



CANNABIS ESTABLISHMENT CLEARANCE

Submittal Requirements & Conditions of Application

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

PURPOSE

The Medicinal and Adult-Use Cannabis Regulations and Safety Ordinance regulates all commercial cannabis activities in manner that is consistent with state law and that protects the public health, safety, and welfare. As contained in the Ordinance, medicinal cannabis retailers and small cannabis manufacturers may request a Cannabis Establishment Clearance by completing this form, paying an administrative processing fee, and providing all required submittal materials and signatures of authorized representatives of the proposed medicinal cannabis retailer or small cannabis manufacturer and the owners of the real property on which the medicinal cannabis activity proposes to operate.

APPLICATION TYPE

Medicinal Cannabis Retailer

Small Cannabis Manufacturer

Only within Medical Office (OM), Light Industrial (IL), and Industrial Park - Area C (IP-C) Districts

Only within Industrial Park - Area C (IP-C) District

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 project. Unless specifically waived on this form with a cross-out/city staff initial, all submittal information shall be provided before the Cannabis Establishment Clearance is accepted as complete.

If another City permit or Project entitlement is also required (e.g., Design Review Permit), 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 **Conditions of Application - Certification and Agreement** - Complete Pages 6 and 7 of this form and provide signatures for all business representatives and property owners holding a title interest.
- 3 **Fee/Initial Deposit** - Pay an initial deposit of \$2,500 for City staff time and cost of materials, as provided by Council Resolution in the City Fee Schedule. If paying by check, make payment payable to "City of Napa".
- 4 **Written Project Description** - Describe the proposed use, including the plan of operation of the medicinal cannabis activity demonstrating compliance with the Medicinal and Adult-Use Cannabis Regulations and Safety Ordinance. The description shall include, but may not be limited to:
 - a Location of the proposed use with the business visible from the public right-of-way and not more than 200' from the street, including address, suite number and assessor parcel number;

- b Total site area of the property and the building;
 - c The number of parking spaces, including handicapped accessible spaces by van or passenger vehicle;
 - d Hours of operation and age restrictions of persons inside the business;
 - e A staffing plan for the proposed use, including number of employees;
 - f Deliveries to the business and to patients or their caregivers, if applicable;
 - g Methods for screening and documenting customers to ensure that a medicinal cannabis retailer may only sell and/or provide medicinal cannabis and/or medicinal cannabis products to qualified patients, primary caregivers, or persons with an identification card who are 18 years of age or older;
 - h Methods of mitigating adverse impacts on neighbors, including management of issues such as odor, noise, trash and litter;
 - i Methods for ensuring adequate records are maintained in compliance with state law;
 - j Services to be provided to customers;
 - k A site map and current/planned floor plan showing the anticipated use of the space and existing/planned ADA compliant improvements (see below under required plan submittals);
 - l A description of all required building permits and certificates for site and/or building alterations, demolitions, additions, new construction, etc., under title 15 that will be required prior to opening, establishment, operation, and/or commencement of the use;
 - m How onsite consumption will be prohibited; and
 - n A description of (for a medicinal cannabis retailer) the electronic point of sale system that is either part of their seed to sale software or integrates with their seed to sale software, which must be capable of producing an electronic or automatic paper record for all transactions associated with any product sold, rented, or otherwise provided to qualified patients, primary caregivers, or persons with an identification card.
- 5 **Applicant Information** - Provide the names, addresses, and contact information for each owner of the proposed medicinal cannabis operation. If the proposed operation is incorporated, provide the names, titles, addresses, and contact information of each corporate officer, the name, address, and contact information of the agent for service of process, a certified copy of the articles of incorporation, and a certified copy of the bylaws. If the proposed medicinal cannabis retailer or small cannabis manufacturer is a partnership, provide the names, addresses, and contact information for each partner and the agent for service of process.
- 6 **Security Plan** - Describe and show on the site and floor plans planned technological and operational security measures both inside and outside the business, including:
- a The number of security personnel and their locations consistent with Medicinal and Adult-Use Cannabis Regulations and Safety;
 - b 24-hour contact information including the name, cell phone number, facsimile number, and email address or a manager or representative who can be reached in the event of an operating problem associated with the use;
 - c Design and location of alarms;
 - d A plan for secured storage, including when the business is closed and separation of patrons from back of house operations where store is located;

- e Methods and measures to protect the premises, employees, member clients, immediate neighbors, the medical marijuana product, and records files; and
 - f Means of handling and banking cash. As a condition of approval, the City may impose security measures in addition to those proposed by the applicant.
- 7 **Site Plan Drawings (6 full size copies and 1 reduced set at 8.5"x11")** - Provide a fully dimensioned and accurately drawn site plan showing how the medicinal cannabis use will comply with the requirements of the Ordinance. Use as many sheets as necessary to include the following basic information:
- a **Vicinity Map** - Show site in relationship to local and major cross streets by name; include a north arrow.
 - b **Site and Adjacent Properties** - Show location of all existing structures identified by type and indicating which are proposed to be altered or removed and which will remain. Include the project site and adjacent property at least 100 feet beyond site, adjacent building footprints and approximate heights, and streets (labeled) leading to the site.
 - c **Boundaries** - Show all existing property lines and any proposed changes, tract name, easements (size and type called out), rights-of-way, trails, and similar information. Approximate dimensions of all lots, radii of all curves and central angles should also be shown.
 - d **Buildings** - Show the location, outside dimensions, and use of all existing buildings and structures (with building numbers or other identification), including building features such as elevated decks and outside staircases. Indicate any buildings proposed to be altered or removed.
 - e **Development Summary Table** - A completed development summary table of the site and building/floor areas shall be shown (e.g., existing/proposed site and floor area).
 - f **Parking, Traffic Safety, Access and Circulation Plan** - Show the location and dimensions of existing on-site parking/on-street parking spaces near the site, and backup/turnaround areas; internal vehicular circulation; pedestrian and bicycle ways including pedestrian entry points into buildings; commercial vehicle loading and storage areas; and project access (driveways and/or private streets) to the public street system, including access for fire apparatus in the event of an emergency. Indicate any proposed plans to alter the plan.
 - g **Trees** - Where changes are proposed to the site or buildings, show 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.
 - h **Natural Features and Constraints** - Where changes are proposed to the site or buildings, show site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks from faults.
 - i **Other Site Development** - Show all existing and proposed changes to decks, fences and walls including retaining walls; bicycle racks; refuse disposal and outdoor storage areas with proposed security gates, screening and similar elements.
 - j **Common Areas/Open Space/Yards**- Show the location and dimensions of existing "usable outdoor areas" such as existing private and public open space, trails, and similar areas, and any proposed changes if applicable.

- 8 **Lighting Plan** - Provide an exterior lighting plan detailing the design, location and height of all exterior fixtures and the intensity/output of illumination including at entries/exits, in the trash enclosure area, along pedestrian routes and in the parking area. Note that within 50 feet of the public entry door of the medicinal cannabis retailer not less than two candle foot is required during the time between dusk and the permitted closing time of the medicinal cannabis retailer. The light source shall be shown to be shielded, as set forth in Napa Municipal Code (NMC) Section 17.14.040(L).
- 9 **Sign Plan** - A sign plan designed to scale and accuracy including clear description of colors, materials, and methods for illumination (if any) for business signage. Note that window and exterior signage shall comply with NMC Chapter 15.56. Window signage at a medicinal cannabis retailer may not be placed in such a manner so as to obstruct a clear view of the interior of the medicinal cannabis retailer. (Also see the sign submittal materials for a Sign Permit)
- 10 **Hazardous Disposal Plan** - Provide a plan for the disposal of chemical, dangerous, or hazardous waste plan. Note this must be conducted in a manner consistent with federal, state, and local laws, regulations, rules, or other requirements. Cannabis waste must be made unusable and unrecognizable prior to leaving the licensed premises by grinding it and incorporating it with 50% non-cannabis waste.
- 11 **Building Plans (6 full size copies and 1 reduced set at 8.5"x11")** - Plans shall include the following:

- a **Floor and roof plan** - Provide a floor plan for all existing structures, clearly labeled and prepared to scale, indicating the use of each room and showing all exterior doors and windows. If changes are proposed, provide both an existing and proposed floor plan.

Note that the plans must show, if a proposed medicinal cannabis retailer, display of cannabis products is allowed only in restricted access areas of a medicinal cannabis retailer, and shall not be visible from outside the medicinal cannabis retailer. A restricted access area must be supervised by a staff member at all times when qualified patients, primary caregivers, or persons with an identification card are present to ensure that only qualified patients, primary caregivers, or persons with an identification card are permitted to enter.

Also note that the plans must show that when allowing a qualified patients, primary caregivers, or persons with an identification card access to a restricted access area, how the number of qualified patients, primary caregivers, or persons with an identification card will be limited in relation to the number of staff members in the restricted access area at any time.

Restricted access areas shall be shown on the plans to be secured and maintained separately from any lobby or waiting area, and shall be clearly identified by the posting of a sign which shall be not less than twelve inches wide and twelve inches long, composed of letters not less than one-half inch in height, which shall state, "Restricted Access Area—Only Qualified Patients, Primary Caregivers, and Persons with An Identification Card Allowed."

Note on the plans that "No recommendations from a doctor shall be issued on the premises of a medicinal cannabis retailer or small cannabis manufacturer."

- b **Mechanical plan (existing and proposed)** - Provide a roof plan indicating direction of slope, roof pitch, location and screening of rooftop mechanical equipment. If changes are proposed show both an existing and proposed roof plan. Note and provide specifications of mechanical equipment and design of how adverse impacts of the use will be mitigated so that a public nuisance, as defined by California Civil Code Section 3480, does not exist, including but not limited to adverse impacts of dust, glare, heat, noise, noxious gasses, odor, smoke, traffic, vibration, or the use or storage of hazardous materials, processes, products, or wastes. Specifically, a medicinal cannabis use must utilize an odor-absorbing ventilation and exhaust system that ensures that cannabis odors generated inside the property are not detectable outside the property, anywhere on adjacent property or public rights-of-way, or within any other unit located within the same building as the medicinal cannabis retailer or small cannabis manufacturer.
- c **Building elevations** - Show all elevations of all buildings on the site with materials, colors, and dimensions specified. Height is measured from grade to top of roof. The drawings shall include door and window details. If changes are proposed show both an existing and proposed elevations.

- 12 **Identification of other professionals** whose services were required in the preparation of the tentative map including the names and addresses of architects, engineers and surveyors.

ADDITIONAL SUBMITTAL REQUIREMENTS IN CERTAIN CIRCUMSTANCES

- 13 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.
- 14 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.
- 15 **Mechanism for maintaining the private facilities** - 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.
- 16 **Mechanical Equipment** - In addition to the information provided above in No. 11(b), if new ground mounted mechanical equipment is needed for the proposed use (e.g., transformers, backflow prevention devices, clean air equipment, etc.) a plan showing equipment screening shall be required.
- 17 **Exceptions to Standard Specifications** - 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.
- 18 **Appeal Information** - If the Cannabis Establishment Clearance is **appealed**, 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.
- 19 **Environmental Information Form** - To help determine whether any supplemental environmental studies are required, such as a parking, traffic or noise study.
- 20 **Other Information** - Any supplemental information requested by the City staff to establish compliance with the requirements of the Medicinal and Adult-Use Cannabis Regulations and Safety Ordinance.

CONDITIONS OF APPLICATION

By the signatures below, the applicant and property owner(s) certify and agree as follows:

1. **AWARENESS OF REGULATIONS:** You have read and understand all regulations pertaining to the Medicinal and Adult-Use Cannabis Regulations and Safety Ordinance (Medicinal Cannabis Ordinance) regulating commercial cannabis activities the City of Napa in manner that is consistent with state cannabis laws and that protects the public health, safety, and welfare, the City's Business License Regulations as contained in the Napa Municipal Code (Ordinance 2017-018), California Health and Safety Code Sections 11362.7 - 11362.83, and this application form and instructions.
2. **COMPLETENESS AND ACCURACY OF SUBMITTALS:** You represent that all materials and representations submitted in conjunction with this form shall be considered a part of this application, certify the accuracy of the information submitted, and agree to comply with all requirements of state law regarding medical cannabis activity, the City's Medical Cannabis Ordinance, and the requirements of any subsequent Cannabis Establishment Clearance issued by the City.
3. **CHANGES TO APPLICATION:** You will contact City staff in writing of any changes to this application.
4. **AGENT AUTHORIZATION:** You agree that the authorized agent (as identified herein) will receive official notices from the City on your behalf, and will be the contact person for City staff to submit plans and clarify information on the applicant's behalf.
5. **INDEMNIFICATION:** By signing this application, you understand and consent to the use of the property as a medicinal cannabis operation and agree to indemnify, defend (with an attorney selected by the City), and hold harmless the City from any claims, damages, legal or enforcement actions arising from the establishment, use, operation, or ownership of the medicinal cannabis activity
6. **FEES:** You agree to pay to the City all processing fees imposed City Council Resolution in the City Fee Schedule for processing of the Cannabis Establishment Clearance. The initial deposit is \$2,500. You acknowledge that this application is processed using a deposit account, and initial deposit which may not ultimately cover the entire cost of processing, in which case additional deposits may be required. You understand that fees include, but are not limited to: staff or consultant time billed at an hourly rate; production or reproduction of materials and exhibits; criminal background check; and postage.
7. **BACKGROUND CHECK:** You consent to background checks of business owners to be conducted by the City of Napa Chief of Police based on records and information submitted demonstrating compliance with the Medicinal Cannabis Ordinance, and agree to present yourselves for a positive identification and background check verification, upon notice, prior to final action on a Cannabis Establishment Clearance. You also understand that criminal history background checks must be updated must be current, within two weeks of opening the business for operation, and updated every 12 months, including for each business owner who becomes part of a medicinal cannabis operation after a Cannabis Establishment Clearance is issued.
8. **DISCONTINUANCE OF USE AND NONTRANSFERABILITY OF PERMIT:** You understand and agree that if the Cannabis Establishment Clearance is issued by the City the determination shall be personal to the applicant, and the Cannabis Establishment Clearance may not be transferred to any other entity.
9. **COMPLIANCE WITH REGULATIONS RELATING TO OBTAINING PERMITS AND CERTIFICATES, COMPLYING WITH ZONING, AND PAYING TAXES:** You understand and agree to obtain all required permits and certificates under Title 15 (Buildings and Construction) of the Napa Municipal Code or a written acknowledgment that the medicinal cannabis retailer or small cannabis manufacturer will obtain all required permits and certificates under Title 15 prior to its opening, establishment, operation, and/or commencement. I also agree to comply with all requirements under Title 17 (Zoning), and pay any applicable taxes pursuant to federal, state, and local law.
10. **HAZARDOUS DISPOSAL PLAN:** You understand and agree to proper disposal of chemical, dangerous or hazardous waste must be conducted in a manner consistent with federal, state and local laws, regulations, rules or other requirements, and that cannabis waste must be made unusable and unrecognizable prior to leaving the licensed premises by grinding it and incorporating it with fifty percent non-cannabis waste.
11. **COMMERCIAL CULTIVATION:** You understand that no person or entity may cultivate cannabis for commercial purposes at any location in the City and agree that you will not engage in such activity.

12. INSPECTION OF PREMISES: You understand and agree that City representatives may enter and inspect a medicinal cannabis operation during regular business hours to ensure compliance and enforcement of the provisions of this section. It is unlawful for anyone to refuse to allow, impede, obstruct, or interfere with an inspection by City representatives.
13. ENFORCEMENT OF THE ORDINANCE: You understand that a medicinal cannabis operation that violates any provision of the Medicinal Cannabis Ordinance or any applicable state cannabis laws shall no longer be entitled to the limited immunity provided under the Ordinance, and that a medicinal cannabis retailer, small cannabis manufacturer, or other commercial cannabis activity in violation of any provision of this section or any applicable state cannabis law is a violation of this Ordinance and a public nuisance and may be enforced by any available remedy under the Ordinance, including, but not limited to, the following:
- (a) Any remedy identified in Section 1.16.050;
 - (b) Issuance of an administrative citation and/or compliance order under Chapter 1.24; and
 - (c) Any other lawful remedy.

You also understand that any person operating a commercial cannabis activity in violation of any provision of the Ordinance or misrepresenting any material fact in demonstrating compliance with the requirements for limited immunity is guilty of a misdemeanor punishable by a fine of not more than one thousand dollars or imprisonment for not more than six months, or by both such fine and imprisonment.

I hereby certify that I have read and agree with all of the "Conditions of Application" identified above. I also understand that a Cannabis Establishment Clearance, if issued under the City of Napa Medicinal Cannabis Ordinance, does not create, confer, or convey any vested rights or entitlement to operate a medicinal cannabis retailer or small cannabis manufacturer at the proposed location or anywhere else in the City. I hereby submit this application on behalf of the "Applicant" identified below, or am a business owner consenting to the filing of the application, and I certify that all information and attached documents submitted on behalf of the Applicant as a part of this application are true and correct.

Applicant

PRINT APPLICANT'S NAME

Date

APPLICANT'S SIGNATURE

Authorized Agent

PRINT AUTHORIZED AGENT'S NAME

Date

AUTHORIZED AGENT'S SIGNATURE

Business Owner

PRINT BUSINESS OWNER'S NAME

Date

BUSINESS OWNER'S SIGNATURE

Business Owner

PRINT BUSINESS OWNER'S NAME

Date

BUSINESS OWNER'S SIGNATURE

Business Owner

PRINT BUSINESS OWNER'S NAME

Date

BUSINESS OWNER'S SIGNATURE

Property Owner

PRINT PROPERTY OWNER'S NAME

Date

PROPERTY OWNER'S SIGNATURE

Property Owner

PRINT PROPERTY OWNER'S NAME

Date

PROPERTY OWNER'S SIGNATURE

*All business owners and property owners must sign the form. If there are more than three business owners or more than two property owners, list name and signature on a separate sheet.



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"/> 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
<input type="checkbox"/> Residential
<input type="checkbox"/> Non-Residential
<input type="checkbox"/> Major | <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

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.