



AWNING / SIGN PLAN CHECK

Application & Submittal Requirements

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

Please type or print

SITE INFORMATION

ADDRESS: _____

APN: _____

GENERAL PLAN: _____

ZONING: _____

APPLICANT INFORMATION

NAME: _____

PHONE: _____

EMAIL ADDRESS: _____

ADDRESS: _____

SUBMITTAL REQUIREMENTS

- 1 **Application Form** - Completed and signed. *A separate application for a building permit through the Building Division may still be required.*
- 2 **Fee** - \$159.00. Checks payable to City of Napa. *If a building permit is required, a separate fee paid through the Building Division is required.*
- 3 **Plans** - One (1) copy of all plans, including a PLOT PLAN and BUILDING ELEVATIONS, indicating building face area in square feet and sign area in square feet (size not to exceed 11"x17").
- 4 **Cross Section** - Typical cross sections of the sign/awning attached to the building.
- 5 **Site Photos** - Photos of the project area.
- 6 **Other** _____
- 7 *All submittal materials should be provided in PDF format to the planningdepartment@cityofnapa.org*

CONDITIONS OF APPLICATION

- 1 All materials and representations submitted in conjunction with this form shall be considered a part of this application.
- 2 The Applicant shall inform the City in writing of any changes.
- 3 The Applicant(s) agree(s) to defend, indemnify and hold the City, its agents, officers, and employees harmless from any claim, action or proceeding to attack, set aside, void or annul an approval of the City concerning the project, as long as the City promptly notifies the applicant of any such claim, action or proceedings and the City cooperates fully in the defense.
- 4 I hereby authorize employees of the City of Napa to enter upon the subject property, as necessary, to inspect the premises and process this application.

SIGNATURE: _____

DATE: _____

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

Date Stamp