



**Community Development Department**  
**1600 First St., P.O. Box 660**  
**Napa, CA 94559-0660**  
Planning Division  
707-257-9530

**VACATION RENTAL PERMIT  
TRANSFER  
APPLICATION & SUBMITTAL REQUIREMENTS**

**VACATION RENTAL PROPERTY INFORMATION:**

*PLEASE TYPE OR PRINT*

PROJECT ADDRESS \_\_\_\_\_ APN(S) \_\_\_\_\_  
GENERAL PLAN LAND USE / FAR \_\_\_\_\_ ZONING \_\_\_\_\_  
BUSINESS LICENSE NUMBER \_\_\_\_\_ VR PERMIT NUMBER \_\_\_\_\_  
NUMBER OF BEDROOMS \_\_\_\_\_ BUILDING SQUARE FOOTAGE \_\_\_\_\_  
NUMBER OF PROPOSED OVERNIGHT OCCUPANTS - under the limitations imposed under Subsection 17.52.515(E) (4) (b) \_\_\_\_\_

**NEW PROPERTY OWNER INFORMATION:**

NAME \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
BUSINESS PHONE \_\_\_\_\_ 24-HOUR PHONE \_\_\_\_\_

**NEW PROPERTY OWNER'S AUTHORIZED AGENT INFORMATION (if managed by others):**

NAME \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
BUSINESS PHONE \_\_\_\_\_ 24-HOUR PHONE \_\_\_\_\_

**CONDITIONS OF APPLICATION**

1. All materials and representations submitted in conjunction with this form shall be considered a part of this application.
2. The property owner shall inform the Planning Division in writing of any changes.
3. **AGENT AUTHORIZATION:** The property owner authorizes the listed authorized agent(s), as defined by Napa Municipal Code section 17.52.515(B), to appear before the City Council, Planning Commission, Cultural Heritage Commission, the Project Evaluation and Review Committee and staff, and to file applications, plans and other information on the owner's behalf.
4. **INDEMNIFICATION:** The property owner agrees 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.

- 5. **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. Vacation Rental Program includes \$401 annual fee. Failure to pay all accumulated fees by the time of publichearing will result in a continuance.
- 6. 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 pursuant to Section 17.52.515(E)(3).
- 7. The applications with supporting documentation will be reviewed and accepted or denied by the Community Development Director or their designee based upon the strength and veracity of the evidence provided. Decisions may be appealed under the provisions of NMC Section 17.52.515(L) to the City Clerk of the City of Napa.

(initial)  
\_\_\_\_ I have read and agree to all of the above requirements. I have also read and agree to comply with all of the provisions contained in Ordinance O2015-13 which amends Napa City Code Section 17.52.515 governing Vacation Rental Permits.

\_\_\_\_ I hereby acknowledge that all claims, requests, objections and arguments not timely raised in this vacation rental permit application are and shall be deemed waived.

\_\_\_\_ I further agree that any and all use of the property for vacation rental/transient occupancy purposes shall cease upon the expiration or revocation of the vacation rental permit pursuant to Napa Municipal Code 17.52.515(l)(3).

\_\_\_\_ I hereby certify that the subject property is not party to Homeowners Association Bylaws or CC&Rs that prohibit the use of the property as a vacation rental.

\_\_\_\_ I hereby certify that all of the statements made and supporting documentation provided in this application are true, accurate and authentic to the best of my knowledge, information and belief, and further, I understand that knowing and willful misstatements or misrepresentations will result in a denial of the application.

\_\_\_\_\_  
Property Owner(s) Signature

DATE \_\_\_\_\_

\_\_\_\_\_  
Property Owner(s) Signature

DATE \_\_\_\_\_

\_\_\_\_\_  
Authorized Agent Signature (if applicable)

DATE \_\_\_\_\_

ALL PROPERTY OWNERS HOLDING A TITLE INTEREST, WHETHER AS JOINT TENANTS, TENANTS IN COMMON, OR OTHER FORM OF JOINT PROPERTY OWNERSHIP, MUST SIGN THE APPLICATION FORM. IF THERE ARE MORE THAN TWO, LIST NAME, ADDRESS, PHONE NUMBER AND SIGNATURE ON A SEPARATE SHEET.

**SUBMITTAL REQUIREMENTS**

- 1 **Vacation Rental Permit Transfer Application Form** –Completed and signed by all property owners holding a title interest, and by the Authorized Agent, if applicable.
- 2 **Fees** –Administrative Permit - \$706, check payable to City of Napa.
- 3 **Proof of Ownership Transfer** – of the subject property (in the form of a property tax billing, title documents, or listing on the most recent assessor’s parcel roll).
- 4 **500+ foot notification mailing labels** – Per Subsection 17.68.070(A) (3) of the Napa Municipal Code. Provide **2 sets** of mailing labels of property owners within 500 feet of the subject property.
- 5 **Proposed Rental Agreement** – A copy of the rental agreement, City Rules, rental rules and regulations, and any associated materials as required by Napa Municipal Code 17.52.515(E)(4).
- 6 **Photographs; 1 set** – of all onsite structures from each direction, including pool/spa screening, outdoor lighting, garbage can storage location, onsite parking locations, as well as neighboring properties taken from the front and backyards. Photographs shall be labeled appropriately.
- 7 **Supplemental Information** – If changes to the previously approved Vacation Rental Permit are being requested (such as renovations, addition/deletion of amenities, parking, etc.), a revised site plan and other supplemental information may be required.