EXTENSION / MODIFICATION
Submit to: planningdepartment@cityofnapa.org

Mailing Address:
PO Box 660
Napa, CA 94559
Planning Division
1600 First Street
707.257.9530

PURPOSE
A permit may be extended by the decision-making authority if the findings required for the original permit for approval remain valid and application is made prior to expiration.

Minor amendments to a discretionary permit approved by the Planning Commission or City Council, including conditions of approval, may be approved by the Assistant City Manager for Development Services upon a written finding that:
1. No substantially new uses will be added, density will not be substantially increased, and the structure will not be substantially enlarged;
2. The changes are consistent with the intent and spirit of the original approval;
3. There are no resulting violations of this code or state law; and
4. There will be no significant adverse environmental effects.

Relatively insignificant physical changes to a site plan, such as the use of different landscape materials, slight alterations in building elevations, rearrangement of the parking, and insignificant relocation of structures may be approved by the Community Development Director.

APPLICATION TYPE
□ Extension
□ Modification (modifications determined by staff to be major changes to the approved project will be processed as a new application)

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.

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. 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.

SUBMITTED 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 – Explain reasons why the extension or amendment is needed. Specifically describe any proposed changes to the application. Provide illustrations as necessary for clarity; for example, the applicant may need to provide a revised elevation or site plan sheet showing any changes.
If proposed modifications include changes to the site plan or building design the application will need to include the appropriate drawings to clearly convey the proposed changes.

**Approved Plans**

Mailing labels – The applicant shall provide a mailing list and two sets of mailing labels of property owner within a 500-foot radius of project site for public hearing notice per 17.68.070.

Other data or information necessary to complete processing of the map and environmental documents.

Other - __________________________________________________________________________
**APPLICATION TYPE** – check all applicable items

- □ Administrative Permit
- □ Accessory Dwelling Unit (ADU) / Junior ADU
- □ Carports and Shade Structures in Side Yard
- □ Detached Accessory Structure with Plumbing
- □ Temporary Use
- □ Other
- □ Annexation
- □ Certificate of Appropriateness
- □ Certificate of Compliance
- □ Design Review
- □ Residential
- □ Non-Residential
- □ Major
- □ Extensions / Project Modification
- □ General Plan Amendment
- □ Lot Line Adjustment / Lot Merger
- □ Pre-Application
- □ Reasonable Accommodation
- □ Sign Permit
- □ Tentative Map
- □ Use Permit
- □ Variance
- □ Zoning Amendment
- □ Zoning Letter
- □ Other

**SITE INFORMATION** – type or print

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**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**
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/she 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/she understands 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.

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