



DESIGN REVIEW - MAJOR Submittal Requirements

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

PURPOSE

Design review implements General Plan policies concerning the environment and design by guiding the location and appearance of development. Key design goals of the city are to integrate the urban environment with the city's natural features; to encourage attractive, well located commercial development and to assure high quality, well designed housing that respects neighborhood character. General Plan design goals are furthered by the adoption of design guidelines. Design review also allows implementation of applicable design guidelines.

APPLICATION TYPE

- Commercial / Industrial Development Mixed-Use Development
 Multi-Family Development - 4 or More Units

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

SUBMITTAL 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. The initial deposit is \$2,500 for Planning Commission review. The initial deposit is \$5,000 for City Council review. Check payable to City of Napa.
- 3 **Written Project Description** - shall describe the architectural and site design intent, how the proposed structures and site development fit with the surrounding area and meet applicable design guideline objectives. Residential and Mixed-Use Projects also need to fill out the attached Design Guidelines checklist.
- 4 **Identification of other professionals** whose services were required in the preparation of the tentative map including the names and addresses of engineer and surveyor.
- 5 **Prior known development activity** on the site, such as removal of vegetation, grading, prior development, etc. This information can be incorporated into the written project description.
- 6 **Letters of Intent:** if the project includes any work on adjacent properties, a letter of intent from the owner of that property is to be submitted. The letter is to indicate the impacted adjacent property

owner's understanding of the extent of improvements to be performed and willingness to provide all necessary easements, etc. to allow the construction to occur and improvement to remain. The letter is to specify maintenance responsibilities. The letter must also address all parties owning an interest in any existing right-of-way or easement within the subdivision which is proposed to be changed, modified, or deleted.

- 7 **Development Summary Table** - a completed development summary table.
- 8 **Site context board analysis** - to help analyze how the project will fit its surroundings (See Attachment 3). Include a map of the (typically several block) area where the site is located. Site photos to show existing structures and site features (trees, creeks, views to/from the site, slopes, etc.). Site photos to show existing structures and site features (trees, creeks, views to/from the site, slopes, etc.).
- 9 **Preliminary Title Report** - not more than 90 days old.
- 10 **Typical cross section(s)** - Typical cross section(s) of the building(s) and/or project site grading to show how project will transition to neighboring properties. Consult with staff regarding appropriate cross section locations.
- 11 **Mailing labels** - The applicant shall provide a mailing list and two sets of mailing labels of property owners within a 500-foot radius of project site for public hearing notice per 17.68.070.
- 12 **Environmental Information Form** - To help determine whether any supplemental environmental studies are required, such as a parking, traffic, or noise study.
- 13 **Statement of Consideration** - in accordance with Appendix A-4 of the California Green Building Standards Code the application shall include a Statement of Consideration indicating that the project design includes, but is not limited, to the specified voluntary features whenever possible. See the website of the California Building Standards Commission for more information.
- 14 **Commercial and Mixed-Use Design Guidelines Evaluation Worksheet** - To help determine compliance with commercial design guidelines.
- 15 **SITE PLAN DRAWINGS- (15 full size copies and a reduced set of all plan and map sheets at 8.5" X 11")** - fully dimensioned and accurately drawn. Use as many sheets as necessary. Information may be combined if the plans are easy to read. Site plan shall include the following basic information:
 - a **Vicinity map** - Show site in relationship to local and major cross streets, named; include a north arrow.
 - b **Site and adjacent properties** - Location of all existing structures identified by type and indicating which are proposed to be removed and which will remain. Include the project site *and* adjacent property at least 100 feet beyond site, adjacent building footprints and approximate height, and streets (labeled) leading to the site.
 - c **Boundaries** - All existing and proposed property lines, tract name, easements (size and type called out), rights-of-way, trails, and the like. Approximate dimensions of all lots, radii of all curves and central angles.
 - d **Topography** - Existing topography and proposed changes of the site extending a sufficient distance beyond its boundaries to show drainage patterns and impacts on neighboring properties (including the fronting street right of way) with one-foot contours for land with a ground slope up to 5%, two-foot contours for ground slope over 5 to 10%- and five-foot contours for ground slope over 10% and spot elevations. The date, elevation datum and City of Napa benchmark (assumed benchmark are not acceptable) shall be indicated on the map, and source shall be identified.
 - e **Grading and Drainage Plan** - Preliminary grading and drainage plan clearly showing existing and proposed ground contours, finished floor elevations of existing and proposed buildings, and existing or proposed top of curb elevations for both sides of adjacent streets (extending a sufficient distance beyond the project site boundaries to show drainage patterns and impacts on neighboring properties, including the fronting street right of way area). Show existing and proposed on-site and off-site

storm drains and other flood control facilities (including detention required to limit post-development flow rate to pre-development levels and detention sizing calculations) with pipe sizes, rim and invert elevations and tie-in's to the existing downstream system. Back of lot elevations, lot drainage pattern and an overland path-of-flow must be shown. Indicate any existing or proposed retaining walls (with top and bottom of wall elevations and materials specified). Provide grading cut and fill quantities on plan.

- f **Utilities Plan** (extending 100+ feet beyond site boundaries) - Location and size of existing and proposed: water-related facilities including but not limited to water mains with valve locations, water services to each parcel, water meter locations, fire sprinkler risers, backflow devices, fire hydrants within 300 feet, blow-offs and water wells; sewers; existing and proposed overhead utilities and poles; and all existing and proposed easements for these facilities. For sewer systems, top of structures and invert elevations shall be shown along with sewer laterals pipe size, slope and tie-in elevations at the existing downstream system. Slopes and elevations of proposed sewers and storm drains shall be indicated. The plan will need to identify all utility poles that will be removed and the line segments to be undergrounded. Existing gas mains, fiber optic lines, electrical lines, and other utilities shall be shown on plan.
- g **Stormwater Control Plan** - To meet Federal, State and Local stormwater quality requirements a Stormwater Control Plan needs to be prepared and submitted based on the current Bay Area Stormwater Association Agency (BASMAA) Post Construction Design Manual and submitted with application. A copy of the manual may be obtained from the BASMAA website at: <http://www.basmaa.org/>.
- h **Parking, Traffic Safety, Access and Circulation Plan** - Location/dimensions of existing and proposed: on-site parking/ on street parking spaces and backup/turnaround areas; internal vehicular circulation; pedestrian and bicycle ways including pedestrian entry points to buildings and any bicycle paths/trails in the General Plan; commercial vehicle loading and storage areas; project access (driveways or private streets) to the public street system; any transit stops or facilities. The plan must demonstrate Fire Department vehicle access; the appropriate AASHTO fire apparatus turning template shall be plotted on the plan.

This plan shall cover an area large enough to show the entire project site, the closest intersections in all directions that would provide access to the project, and a minimum of 100 feet beyond any proposed off-site roadway improvements (ideally on the most current City aerial map). The plan should also include: the conceptual alignment for any future General Plan Street connection adjacent to the project; all City-planned and project-proposed public street improvements, including all necessary conforms, to ensure safe access to the project site without negatively impacting public street traffic operations and safety; and nearest public street parking and transit stop(s)

- i **Trees** - 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.
- j **Buildings** - Location, outside dimensions and use of all existing and proposed buildings and structures (with building numbers or other identification) including building features such as elevated decks and outside staircases. Indicate any structures proposed to be removed.
- k **Natural features and constraints** - Site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks.
- l **Other site development** - All decks; fences and walls including retaining walls; monument signs; bicycle racks; refuse disposal and outdoor storage areas with

proposed screening, etc. The project will need to include detail design and materials.

- m **Common areas/open space/yards**- Location and dimensions of “usable outdoor areas” required in multi-family projects, existing and proposed private and public open space, trails and similar.
- 16 **Landscape and Lighting Plan** -Preliminary landscape plan consistent with the city’s landscape standards, and any exterior lighting, detailing design, location and height. Include a conceptual street tree planting plan consistent with City’s approved Street Tree List for all public streets.
- 17 **BUILDING PLANS** -House plans shall be submitted with the application and shall include the following:
 - a **Building elevation** - Show all elevations of the proposed project with materials, colors, and dimensions specified. Height is measured from grade to top of roof. The purpose of such drawings is to show how the building is architecturally compatible with its surroundings, and, in hillside areas, how it also fits with the site. The drawings shall include door and window details.
 - b **Floor and roof plan** - A floor plan for all existing and proposed structures or alterations, clearly labeled and prepared to scale, indicating the use of each room, exterior doors and windows. The roof plan shall indicate direction of slope, roof pitch, location and screening of rooftop mechanical equipment.
- 18 **Rendered elevations/site plan and Materials Board** - Rendered elevations and a color palette are required at the time of project submittal
- 19 **Storm Drainage Analysis** - Unless waived by the City Engineer, the project shall provide a storm drainage study/hydrologic analysis and/or onsite detention; check with Public Works Engineering Division and/or follow the City Drainage Standards which may be obtained at Public Works Department website.
- 20 **Erosion and Sediment Control Plan (ESCP)- “Best Management Practices” (BMP’s)** - List and show on the plans the methods (“BMP’s” - See Napa Countywide Stormwater Pollution Prevention Program Erosion and Sediment Control Plan Guidance website. Complete and submit the reference Erosion and Sediment Control Plan.
- 21 **Stormwater Pollution Prevention Plans (SWPPP)** - If a project (public or private) disturbs one acre or more of soil, it is subject to the State’s Construction General Permit (CGP). In this circumstance, the Stormwater Pollution Prevention Plan (SWPPP) developed pursuant to the CGP may substitute for the ESCP. These projects must apply for comply with all requirements of the CGP. For more information see the CGP website.

ADDITIONAL SUBMITTAL REQUIREMENTS IN CERTAIN CIRCUMSTANCES

- 22 If the proposed development involves the construction of any new commercial building (including office and retail uses), industrial or light industrial uses, or any mixed-use building, or the rehabilitation, renovation, remodeling, or improvement of an existing building, and having a Construction Cost of \$250,000 or more will need to demonstrate compliance with the **Public Art Ordinance**, NMC Section 15.108. The proposed manner of compliance shall be submitted in conjunction with the development application as outlined in NMC Section 15.108.040.
- 23 The project shall provide a **Soils and/or Geotechnical Report** in accordance with Sections 16.36.200 and Title 17 the Napa Municipal Code and the Subdivision Map Act. Upon application for a building permit, a soils investigation and/or geotechnical report may also be required by the chief building official in accordance with Title 15 of the Napa Municipal Code.
- 24 If site is in: **SC Soscol Corridor Overlay District**, applicants need to review the *Soscol Corridor/Downtown Corridor Development Design Guidelines* to assure project compatibility with these Guidelines.
- 25 If site is in: **MU-T Mixed Use Tannery Bend District**, applicants need to review the *Tannery Bend Development & Design Guidelines* to assure project compatibility with these Guidelines.

- 26 If site is affected by the **Napa River/Napa Creek Flood Protection Project**, the Community Development Director must first determine that the project is exempt pursuant to 17.52.300 after consultation with the Flood Project Manager before the application can be submitted.
- 27 If site is on a **major street or adjacent to the Napa River or in another visually sensitive area**, as discussed with staff, the *Soscol Design Guidelines* are used as a General Design Review tool, and applicants are to review them for applicable design principles. (Resolution 2001 72)
- 28 If site is in: **FP Floodplain Overlay District**, floodway analysis (if applicable) and other materials must be provided to address Floodplain (17.38.050), and potentially floodway (17.38.090) and/or Flood Evacuation Area (17.38.070) requirements. For properties in the floodway area, a detailed development plan and floodway development analysis showing all elements of Title 17 of the Napa Municipal Code. For properties in the flood hazard areas, a development plan indicating the amount of fill required and/or floodproofing measures required by Title 17 of the Napa Municipal Code. The site plan will need to show the approximate location of all areas subject to inundation of stormwater overflow and the location, width and direction of flow of all watercourses, including tidewaters. For residential subdivisions in the flood evacuation area, a flood evacuation plan will be required.
- 29 If site contains or is adjacent to a **creek or other watercourse**, the applicant shall establish the streambank stabilization setback and riparian setbacks per 17.52.110 on the site plan. The setbacks will also be shown on cross sections of the water course. The site plan will need to show the location of all building setback line for each stream or river on the site.
- 30 If site contains a **wetland**, plans shall be referred to the US Army Corps of Engineers and the State Department of Fish and Wildlife (CDFW) for comment, and a wetland delineation, wetland restoration or management plan may be required. (17.52.530). The site plan will need to show the location of all building setback line for each wetland area on the site.
- 31 If the project includes **work in waterways or wetlands**, plans shall be referred to the State Department of Fish and Wildlife (CDFW), the US Army Corps of Engineers (COE), and Regional Water Quality Control Board (RWQCB) who may require a DFG Streambed Alteration Permit, a RWQCB 401 permit, and/or a COE 404 permit.
- 32 If site is in the: **HS Hillside Overlay District**, a slope analysis shall be prepared consistent with the requirements of 17.30.040(H) in order to determine site density. The plans will need to identify any building or access siting concerns and applicants will need to review and provide plans consistent with the city's *Hillside Development Guidelines*. Application submittals must include (unless waived) a site plan with the precise location of existing topography and proposed changes and natural site features; a precise grading and drainage plan; a preliminary landscape plan, construction drawings, and a scale model or visual simulations (17.40.070.B).
- 33 If site is in the: **HS Hillside Overlay District** it can be characterized as a **Hazardous Fire Area** and the project shall include the submission of a Fire Hazard Reduction Plan (17.52.180). Before application submittal, verify with the Fire Prevention Division of the Fire Department whether analysis is necessary.
- 34 If site is in the **West Napa Fault Zone** (see map in 17.52.420) and involves a subdivision or critical facility as described in 17.52.420, a soils investigation and/or geotechnical report shall be provided to identify any building or access siting concerns. The report shall include a comprehensive geologic investigation that shows the impact that faults and fault trances will pose to a proposed structure.
- 35 If any lot(s) proposed for development are **above elevation 300 feet in Zone 4 or Zone 5, or above 150 feet in Zone 3**, the applicant shall provide an engineering report to show how water service will be provided to the lot (s). The report shall verify adequate flow, pressure, and redundancy to satisfy both the Water Division and Fire Department. Fire flow requirements for buildings, location and distribution of fire hydrants shall be in accordance with Appendix B and C of the California Fire Code (2007 Edition). In all cases, minimum fire flow shall not be less than 500 gallons per minute at 20-psi residual pressure. Before application submittal, verify with the Water Division (257-9521) the level of analysis required.
- 36 If site is **on the Rural Urban Limit** line, an agricultural buffer plan is required per Zoning Ordinance Section 17.52.040.

- 37 If site is on the City’s **Historic Resources List**, the structure is subject to the City’s Historic Preservation Ordinance. (NMC Chapter 15.52). A Certificate of Appropriateness may be required, and city “Rehabilitation Guidelines for Historic Properties” apply. Check with Community Development staff.

- 38 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.

- 39 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.

- 40 If the proposal is for the **conversion of a mobile home park** to another use, the report prescribed by Government Code Section 66427.4 on the impact of the conversion upon displaced residents of the park.

- 41 If development involves hazardous materials, complete **Napa County Department of Environmental Management CUPA Form** for Business Activities.

- 42 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.

- 43 If **new ground mounted mechanical equipment** is needed for the proposed use (i.e. transformers & backflow prevention devices) a plan showing equipment screening shall be required.

- 44 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.

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

- 46 Other - _____



PLANNING APPLICATION FORM

Mailing Address:
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Planning Division
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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

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.



DEVELOPMENT SUMMARY TABLE

Planning Application Form Attachment

Mailing Address:
PO Box 660
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1. Site size

Acres / square footage of the lot(s) in the project site _____ / _____

2. Nonresidential building square footage totals by type

	Retail/service	General Office	Medical/Dental	Industrial/ warehouse	Other (specify)
Existing square feet (sq. ft.)					
- Sq. ft. to be demolished					
+ New sq. ft.					
= Total proposed					

3. Parking

Existing parking spaces _____ Proposed additional parking spaces _____

4. Nonresidential Floor Area Ratio

Calculate the site square footage divided by the gross building square footage _____

5. Residential Units by Type and Number

	Single Family Detached	Single Family attached	Duplex/ triplex	Apartments	Accessory second units	Other Type (specify)
Number of existing units						
-Units to be demolished/lost						
+ New units						
=Total proposed						

6. Residential Density

Calculate overall number of residential units/gross acre _____

7. Residential Units by Size (sq. ft.) and Number of Bedrooms (BR)

Number of units each size	Single Family Detached		Single Family attached		Duplex/triplex		Apartments		Accessory second units		Other	
	Size	#BR	Size	#BR	Size	#BR	Size	#BR	Size	#BR	Size	#BR



RESIDENTIAL & HILLSIDE DEVELOPMENT GUIDELINES CHECKLIST *Planning Application Form Attachment*

Mailing Address:
PO Box 660
Napa, CA 94559

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1600 First Street
707.257.9530

Project Address _____ APN# _____

Project Type

- Subdivision Subdivision with home designs
- Multi Family, 4 or more units Mixed Use
- Check if HS Hillside Overlay District also applies

Step 1: Context Analysis: Have you provided a Context Board? See Example (next page)

Step 2: Neighborhood Planning (pages 9-16)

Check the sections of the Neighborhood Design Guidelines that apply to your project:

- 2.1 Old Town Napa Neighborhoods (pp. 7-map, 9-10) _____
- 2.2 Evolving Infill Areas (pp. 11-16) _____

Step 3: Residential Design (pages 17-35)

Check the sections of the Architectural Design Guidelines that apply to your project:
(Also review Case Studies beginning p. 38)

- 3.1 Single Family Subdivisions (pp. 20-22) _____
- 3.2 Second Units (if part of subdivision) (pp. 23-24) _____
- 3.3 Multifamily (pp. 25-30) _____
- 3.5 Mixed Use (pp. 31-35) _____

From reviewing the Guidelines sections in Steps 2 and 3, what design features have been included in the project?

- _____
- _____
- _____
- _____
- _____

Step 4: FOR :HS HILLSIDE Properties only:

Review the Hillside Development Guidelines sections re:

Grading	Driveway Location
Building Site Placement	Building Design
Landscaping	

How has the project been designed to respond to the need to minimize grading, fit the project to the land, minimize visibility and site disturbance?

- _____
- _____
- _____
- _____
- _____



COMMERCIAL & MIXED-USE DEVELOPMENT GUIDELINES WORKSHEET

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The below listed broad stroke commercial and mixed-use design guidelines are intended to stimulate creativity and promote the use of quality materials to achieve better architecturally designed projects for the City of Napa. Before project planning and design begins, an applicant is urged to meet with City Planning staff to clarify how the guidelines apply to the property/project and to review items that must be submitted for a complete application. To schedule an appointment, please contact the City of Napa Community Development Department - Planning Division at 707-257-9530.

1. Building Massing	Meets Design Guidelines		
	Yes	No	NA
A. Massive single building project should be avoided.			
B. Different combinations of building mass should be used to compose a building.			
C. Long, monotonous, uninterrupted walls should be avoided.			

Comments:

2. Facade Composition	Meets Design Guidelines		
	Yes	No	NA
A. Multiple story structures should have a ground level base.			
B. Structures should have a clear pattern of openings and surface features with a defined building entry and interesting roofline(s).			
C. Reflective materials on windows or finish materials should not be used.			
D. The main building entrance should be easily identifiable.			
E. Articulated windows and doorways are recommended.			
F. Windows should be in proportion with wall area. Ground floors should have a higher percentage of window area as compared to upper floors.			
G. Corner buildings should provide a prominent corner entrance.			
H. Side and rear building facades should have a trim level and finish compatible with the front facade.			
I. Blank wall areas should be minimized and decorative vines, murals, and/or surface enhancements should be considered to eliminate blank walls.			

Comments:

3. Building Architectural Add-Ons	Meets Design Guidelines		
	Yes	No	NA
A. Porches and balconies are recommended for hotels and mixed-use developments. Porches and balconies should have attractive railing.			
B. Awnings with colorful fabric are recommended for retail buildings.			
C. Trellis and canopies should incorporate into and enhance the building's architecture. The design of the trellis and/or canopies should be derived from the building's architecture.			
D. Ornamental brackets, poles, and hanging flower or plant baskets are recommended for retail storefronts.			

Comments:

4. Wall and Surface Materials	Meets Design Guidelines		
	Yes	No	NA
A. The wall palette of materials should be complementary to the design.			
B. Durable and timeless materials are recommended as a basic base building material or an accent material for walls, columns, and sills. If base stone materials are used, then they should appear structural.			
C. Exterior materials that are low maintenance and easy to clean are encouraged.			

Comments:

5. Roofs	Meets Design Guidelines		
	Yes	No	NA
A. Peaked, gable-end roofs are recommended; however, well designed flat roofs are acceptable.			
B. Roof overhangs should extend past the building face to contribute to the character of the building.			
C. Roof ridges should be aligned to be parallel and/or perpendicular to the street frontages.			
D. Metal seam roofing should be anodized, fluoro-coated in order to be non-reflective. Copper roofs should be natural or oxidized.			
E. Accent elements like cut-out openings, grilles, and latticework, reliefs, or ornamental medallions are recommended.			
F. Mechanical equipment should be screened.			
G. Roof vents and flashing should be painted to blend into the building.			

Comments:

6. Color	Meets Design Guidelines		
	Yes	No	NA
A. Earth tone colors are generally acceptable, but should also include accent and related secondary colors to create visual interest.			
B. Bright colors should be used in context. Typical applications are on fabric awnings, banners, and/or special architectural features.			

Comments:

7. Pedestrian Oriented Storefronts	Meets Design Guidelines		
	Yes	No	NA
A. The building base should have a base panel of special material below display windows (stone, tile, etc.).			
B. Large pane windows are recommended for retail or active pedestrian frontages. Where privacy is desired for restaurants or professional services, smaller articulated windows could be used.			
C. Transom windows are recommended for new and renovated storefronts.			
D. Storefront entries should be recessed and possibly include special paving material, ornamental ceilings, and decorative light fixtures.			
E. Entry doors should be substantial and well-detailed and match the architecture of the building.			

Comments:

8. Lighting	Meets Design Guidelines		
	Yes	No	NA
A. Lighting sources should be shielded to direct lighting sources onto the subject property.			
B. Building mounted and site lighting is recommended for pedestrian oriented and highly visible areas.			
C. Building mounted lighting should accent the buildings architectural features.			

Comments:

9. Site Improvements	Meets Design Guidelines		
	Yes	No	NA
A. Paving material like stone, pavers, and colored concrete meeting access requirements should be incorporated into the exterior pedestrian walkways.			
B. Walls, fences, and piers should be designed to reflect the architecture of the principal building.			
C. Fountains, public art, and/or other landscape enhancements are recommended in hardscape open spaces (entrances, pedestrian ways, courtyards, etc.) and should integrate with the principal building architecture.			
D. Chain link fences and unfinished unsurfaced block walls are not recommended.			
E. Service areas (delivery areas/trash enclosures) and access drives should be screened.			

Comments:

10. Parking Lot and Building Landscaping	Meets Design Guidelines		
	Yes	No	NA
A. Deciduous trees with open branch structures should be used to provide fall color along the street and parking areas.			
B. Evergreen shrubs and trees could be used for screening and buffering where appropriate.			
C. Flowering shrubs and trees are recommended to highlight pedestrian areas.			
D. Seasonal plant materials that exhibit annual or seasonal color are recommended to highlight special locations.			
E. Parking lots should be landscaped with shade trees with a planting ratio of one tree per five parking spaces .			
F. Surface parking lots should be screened from the street.			
G. Service access should be from the rear of the building (where applicable).			

Comments:

11. Vehicle and Pedestrian Access	Meets Design Guidelines		
	Yes	No	NA
A. Pedestrian access from sidewalks should be provided to the main building entry.			
B. Vehicle driveways should be minimized and possibly shared.			
C. Safe, identifiable pedestrian access from parking areas to the building(s) is strongly encouraged.			

Comments:



ENVIRONMENTAL INFORMATION FORM

Planning Application Form Attachment

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

PURPOSE

The purpose of this form is to inform the City of the basic components of the proposed project and the characteristics of the project site. This information will assist staff in assessing the project application pursuant to the City's policies, ordinances, guidelines and as required by the California Environmental Quality Act (CEQA). In order to avoid delays in the application process, it is important that the information provided in this form and in other application materials is complete and accurate. This form must be submitted with any project application. Responses to the following questions may be submitted on attachment sheets as needed to provide adequate information. Please type or print.

SITE INFORMATION

Address(es) _____
APN(s) _____

CONTACT INFORMATION

Applicant _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Email _____

Engineer/Architect _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Email _____

Person Completing Form _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Email _____

CERTIFICATION

PERSON COMPLETING FORM CERTIFICATION

I certify that the information provided in the questionnaire accurately represents the conditions of the project site and the details of my proposed project.

Signature _____ Date _____

APPLICANT CERTIFICATION

I certify that the information provided in the questionnaire accurately represents the conditions of the project site and the details of my proposed project.

Signature _____ Date _____

1 PROJECT DESCRIPTION

Describe the project development, site changes required and proposed uses, including any phases of the project. Attach additional sheets if necessary.

2 PROJECT LOCATION & SETTING

Briefly describe the project's location and surroundings. Submit a context map and photographs to support this description.

3 PROJECT LOCATION & SETTING

a	Size of project site (acres or square feet)	b	Size of each building footprint
c	Total gross square footage of building area (all floors)	d	Number of floors
e	Breakdown of types of uses per square footage if commercial and/or office		
f	Existing uses and improvements on site (changes proposed)		
g	Number of dwelling units proposed (if residential)	h	Type of dwelling units proposed (if residential)

3 PROJECT LOCATION & SETTING

i	Number of off street parking spaces proposed (provide breakdown of covered and non-covered parking)	
j	Number of employees when project complete	k Hours of operations
l	Frequency and type of truck and other deliveries	
m	Type of construction proposed	
n	Grading Quantities - yards moved on site, yards exported and or imported to site (Specify all locations off-site where soil materials will be obtained, or delivered)	
o	Construction Equipment to be used (type, number, size etc - Please specify if cranes will be used)	
p	Length of time anticipated for construction of project / desired schedule for beginning and ending construction.	
q	Specify roadway or sidewalk closures that will be necessary during project construction	
R	Reports and Studies prepared for site and/or proposed project (list with date and submit copies with your application)	
s	Other project data	

4 PROJECT LOCATION & SETTING

- a Existing Native Trees; Indicate all existing trees on the property and specifically indicate whether any Valley Oak, Coast Live Oak, Black Oak, Blue Oak, Coast Redwood, California Bay, or Black Walnut trees exist on the property. Describe each tree, its species, size (trunk diameter 4.5 feet above natural grade), drip line area (extent of canopy), and location on the site or on adjacent property near the project property line. Indicate the trees that are proposed to be removed or trimmed in order to enable the proposed development (show on plans and provide written statement). An arborist report is required if the project proposes to remove or has the potential to impact existing trees. If any of the Native Trees identified above exist on the property the applicant shall consult with the Planning Department and obtain and review the requirements of Chapter 12.45 of the Napa Municipal Code.
- b Existing vegetation (other): Indicate whether other existing vegetation exists on the project site, identify the location, species and extent of coverage (also show on project plans). Describe any proposed modification to existing vegetation.
- c Creeks/River (on or adjacent to site) : Please identify any creeks, drainage ways, swales, ponds or other surface water related features that exist on or adjacent to the project site and indicate whether the project will modify these features
- d Distance of proposed development from Creeks/River (Note: The creek and river required setback distances are regulated by City ordinance and by the California Department of Fish and Wildlife, the applicant should inquire regarding these regulations if the project is near a creek or the Napa River)
- e Existing Wetlands: If there is the possibility of wetlands exist on the site, the applicant should hire a qualified biologist to prepare a wetland delineation and obtain a jurisdictional determination from the US Army Corps of Engineers to be submitted with the project application

4 PROJECT LOCATION & SETTING

f	Any proposed modification to wetlands & distance of new development from wetlands
g	Slope/gradient of site - lowest and highest elevation on site
h	Proposed changes to existing grade of site
i	Other natural features

5 WHAT EXISTING MAN-MADE FEATURES, STRUCTURES, IMPROVEMENTS EXIST ON THE SITE? DESCRIBE THE CHANGES TO THESE FEATURES PROPOSED WITH THE PROJECT.

a	Existing structures and or buildings; location, number, type, age and condition.
b	Removal, or other changes proposed for existing structures or buildings. (Note: The City maintains a listing of properties that are subject to a tiered level of review requirements based on their potential historic status or their potential to contribute to the historic aesthetics of a neighborhood. The applicant should consult with the Planning Division to determine the status of existing buildings and any additional permit requirements prior to submittal of a project application.)
c	Any fences, walls, water towers, signs, etc. and their planned removal or incorporation into the project?

6 WHAT ARE THE PROJECT ACTIVITIES THAT COULD RESULT IN CHANGES TO THE SITE, THE SURROUNDING AREA, AND TO THE SUPPORT SYSTEMS OF THE CITY?

a	Are there outdoor activities and/or storage proposed or contemplated with the proposed uses of the site?
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6 WHAT ARE THE PROJECT ACTIVITIES THAT COULD RESULT IN CHANGES TO THE SITE, THE SURROUNDING AREA, AND TO THE SUPPORT SYSTEMS OF THE CITY?

b Are uses anticipated that will create greater than average solid waste? What measures are proposed to address adequate solid waste storage and disposal for the project.

c What is the anticipated demand for domestic water (Gallons per day) ? Will the used water be discharged into the sanitation drain or the storm drain?

d Will the construction activity involve disturbance of one acre or greater total land area or is the project part of a plan of development that disturbs one acre or greater total land area? (Note: Projects involving disturbance of 1 acre or greater are subject to permit requirements from the California Regional Water Quality Control Board; the applicant is advised to contact the Public Works Department for details):

e Does the use involve the discharge of smoke, odors, or other airborne materials that could expose the public to substantial pollution concentrations, be considered objectionable, and/or potentially violate BAAQMD standards? Please specify and provide quantified details; provide detailed information in an attached sheet if necessary.

f Do any of the anticipated uses involve the use, storage or discharge of hazardous and/or toxic materials including pesticides, herbicides, fuels, oils, solvents, and other flammable liquids and gasses? Please specify and indicate storage and use details. (Attach hazardous materials inventory sheet if necessary).

g Do any of the anticipated uses and/or activities involve noise that will be audible beyond the property lines? (Note: A noise analysis is required for commercial/industrial projects located near land designated for residential use and/or any other use that is noise sensitive, when the project will generate noise in excess of the City noise thresholds.)

6

WHAT ARE THE PROJECT ACTIVITIES THAT COULD RESULT IN CHANGES TO THE SITE, THE SURROUNDING AREA, AND TO THE SUPPORT SYSTEMS OF THE CITY?

h

Is the proposed project located on a City Crucial Corridor? If yes, a daily trip generation analysis is required. (Note: Developer is advised to consult the Public Works Department's Policy Guidelines: Traffic Impact Analysis for Private Development Review to guide the trip generation analysis. Consultation with the Development Engineering Division is recommended. If a daily trip generation analysis is required, the results shall be submitted with the application.)

i

Will the project generate traffic in excess of 50 vehicle-trips in a critical peak hour? (Note: Developer is advised to consult the Public Works Department's Policy Guidelines: Traffic Impact Analysis for Private Development Review to determine the scope of any traffic study or analysis that may be necessary. Consultation with the Development Engineering Division is recommended. If a traffic study is required, the traffic study scope of work shall be submitted with the application.)