



# AWNING / SIGN PLAN CHECK

Application & Submittal Requirements

Mailing Address:  
PO Box 660  
Napa, CA 94559

Planning Division  
1600 First Street  
707.257.9530

Please type or print

## SITE INFORMATION

ADDRESS: \_\_\_\_\_

APN: \_\_\_\_\_ GENERAL PLAN: \_\_\_\_\_

ZONING: \_\_\_\_\_

## APPLICANT INFORMATION

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

## SUBMITTAL REQUIREMENTS

- 1 **Application Form** - Completed and signed. *A separate application for a building permit through the Building Division may still be required.*
- 2 **Fee** - \$122.00. Checks payable to City of Napa. *If a building permit is required, a separate fee paid through the Building Division is required.*
- 3 **Plans** - One (1) copy of all plans, including a PLOT PLAN and BUILDING ELEVATIONS, indicating building face area in square feet and sign area in square feet (size not to exceed 11"x17").
- 4 **Cross Section** - Typical cross sections of the sign/awning attached to the building.
- 5 **Site Photos** - Photos of the project area.
- 6 **Other** \_\_\_\_\_

## 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 City in writing of any changes.
- 3 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 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.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>Planning Division Use Only</b>
Date Issued _____
Planner _____

Date Stamp