
 - h Easements and Rights of Way identified by type, width, and recording data
- 10 **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), right-of-ways, 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.

ADDITIONAL SUBMITTAL REQUIREMENTS IN CERTAIN CIRCUMSTANCES

- 11 **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.
- 12 **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-in’s 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.

- **13 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.
- **14 Natural features and constraints** - Site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks.
- **15 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.
- **16 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.
- **17** Other data or information necessary to complete processing of the map and environmental documents.
- **18** Other - _____



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

- | | |
|---|--|
| <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

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.