



# SB 9 TENTATIVE MAP

## Submittal Requirements

Submit to: [planningdepartment@cityofnapa.org](mailto:planningdepartment@cityofnapa.org)

Mailing Address:  
PO Box 660  
Napa, CA 94559

Planning Division  
1600 First Street  
707.257.9530

### PURPOSE

Tentative Maps are required to regulate and control the division of land within the City and to supplement the provisions of the State Subdivision Map Act concerning the design, improvement and survey data of subdivisions, the form and content of all maps provided for by the State Subdivision Map Act.

### APPLICATION TYPE

- SB 9 Tentative Parcel Map

### 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](mailto: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 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 architectural and site design intent, how the proposed structures and site development fit with the surrounding area and meet applicable design guideline objectives. Residential and Mixed Use Projects also need to fill out the attached Design Guidelines checklist.
- 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 **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.
- 6 **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.

- 7 **Development Summary Table** - a completed development summary table.
- 8 **Site context board analysis** – to help analyze how the project will fit its surroundings (See Attachment 3). Include a map of the (typically several block) area where the site is located. Site photos to show existing structures and site features (trees, creeks, views to/from the site, slopes, etc.). Site photos to show existing structures and site features (trees, creeks, views to/from the site, slopes, etc.).
- 9 **Preliminary Title Report** - not more than 90 days old.
- 10 **Typical cross section(s)** - Typical cross section(s) of the building(s) and/or project site grading to show how project will transition to neighboring properties. Consult with staff regarding appropriate cross section locations.
- 11 **SITE PLAN DRAWINGS– (Electronic PDF)** - fully dimensioned and accurately drawn. Use as many sheets as necessary. Information may be combined as long as 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 **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.
  - i **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.
  - j **Natural features and constraints** - Site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks.
  - k **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.
  - l **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 **HOUSE PLANS – (For SB-9 Parcel Maps that proposed homes consistent with SB-9)** - house plans shall be submitted with the application and shall include the following:
  - a **Building elevations** – 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.
- 13 **Materials** – A materials list including a **material and color board** shall accompany the application. *If materials are unclear, material samples may be requested.*
- 14 **SUBDIVISION LAYOUT** - The following proposed design elements and improvements shall be shown on the tentative map or described on an attached written statement:
  - a Location, proposed names, width, centerline radii, pavement and approximate grades of all streets and rights-of-way in the proposed subdivision, including identification of which streets are proposed to be offered for dedication and which are proposed to be privately maintained. Typical sections of all streets shall be shown. All on-street parking spaces shall be identified. Location, width, and purpose of all proposed easements, clearly indicating whether public or private. Road profile for roads in hillside areas shall be provided.
  - b The proposed use of each lot, lot layout and dimensions and area of each lot. Engineering data shall show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale and number of each lot.
  - c Proposed recreation sites, trails and parks for public or private use. Areas proposed to be dedicated or reserved for public use common area and/or open space areas shall be indicated.
  - d **Remainder Parcel** appropriately designated.
- 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 The project shall provide a **Soils and/or Geotechnical Report** in accordance with Sections 16.36.200 and Title 17 the Napa Municipal Code and the Subdivision Map Act. Upon application for a building permit, a soils investigation and/or geotechnical report may also be required by the chief building official in accordance with Title 15 of the Napa Municipal Code.
- 19 If site is affected by the **Napa River/Napa Creek Flood Protection Project**, the Community Development Director must first determine that the project is exempt pursuant to 17.52.300 after consultation with the Flood Project Manager before the application can be submitted.
- 20 If site is in **:FP Floodplain Overlay District**, floodway analysis (if applicable) and other materials must be provided to address Floodplain (17.38.050), and potentially floodway (17.38.090) and/or Flood Evacuation Area (17.38.070) requirements. For properties in the floodway area, a detailed development plan and floodway development analysis showing all elements of Title 17 of the Napa Municipal Code. For properties in the flood hazard areas, a development plan indicating the amount of fill required and/or floodproofing measures required by Title 17 of the Napa Municipal Code. The site plan will need to show the approximate location of all areas subject to inundation of stormwater overflow and the location, width and direction of flow of all watercourses, including tidewaters. For residential subdivisions in the flood evacuation area, a flood evacuation plan will be required.
- 21 If site contains or is adjacent to a **creek or other watercourse**, the applicant shall establish the streambank stabilization setback and riparian setbacks per 17.52.110 on the site plan. The setbacks will also be shown on cross sections of the water course. The site plan will need to show the location of all building setback line for each stream or river on the site.
- 22 If site contains a **wetland**, plans shall be referred to the US Army Corps of Engineers and the State Department of Fish and Wildlife (CDFW) for comment, and a wetland delineation, wetland restoration or management plan may be required. (17.52.530). The site plan will need to show the location of all building setback line for each wetland area on the site.
- 23 If the project includes **work in waterways or wetlands**, plans shall be referred to the State Department of Fish and Wildlife (CDFW), the US Army Corps of Engineers (COE), and Regional Water Quality Control Board (RWQCB) who may require a DFG Streambed Alteration Permit, a RWQCB 401 permit, and/or a COE 404 permit.
- 24 If site is in the **:HS Hillside Overlay District**, a slope analysis shall be prepared consistent with the requirements of 17.30.040(H) in order to determine site density. The plans will need to identify any building or access siting concerns and applicants will need to review and provide plans consistent with the city’s *Hillside Development Guidelines*. Application submittals must include (unless waived) a site plan with the precise location of existing topography and proposed changes and natural site features; a precise grading and drainage plan; a preliminary landscape plan, construction drawings, and a scale model or visual simulations (17.40.070.B).
- 25 If site is in the **:HS Hillside Overlay District** it can be characterized as a **Hazardous Fire Area** and the project shall include the submission of a Fire Hazard Reduction Plan (17.52.180). Before application submittal, verify with the Fire Prevention Division of the Fire Department whether analysis is necessary.
- 26 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.
- 27 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.

- 28 If site is **on the Rural Urban Limit** line, an agricultural buffer plan is required per Zoning Ordinance Section 17.52.040.
- 29 If site is in a :TI, **Traffic Impact Overlay District** (City Crucial Corridor), a daily trip generation analysis is required. See Public Works Department Policy Guidelines: Traffic Impact Analysis for Private Development Review to guide the trip generation analysis. The daily trip generation analysis results shall be submitted with the application. Consultation with the City’s Transportation Engineering Division is recommended.
- 30 If development involves hazardous materials, complete **Napa County Department of Environmental Management CUPA Form** for Business Activities.
- 31 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.
- 32 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.
- 33 Identification and justification for requested exemptions to the requirements of the Napa Municipal Code, the Public Works Standard Specifications or the City of Napa Design Guidelines.
- 34 Other data or information necessary to complete processing of the map and environmental documents.
- 35 Other - \_\_\_\_\_

**FOR SB 9 PARCEL MAPS, PROVIDE THE FOLLOWING INFORMATION**

- 36 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.
- 37 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.
- 38 The proposed housing development does not allow the demolition of more than 25 percent of the existing exterior structural walls, unless a local ordinance so allows or the site has not been occupied by a tenant in the last three years.
- 39 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.
- 40 The parcel map subdivides an existing parcel to create no more than two new parcels of approximately equal lot area provided that one parcel is not be smaller than 40 percent of the lot area of the original parcel proposed for subdivision.
- 41 Both newly created parcels are no smaller than 1,200 square feet; however, a local agency may by ordinance adopt a smaller minimum lot size subject to ministerial approval under this subdivision.
- 42 The parcel being subdivided meets all the following requirements:
  - The parcel is located within a single-family residential zone.
  - The parcel subject to the proposed urban lot split 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.

- The parcel satisfies the specified requirements of existing law.
- 43 The proposed urban lot split would not require demolition or alteration of any of the following types of housing:
- 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.
  - 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.
- 44 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.
- 45 The parcel has not been established through prior exercise of an urban lot split as provided for in this section.
- 46 Neither the owner of the parcel being subdivided nor any person acting in concert with the owner has previously subdivided an adjacent parcel using an urban lot split as provided for in this section.
- 47 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 local agency may require a setback of up to four feet from the side and rear lot lines.

## 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<br><input type="checkbox"/> Accessory Dwelling Unit (ADU) / Junior ADU<br><input type="checkbox"/> Carports and Shade Structures in Side Yard<br><input type="checkbox"/> Detached Accessory Structure with Plumbing<br><input type="checkbox"/> Temporary Use<br><input type="checkbox"/> Other _____<br><input type="checkbox"/> Annexation<br><input type="checkbox"/> Certificate of Appropriateness<br><input type="checkbox"/> Certificate of Compliance<br><input type="checkbox"/> Design Review<br><input type="checkbox"/> Residential<br><input type="checkbox"/> Non-Residential<br><input type="checkbox"/> Major | <input type="checkbox"/> Extensions / Project Modification<br><input type="checkbox"/> General Plan Amendment<br><input type="checkbox"/> Lot Line Adjustment / Lot Merger<br><input type="checkbox"/> Pre-Application<br><input type="checkbox"/> Reasonable Accommodation<br><input type="checkbox"/> Sign Permit<br><input type="checkbox"/> Tentative Map<br><input type="checkbox"/> Use Permit<br><input type="checkbox"/> Variance<br><input type="checkbox"/> Zoning Amendment<br><input type="checkbox"/> Zoning Letter<br><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 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.
- 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.