



# 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 (“Ordinance”) regulates all commercial cannabis activities in a manner that is consistent with state law and that protects the public health, safety, and welfare. As contained in the Ordinance, the legal entity of a medicinal cannabis retailer, adult-use cannabis retailer or cannabis manufacturer (“Applicant”) 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, adult-use cannabis retailer or cannabis manufacturer and the owners of the real property on which the medicinal cannabis or adult-use cannabis activity proposes to operate (“Property Owner”). Capitalized terms used but not defined in this Application shall have the meaning set forth in the Ordinance.

### APPLICATION TYPE

- |  |  |
|--|--|
| <input type="checkbox"/> Medicinal Cannabis Retailer               | <input type="checkbox"/> Cannabis Manufacturer |
| <input type="checkbox"/> Adult-Use Cannabis Retailer               |  |
| <input type="checkbox"/> Medicinal and Adult-Use Cannabis Retailer |  |

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

Only within Light Industrial (IL), and Industrial Park - Area A, B & C (IP-A, IP-B & IP-C) Districts

### 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.
5. **All submittal materials should be provided in PDF format to the [planningdepartment@cityofnapa.org](mailto:planningdepartment@cityofnapa.org)**

### 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.
- 2 **Conditions of Application - Certification and Agreement** - Complete Pages 6 and 7 of this form and provide signatures for all Business Owners and Property Owners.
- 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. Initial deposit for annual renewal is \$500. 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 cannabis activity demonstrating compliance with the Ordinance. A retailer application shall clearly

state whether it proposes a medicinal cannabis retailer, an adult-use cannabis retailer, or a combination of both types of cannabis retailers. 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 Authorized Customers, if applicable;
  - g Methods for screening and documenting customers to ensure that a cannabis retailer may only sell and/or provide cannabis and/or cannabis products to Authorized Customers;
  - 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 NMC Title 15 that will be required prior to opening, establishment, operation, and/or commencement of the use;
  - m How onsite consumption of cannabis will be prohibited; and
  - n A description of (for a 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 Authorized Customers.
- 5 **Business Owner Information** - Provide the names, addresses, and contact information for each Business Owner. 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 cannabis retailer or cannabis manufacturer is a partnership, provide the names, addresses, and contact information for each partner and the agent for service of process.
- 6 **Property Owner Information** -Provide the names, addresses, and contact information for each Property Owner of the property on which the cannabis retailer or cannabis manufacturer will be located.
- 7 **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 for 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 cannabis products, 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.
- 8 **Site Plan Drawings** - Provide a fully dimensioned and accurately drawn site plan showing how the 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.

- 9 **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 cannabis retailer not less than two foot-candles is required during the time between dusk and the permitted closing time of the cannabis retailer. The light source shall be shown to be shielded, as set forth in Napa Municipal Code (NMC) Section 17.14.040(L).
- 10 **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 17.55. Window signage at a cannabis retailer may not be placed in such a manner so as to obstruct a clear view of the interior of the cannabis retailer. (Also see the sign submittal materials for a Sign Permit)
- 11 **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.
- 12 **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.

The plans must show that the display of cannabis products is allowed only in restricted access areas of a cannabis retailer and shall not be visible from outside the cannabis retailer. A restricted access area must be always supervised by a staff member when Authorized Customers are present to ensure that only Authorized Customers are permitted to enter.

The plans must show that when allowing Authorized Customers access to a restricted access area, how the number of Authorized Customers 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: (i) for a medicinal cannabis retailer, "Restricted Access Area—Only Qualified Patients, Primary Caregivers, and Persons with An Identification Card Allowed."; and (ii) for an adult-use cannabis retailer, " Restricted Access Area— Only Adults 21 Years of Age or Older Allowed."

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

#### 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 more than 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. 12(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 Ordinance.

## CONDITIONS OF APPLICATION

1. **WARENESS OF REGULATIONS:** Business Owner has read and understands all regulations pertaining to the 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 Title 5 of the Napa Municipal Code, California Health and Safety Code Sections 11362.7 - 11362.83, and this application form and instructions.
2. **COMPLETENESS AND ACCURACY OF SUBMITTALS:** Business Owner represents 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 cannabis activity, the Ordinance, and the requirements of any subsequent Cannabis Establishment Clearance issued by the City.
3. **CHANGES TO APPLICATION:** Business Owner will contact City staff in writing of any changes to this application.
4. **AGENT AUTHORIZATION:** Business Owner agrees that the person listed below as the Authorized Agent (if any) is authorized by the Applicant to receive official notices from the City on the Applicant’s behalf, and to be the contact person for City staff to submit plans and clarify information on the Applicant’s behalf.

5. **INDEMNIFICATION:** By signing this application, Business Owner consents to the use of the property for a cannabis operation and agrees to indemnify, defend (with an attorney selected by the City), and hold harmless the City from any and all liability or claims (including actions, demands, damages, injuries, settlements, losses, or costs [including legal costs and attorney's fees]) of any nature, arising out of, pertaining to, or relating to the establishment, use, operation, or ownership of the cannabis activity on the property.
6. **FEES:** Business Owner agrees 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. Business Owner acknowledges that this application is processed using a deposit account, and that the initial deposit may not ultimately cover the entire cost of processing, in which case additional deposits may be required. Business Owner understands 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:** Business Owner consents to background checks to be conducted by the City of Napa Chief of Police based on records and information submitted demonstrating compliance with the Ordinance and agrees to be present for a positive identification and background check verification, upon notice, prior to final action on a Cannabis Establishment Clearance. Business Owner also understands that criminal history background checks must be current (prepared not more than two weeks prior to submitting the application for the Cannabis Establishment Clearance), and updated every 12 months, including for each Business Owner who becomes part of a cannabis operation after a Cannabis Establishment Clearance is issued.
8. **DISCONTINUANCE OF USE AND NONTRANSFERABILITY OF PERMIT:** Business Owner understands and agrees that if the Cannabis Establishment Clearance is issued by the City, the Clearance 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:** Business Owner understands and agrees to obtain all required permits and certificates under Title 15 (Buildings and Construction) of the Napa Municipal Code or a written acknowledgment that the cannabis retailer or cannabis manufacturer will obtain all required permits and certificates under Title 15 prior to its opening, establishment, operation, and/or commencement. Business Owner also agrees 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:** Business Owner understands and agrees that 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:** Business Owner understands that no person or entity may cultivate cannabis for commercial purposes at any location in the City and agrees that the Applicant will not engage in such activity.
12. **INSPECTION OF PREMISES:** Business Owner understands and agrees that City representatives may enter and inspect a 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:** Business Owner understands that a cannabis operation that violates any provision of the Ordinance or any applicable state cannabis laws shall no longer be entitled to the limited immunity provided under the Ordinance, and that a cannabis retailer, cannabis manufacturer, or other commercial cannabis activity in violation of any provision of the Ordinance or any applicable state cannabis law is a violation of the 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.

Business Owner also understands 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.

*Business Owner hereby certifies that Business Owner has read and agrees with all of the “Conditions of Application” identified above. Business Owner also understands that a Cannabis Establishment Clearance, if issued in accordance with the Ordinance, does not create, confer, or convey any vested rights or entitlement to operate a medicinal cannabis retailer, adult-use cannabis retailer or cannabis manufacturer at the proposed location or anywhere else in the City. Business Owner consents to the filing of the application and certifies that all information and attached documents submitted on behalf of the Applicant as a part of this application are true and correct.*

**Applicant**

\_\_\_\_\_  
PRINT NAME OF LEGAL ENTITY THAT WILL OPERATE THE CANNABIS RETAILER OR MANUFACTURER

**Authorized Agent**

\_\_\_\_\_  
PRINT AUTHORIZED AGENT'S NAME (IF DIFFERENT FROM THE BUSINESS OWNERS LISTED BELOW)

**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

*By signing this Application as a Property Owner, the Property Owner hereby certifies that the Property Owner consents to the use of the property by the Applicant for a medicinal cannabis operation and agrees to indemnify defend (with an attorney selected by the City), and hold harmless the City, its elected and appointed officials, employees and agents from any and all liability or claims (including actions, demands, damages, injuries, settlements, losses, or costs [including legal costs and attorney's fees]) of any nature, arising out of, pertaining to, the establishment, use, operation, or ownership of the cannabis activity on the property.*

**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

- |   |  |
|---|--|
| <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.