



# TENTATIVE MAP Submittal Requirements

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

- Tentative Subdivision Map  Vesting Tentative Map  
 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.

## 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. The initial deposit is \$5,000, check payable to City of Napa.
- 3 **Conceptual Map Review** is optional for projects of less than 20 parcels, but is required for projects of 20 or more parcels before preparation of this application.  
**Conceptual Map Review File Number** is \_\_\_\_\_.
- 4 **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.
- 5 **Identification of other professionals** whose services were required in the preparation of the tentative map including the names and addresses of engineer and surveyor.
- 6 **Phasing and sequencing** information sufficient to allow the City to require construction improvements in such an order to ensure logical and orderly development of the entire project. Phasing shall be shown on the tentative map.

- 7 **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.
- 8 **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.
- 9 **Development Summary Table** - a completed development summary table.
- 10 **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.).
- 11 **Preliminary Title Report** - not more than 90 days old.
- 12 **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.
- 13 **Mailing labels** - The applicant shall provide a mailing list and mailing labels of property owners within a 500 foot radius of project site for public hearing notice per 17.68.070.
- 14 **Environmental Information Form** - To help determine whether any supplemental environmental studies are required, such as a parking, traffic or noise study.
- 15 **Statement of Consideration** - in accordance with Appendix A-4 of the California Green Building Standards Code the application shall include a Statement of Consideration indicating that the project design includes, but is not limited, to the specified voluntary features whenever possible. See the website of the California Building Standards Commission for more information.
- 16 **SITE PLAN DRAWINGS- (15 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 **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-in's 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 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)

- **i 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.
- **j 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.
- **k Natural features and constraints** - Site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks.

- l **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.
  - m **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.
- 17 **Landscape and Lighting Plan** - (15 full size copies and a reduced set of all plan and map sheets at 8.5” X 11”) - Preliminary landscape plan consistent with the city’s landscape standards, and any exterior lighting, detailing design, location and height. Include a conceptual street tree planting plan consistent with City’s approved Street Tree List for all public streets.
- 18 **HOUSE PLANS** - (15 full size copies and a reduced set of all plan and map sheets at 8.5” X 11”) - Except for Parcel Maps, 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.
- 19 **Materials** - A materials list including a **material and color board** shall accompany the application. *If materials are unclear, material samples may be requested.*
- 20 **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.
- 21 **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.
- 22 **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.

- 23 **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

- 24 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.
- 25 **Rendered elevations/site plan.** If project is complex or controversial, rendered elevations may be required before a meeting.
- 26 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.
- 27 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.
- 28 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.
- 29 If site is on a **major street or adjacent to the Napa River or in another visually sensitive area**, as discussed with staff, the *Soscol Design Guidelines* are used as a General Design Review tool, and applicants are to review them for applicable design principles. (Resolution 2001 72)
- 30 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.
- 31 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.
- 32 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.
- 33 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.
- 34 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).

- 35 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.
- 36 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.
- 37 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.
- 38 If site is **on the Rural Urban Limit** line, an agricultural buffer plan is required per Zoning Ordinance Section 17.52.040.
- 39 If site is on the City's **Historic Resources List**, the structure is subject to the City's Historic Preservation Ordinance. (NMC Chapter 15.52). A Certificate of Appropriateness may be required, and city "Rehabilitation Guidelines for Historic Properties" apply. Check with Community Development staff.
- 40 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.
- 41 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.
- 42 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.
- 43 If development involves hazardous materials, complete **Napa County Department of Environmental Management CUPA Form** for Business Activities.
- 44 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.
- 45 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.

- 46 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.
- 47 Other data or information necessary to complete processing of the map and environmental documents.
- 48 Other - \_\_\_\_\_

**VESTING TENTATIVE MAP**

*In addition to the requirements set forth above for a tentative map, a vesting tentative map shall be accompanied by the following:*

- 49 A vesting tentative map shall have printed conspicuously on its face the words, "vesting tentative map."
- 50 Detailed grading plan;
- 51 Detailed improvement plans for all streets including curb, gutter and sidewalks, storm drains, sewer and water system and connections and other improvements;
- 52 Description of housing type(s) and plans for the structures, including location, size, height, architectural style, materials, landscaping, fencing and irrigation.



# 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**

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 Planning Division in writing of any changes.
3. **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.
4. **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.
5. 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.



# DEVELOPMENT SUMMARY TABLE

## Planning Application Form Attachment

Mailing Address:  
PO Box 660  
Napa, CA 94559

Planning Division  
1600 First Street  
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**1. Site size**

Acres / square footage of the lot(s) in the project site \_\_\_\_\_ / \_\_\_\_\_

**2. Nonresidential building square footage totals by type**

	Retail/service	General Office	Medical/Dental	Industrial/ warehouse	Other (specify)
Existing square feet (sq. ft.)					
- Sq. ft. to be demolished					
+ New sq. ft.					
= Total proposed					

**3. Parking**

Existing parking spaces \_\_\_\_\_ Proposed additional parking spaces \_\_\_\_\_

**4. Nonresidential Floor Area Ratio**

Calculate the site square footage divided by the gross building square footage \_\_\_\_\_

**5. Residential Units by Type and Number**

	Single Family Detached	Single Family attached	Duplex/ triplex	Apartments	Accessory second units	Other Type (specify)
Number of existing units						
-Units to be demolished/lost						
+ New units						
=Total proposed						

**6. Residential Density**

Calculate overall number of residential units/gross acre \_\_\_\_\_

**7. Residential Units by Size (sq. ft.) and Number of Bedrooms (BR)**

Number of units each size	Single Family Detached		Single Family attached		Duplex/triplex		Apartments		Accessory second units		Other	
	Size	#BR	Size	#BR	Size	#BR	Size	#BR	Size	#BR	Size	#BR



# RESIDENTIAL & HILLSIDE DEVELOPMENT GUIDELINES CHECKLIST

*Planning Application Form Attachment*

Mailing Address:  
PO Box 660  
Napa, CA 94559

Planning Division  
1600 First Street  
707.257.9530

Project Address \_\_\_\_\_ APN# \_\_\_\_\_

### Project Type

- |   |  |
|---|--|
| <input type="checkbox"/> Subdivision  | <input type="checkbox"/> Subdivision with home designs |
| <input type="checkbox"/> Multi Family, 4 or more units                      | <input type="checkbox"/> Mixed Use                     |
| <input type="checkbox"/> Check if HS Hillside Overlay District also applies |  |

**Step 1: Context Analysis:** Have you provided a Context Board? See Example (next page)

### Step 2: Neighborhood Planning (pages 9-16)

Check the sections of the Neighborhood Design Guidelines that apply to your project:

- 2.1 Old Town Napa Neighborhoods (pp. 7-map, 9-10) \_\_\_\_\_
- 2.2 Evolving Infill Areas (pp. 11-16) \_\_\_\_\_

### Step 3: Residential Design (pages 17-35)

Check the sections of the Architectural Design Guidelines that apply to your project:  
*(Also review Case Studies beginning p. 38)*

- 3.1 Single Family Subdivisions (pp. 20-22) \_\_\_\_\_
- 3.2 Second Units (if part of subdivision) (pp. 23-24) \_\_\_\_\_
- 3.3 Multifamily (pp. 25-30) \_\_\_\_\_
- 3.5 Mixed Use (pp. 31-35) \_\_\_\_\_

From reviewing the Guidelines sections in Steps 2 and 3, what design features have been included in the project?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Step 4: FOR :HS HILLSIDE Properties only:

Review the Hillside Development Guidelines sections re:

Grading	Driveway Location
Building Site Placement	Building Design
Landscaping	

How has the project been designed to respond to the need to minimize grading, fit the project to the land, minimize visibility and site disturbance?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
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# ENVIRONMENTAL INFORMATION FORM

Planning Application Form Attachment

Mailing Address:  
PO Box 660  
Napa, CA 94559

Planning Division  
1600 First Street  
707.257.9530

## PURPOSE

The purpose of this form is to inform the City of the basic components of the proposed project and the characteristics of the project site. This information will assist staff in assessing the project application pursuant to the City's policies, ordinances, guidelines and as required by the California Environmental Quality Act (CEQA). In order to avoid delays in the application process, it is important that the information provided in this form and in other application materials is complete and accurate. This form must be submitted with any project application. Responses to the following questions may be submitted on attachment sheets as needed to provide adequate information. Please type or print.

## SITE INFORMATION

Address(es) \_\_\_\_\_  
APN(s) \_\_\_\_\_

## CONTACT INFORMATION

**Applicant** \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
**Engineer/Architect** \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
**Person Completing Form** \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

## CERTIFICATION

### PERSON COMPLETING FORM CERTIFICATION

*I certify that the information provided in the questionnaire accurately represents the conditions of the project site and the details of my proposed project.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

### APPLICANT CERTIFICATION

*I certify that the information provided in the questionnaire accurately represents the conditions of the project site and the details of my proposed project.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

### 1 PROJECT DESCRIPTION

Describe the project development, site changes required and proposed uses, including any phases of the project. Attach additional sheets if necessary.

### 2 PROJECT LOCATION & SETTING

Briefly describe the project's location and surroundings. Submit a context map and photographs to support this description.

### 3 PROJECT LOCATION & SETTING

a	Size of project site (acres or square feet)	b	Size of each building footprint
c	Total gross square footage of building area (all floors)	d	Number of floors
e	Breakdown of types of uses per square footage if commercial and/or office		
f	Existing uses and improvements on site (changes proposed)		
g	Number of dwelling units proposed (if residential)	h	Type of dwelling units proposed (if residential)

**3 PROJECT LOCATION & SETTING**

i	Number of off street parking spaces proposed (provide breakdown of covered and non-covered parking)	
j	Number of employees when project complete	k Hours of operations
l	Frequency and type of truck and other deliveries	
m	Type of construction proposed	
n	Grading Quantities - yards moved on site, yards exported and or imported to site (Specify all locations off-site where soil materials will be obtained, or delivered)	
o	Construction Equipment to be used (type, number, size etc - Please specify if cranes will be used)	
p	Length of time anticipated for construction of project / desired schedule for beginning and ending construction.	
q	Specify roadway or sidewalk closures that will be necessary during project construction	
R	Reports and Studies prepared for site and/or proposed project (list with date and submit copies with your application)	
s	Other project data	

#### 4 PROJECT LOCATION & SETTING

- a Existing Native Trees: Indicate all existing trees on the property and specifically indicate whether any Valley Oak, Coast Live Oak, Black Oak, Blue Oak, Coast Redwood, California Bay, or Black Walnut trees exist on the property. Describe each tree, its species, size (trunk diameter 4.5 feet above natural grade), drip line area (extent of canopy), and location on the site or on adjacent property near the project property line. Indicate the trees that are proposed to be removed or trimmed in order to enable the proposed development (show on plans and provide written statement). An arborist report is required if the project proposes to remove or has the potential to impact existing trees. If any of the Native Trees identified above exist on the property the applicant shall consult with the Planning Department and obtain and review the requirements of Chapter 12.45 of the Napa Municipal Code.
- b Existing vegetation (other): Indicate whether other existing vegetation exists on the project site, identify the location, species and extent of coverage (also show on project plans). Describe any proposed modification to existing vegetation.
- c Creeks/River (on or adjacent to site) : Please identify any creeks, drainage ways, swales, ponds or other surface water related features that exist on or adjacent to the project site and indicate whether the project will modify these features
- d Distance of proposed development from Creeks/River (Note: The creek and river required setback distances are regulated by City ordinance and by the California Department of Fish and Wildlife, the applicant should inquire regarding these regulations if the project is near a creek or the Napa River)
- e Existing Wetlands: If there is the possibility of wetlands exist on the site, the applicant should hire a qualified biologist to prepare a wetland delineation and obtain a jurisdictional determination from the US Army Corps of Engineers to be submitted with the project application

**4 PROJECT LOCATION & SETTING**

f	Any proposed modification to wetlands & distance of new development from wetlands
g	Slope/gradient of site - lowest and highest elevation on site
h	Proposed changes to existing grade of site
i	Other natural features

**5 WHAT EXISTING MAN-MADE FEATURES, STRUCTURES, IMPROVEMENTS EXIST ON THE SITE? DESCRIBE THE CHANGES TO THESE FEATURES PROPOSED WITH THE PROJECT.**

a	Existing structures and or buildings; location, number, type, age and condition.
b	Removal, or other changes proposed for existing structures or buildings. (Note: The City maintains a listing of properties that are subject to a tiered level of review requirements based on their potential historic status or their potential to contribute to the historic aesthetics of a neighborhood. The applicant should consult with the Planning Division to determine the status of existing buildings and any additional permit requirements prior to submittal of a project application.)
c	Any fences, walls, water towers, signs, etc. and their planned removal or incorporation into the project?

**6 WHAT ARE THE PROJECT ACTIVITIES THAT COULD RESULT IN CHANGES TO THE SITE, THE SURROUNDING AREA, AND TO THE SUPPORT SYSTEMS OF THE CITY?**

a	Are there outdoor activities and/or storage proposed or contemplated with the proposed uses of the site?
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**6 WHAT ARE THE PROJECT ACTIVITIES THAT COULD RESULT IN CHANGES TO THE SITE, THE SURROUNDING AREA, AND TO THE SUPPORT SYSTEMS OF THE CITY?**

- b Are uses anticipated that will create greater than average solid waste? What measures are proposed to address adequate solid waste storage and disposal for the project.
- c What is the anticipated demand for domestic water (Gallons per day) ? Will the used water be discharged into the sanitation drain or the storm drain?
- d Will the construction activity involve disturbance of one acre or greater total land area or is the project part of a plan of development that disturbs one acre or greater total land area? (Note: Projects involving disturbance of 1 acre or greater are subject to permit requirements from the California Regional Water Quality Control Board; the applicant is advised to contact the Public Works Department for details):
- e Does the use involve the discharge of smoke, odors, or other airborne materials that could expose the public to substantial pollution concentrations, be considered objectionable, and/or potentially violate BAAQMD standards? Please specify and provide quantified details; provide detailed information in an attached sheet if necessary.
- f Do any of the anticipated uses involve the use, storage or discharge of hazardous and/or toxic materials including pesticides, herbicides, fuels, oils, solvents, and other flammable liquids and gasses? Please specify and indicate storage and use details. (Attach hazardous materials inventory sheet if necessary).
- g Do any of the anticipated uses and/or activities involve noise that will be audible beyond the property lines? (Note: A noise analysis is required for commercial/industrial projects located near land designated for residential use and/or any other use that is noise sensitive, when the project will generate noise in excess of the City noise thresholds.)

6

**WHAT ARE THE PROJECT ACTIVITIES THAT COULD RESULT IN CHANGES TO THE SITE, THE SURROUNDING AREA, AND TO THE SUPPORT SYSTEMS OF THE CITY?**

h

Is the proposed project located on a City Crucial Corridor? If yes, a daily trip generation analysis is required. (Note: Developer is advised to consult the Public Works Department's Policy Guidelines: Traffic Impact Analysis for Private Development Review to guide the trip generation analysis. Consultation with the Development Engineering Division is recommended. If a daily trip generation analysis is required, the results shall be submitted with the application.)

i

Will the project generate traffic in excess of 50 vehicle-trips in a critical peak hour? (Note: Developer is advised to consult the Public Works Department's Policy Guidelines: Traffic Impact Analysis for Private Development Review to determine the scope of any traffic study or analysis that may be necessary. Consultation with the Development Engineering Division is recommended. If a traffic study is required, the traffic study scope of work shall be submitted with the application.)