



# CERTIFICATE OF APPROPRIATENESS

## *Submittal Requirements*

*Mailing Address:*  
PO Box 660  
Napa, CA 94559

**Planning Division**  
1600 First Street  
707.257.9530

### **PURPOSE**

A Certificate of Appropriateness is required for certain modifications to historic properties to ensure that cultural resources are protected and enhanced. The modifications that require a Certificate of Appropriateness are determined by the property's specific historic designation(s).

### **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 \$1,500 for staff-level review. The initial deposit is \$2,500 for Cultural Heritage Commission review.
- 3 **Written Project Description** - explaining the details of the proposed project, describing the historic rating of the property, its location, and how the proposal meets applicable Certificate of Appropriateness findings for approval. Applicants should refer to the City's "*Rehabilitation Guidelines for Historic Properties*" for specific guidance.
- 4 **Development Summary Table** - a completed development summary table.
- 5 **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.).
- 6 **Preliminary Title Report** - not more than 90 days old.
- 7 **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.
- 8 **Mailing labels** - *For projects reviewed by the Cultural Heritage Commission*, 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.

- 9 **SITE PLAN DRAWINGS-** (for projects reviewed by the Cultural Heritage Commission **15 full size copies and a reduced set of all plan and map sheets at 8.5" X 11"**) (for projects reviewed by Planning Division 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 **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.
  - e **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.
  - f **Natural features and constraints** - Site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks.
  - g **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.
- 10 **Landscape and Lighting Plan** - (for projects reviewed by the Cultural Heritage Commission **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"**) - 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.
- 11 **BUILDING PLANS** - (for projects reviewed by the Cultural Heritage Commission **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"**) - 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.

- 12 **Rendered elevations/site plan and Materials Board** - Rendered elevations and a color palette are required at the time of project submittal

#### ADDITIONAL SUBMITTAL REQUIREMENTS IN CERTAIN CIRCUMSTANCES

- 13 **Rendered elevations/site plan and Materials Board** - Rendered elevations and a color palette are required at the time of project submittal
- 14 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.
- 15 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.
- 16 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.
- 17 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)
- 18 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.
- 19 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.
- 20 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).
- 21 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.
- 22 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.
- 23 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.
- 24 Other data or information necessary to complete processing of the map and environmental documents.
- 25 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

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Administrative Permit           <ul style="list-style-type: none"> <li><input type="checkbox"/> Accessory Dwelling Unit (ADU) / Junior ADU</li> <li><input type="checkbox"/> Carports and Shade Structures in Side Yard</li> <li><input type="checkbox"/> Detached Accessory Structure with Plumbing</li> <li><input type="checkbox"/> Temporary Use</li> <li><input type="checkbox"/> Other _____</li> </ul> </li> <li><input type="checkbox"/> Annexation</li> <li><input type="checkbox"/> Certificate of Appropriateness</li> <li><input type="checkbox"/> Certificate of Compliance</li> <li><input type="checkbox"/> Design Review           <ul style="list-style-type: none"> <li><input type="checkbox"/> Residential</li> <li><input type="checkbox"/> Non-Residential</li> <li><input type="checkbox"/> Major</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Extensions / Project Modification</li> <li><input type="checkbox"/> General Plan Amendment</li> <li><input type="checkbox"/> Lot Line Adjustment / Lot Merger</li> <li><input type="checkbox"/> Pre-Application</li> <li><input type="checkbox"/> Reasonable Accommodation</li> <li><input type="checkbox"/> Sign Permit</li> <li><input type="checkbox"/> Tentative Map</li> <li><input type="checkbox"/> Use Permit</li> <li><input type="checkbox"/> Variance</li> <li><input type="checkbox"/> Zoning Amendment</li> <li><input type="checkbox"/> Zoning Letter</li> <li><input type="checkbox"/> Other _____</li> </ul> |
|---|--|

## 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:  
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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