



# USE PERMIT

## 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

Use Permits are typically required for uses that may be suitable only in specific locations in a zoning district or that require special consideration in their design, operation, or lay-out to ensure compatibility with surrounding uses. Some uses have specific purposes and requirements.

### APPLICATION TYPE

- |                                                                                  |                                                                       |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Conditional Use (List Type)                             | <input type="checkbox"/> Bed and Breakfast Inn (17.52.060)            |
| <input type="checkbox"/> Airport Compatibility (17.34)                           | <input type="checkbox"/> Condominium (17.52.090)                      |
| <input type="checkbox"/> Cocktail Lounge, Bar, Commercial Recreation (17.52.070) | <input type="checkbox"/> Condominium Hotel (17.52.090)                |
| <input type="checkbox"/> Condominium Conversion (17.52.080)                      | <input type="checkbox"/> Density Flexibility (17.52.140)              |
| <input type="checkbox"/> Conversion/Loss of Residential (17.52.100)              | <input type="checkbox"/> Flag Lot (17.52.190)                         |
| <input type="checkbox"/> Drive-through Facility/Use (17.52.160)                  | <input type="checkbox"/> Home Occupation, Expanded (17.52.240)        |
| <input type="checkbox"/> Hillside – Increase in Density (17.40)                  | <input type="checkbox"/> Mobile Home Park Conversion (17.52.290)      |
| <input type="checkbox"/> Mixed Use Development (17.52.280)                       | <input type="checkbox"/> Outdoor Display or Outdoor Sales (17.52.330) |
| <input type="checkbox"/> Nonconforming Use (17.52.320)                           | <input type="checkbox"/> Small Lot Subdivision (17.52.470)            |
| <input type="checkbox"/> Single Room Occupancy (17.52.460)                       | <input type="checkbox"/> Time Share Use (17.52.500)                   |
| <input type="checkbox"/> Telecommunication Facility (17.52.480)                  |                                                                       |
| <input type="checkbox"/> Winery (17.52.540)                                      |                                                                       |

### PLAN REQUIREMENTS

- Size.** 24"x36" trimmed and folded to 9"x12" maximum size.
- 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'.
- Other.** Include north arrow, date prepared, the scale, bar scale, and legend identifying symbols and abbreviations.
- 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 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** – explaining the reasons for and details of each Use Permit requested. If a new business activity is proposed, describe its purpose, proposed hours of operation, number of full-time employees, number of part-time employees, type of business (i.e., type of office space, type of product, type of manufacturing or processing), all interior or exterior building modifications, existing number of parking spaces, etc. If a construction project is proposed, describe the project, including the maximum building height, total number of floors, gross floor

area of each floor, floor area by type of use (i.e. office space, retail area, warehouse space, showroom area, etc.), number of parking spaces to be provided, access to property, and maximum building occupant load.

- 4 **Development Summary Table** - a completed development summary table.
- 5 **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.
- 6 **Environmental Information Form** - To help determine whether any supplemental environmental studies are required, such as a parking, traffic or noise study.
- 7 **SITE PLAN DRAWINGS – (15 full size copies and a reduced set of all plan and map sheets at 8.5” X 11” )** (for projects reviewed by staff **6 full size copies and a reduced set of all plan and map sheets at 8.5” X 11”**) - 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), right-of-ways, trails, and the like. Approximate dimensions of all lots, radii of all curves and central angles.
  - d **Parking, Traffic Safety, Access and Circulation Plan** – Location/dimensions of existing and proposed: on-site parking/ on street parking spaces and backup/turnaround areas; internal vehicular circulation; pedestrian and bicycle ways including pedestrian entry points to buildings and any bicycle paths/trails in the General Plan; commercial vehicle loading and storage areas; project access (driveways or private streets) to the public street system; any transit stops or facilities. The plan must demonstrate Fire Department vehicle access; the appropriate AASHTO fire apparatus turning template shall be plotted on the plan.

This plan shall cover an area large enough to show the entire project site, the closest intersections in all directions that would provide access to the project, and a minimum of 100 feet beyond any proposed off-site roadway improvements (ideally on the most current City aerial map). The plan should also include: the conceptual alignment for any future General Plan street connection adjacent to the project; all City-planned and project-proposed public street improvements, including all necessary conforms, to ensure safe access to the project site without negatively impacting public street traffic operations and safety; and nearest public street parking and transit stop(s)
  - e **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.
  - f **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.
  - g **Natural features and constraints** - Site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks.
  - h **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.

- 8 **BUILDING PLANS:**
  - 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 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.
- 9 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.

#### ADDITIONAL SUBMITTAL REQUIREMENTS IN CERTAIN CIRCUMSTANCES

- 10 If property is in the **:AC Airport Compatibility Overlay District**, materials shall be provided to address Use Review Criteria identified in Chapter 17.34.
- 11 If site is in **:SC Soscol Corridor Overlay District**, applicants need to review the *Soscol Corridor/Downtown Corridor Development Design Guidelines* to assure project compatibility with these Guidelines.
- 12 If site is in **:MU-T Mixed Use Tannery Bend District**, applicants need to review the *Tannery Bend Development & Design Guidelines* to assure project compatibility with these Guidelines.
- 13 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.
- 14 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.
- 15 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.
- 16 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.
- 17 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).
- 18 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.
- 19 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.
- 20 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.

- 21 If site is **on the Rural Urban Limit** line, an agricultural buffer plan is required per Zoning Ordinance Section 17.52.040.
- 22 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.
- 23 If project is estimated to generate **new traffic in excess of 50 vehicle-trips for residential developments and 100 vehicle trips for non-residential developments in a critical peak hour, a traffic impact study is required**. See Public Works Department’s *Policy Guidelines: Traffic Impact Analysis for Private Development Review* to determine peak trip generation and the scope of the traffic study. The traffic study scope of work shall be submitted with the application. Consultation with the City’s Transportation Engineering Division is recommended *before* conducting the traffic impact study. If the proposed project is adjacent to a planned street connection in the City’s General Plan, the traffic study for the project shall address traffic issues related to the future street connection around the project site. *Example projects generating fewer than 50 peak trips include any residential project with fewer than 50 units; light industrial less than 50,000 sq. ft.; general office less than 30,000 sq. ft; shopping centers less than 13,000 sq. ft.* A traffic operations, access and circulation analysis may be required. Consultation with the City’s Transportation Engineering Division is recommended.
- 24 If the proposal is for the **conversion of a mobile home park** to another use, the report prescribed by Government Code Section 66427.4 on the impact of the conversion upon displaced residents of the park.
- 25 If development involves hazardous materials, complete **Napa County Department of Environmental Management CUPA Form** for Business Activities.
- 26 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.
- 27 Other data or information necessary to complete processing of the map and environmental documents.
- 28 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"/> Extensions / Project Modification |
| <input type="checkbox"/> Accessory Dwelling Unit (ADU) / Junior ADU | <input type="checkbox"/> General Plan Amendment            |
| <input type="checkbox"/> Carports and Shade Structures in Side Yard | <input type="checkbox"/> Lot Line Adjustment / Lot Merger  |
| <input type="checkbox"/> Detached Accessory Structure with Plumbing | <input type="checkbox"/> Pre-Application                   |
| <input type="checkbox"/> Temporary Use                              | <input type="checkbox"/> Reasonable Accommodation          |
| <input type="checkbox"/> Other _____                                | <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"/> Residential                                | <input type="checkbox"/> Zoning Letter                     |
| <input type="checkbox"/> Non-Residential                            | <input type="checkbox"/> Other _____                       |
| <input type="checkbox"/> Major                                      |                                                            |

## 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. If **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 plans sets for the permit or entitlement that requires the largest number of plans sets.