



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