



GENERAL PLAN AMENDMENT

Submittal Requirements

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

PURPOSE

The General Plan is a legal document that serves as the community's "Constitution" for land use and development. It establishes land uses, densities and intensities as well as policies that guide decision-making. Zoning ordinances help implement and must be consistent with the General Plan.

The City Council may approve an amendment to the General Plan if the following findings can be made:

1. The General Plan Amendment is in the public interest (State Government Code Section 65358); and
2. That it is internally consistent.

All submittal materials should be provided in PDF format to the planningdepartment@cityofnapa.org

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.

APPLICATIONS MAY ONLY BE SUBMITTED IN JANUARY, MAY, OR SEPTEMBER

- 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** - Describe in detail the proposed amendment to the General Plan Map, why it is being proposed, and how it would meet the findings described above.
- 4 **Corresponding Application Materials** - General Plan Amendments are typically requested as part of another development application. (Individuals or groups seeking to change a General Plan land use classification independent of an application should have direction to proceed by the City Council) Provide 1 set of materials for the corresponding application. Also provide a map, at an appropriate scale, fully dimensioned and accurately drawn, identifying the current and proposed General Plan land use categories; and adjacent properties' land use categories within a minimum 300 feet of the project site.
- 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 Other data or information necessary to complete processing of the map and environmental documents.
- 7 Other - _____



PLANNING APPLICATION FORM

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APPLICATION TYPE - check all applicable items

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Administrative Permit <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/> Major | <ul style="list-style-type: none"> <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

- 3. All materials and representations submitted in conjunction with this form shall be considered a part of this application.
- 4. The Applicant shall inform the Planning Division in writing of any changes.
- 5. **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.
- 6. **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.
- 7. 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.