PUBLIC CONVENIENCE & NECESSITY DETERMINATION

Application & Submittal Requirements

Police Department
1539 First Street
707.257.9223

Planning Division
1600 First Street
707.257.9530

Please type or print

PROJECT INFORMATION

ADDRESS: ________________________________

APN: ____________________________ GENERAL PLAN: ____________________________

ZONING: ____________________________ LICENSE TYPE(s): ____________________________

APPLICANT INFORMATION

NAME: ________________________________

PHONE: ____________________________ EMAIL ADDRESS: ____________________________

ADDRESS: ________________________________

SUBMITTAL REQUIREMENTS
Submit the application, the Written Project Description and ABC Documentation 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.

☐ 1 Application Form – Completed and signed.
☐ 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 – A written description of the type and nature of the existing and proposed uses for which an alcoholic beverage license is proposed. Include the types of services and/or products that are to be provided, the hours of business, the number of employees, and any other information pertinent to the determination of whether a PCN will be served by issuance of the license.
☐ 4 Documentation from ABC – Provide documentation from ABC indicating that a PCN determination is required from the City for the proposed alcoholic beverage license.
☐ 5 Other ________________________________

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 City in writing of any changes.
☐ 3 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 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.

SIGNATURE: ________________________________ DATE: ________________________________

Planning Division Use Only

Project Number ________________________________

Project Name ________________________________

Project Planner ________________________________

Date Stamp