



AGRICULTURAL CULTIVATION & ANIMAL KEEPING

Submittal Requirements

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

PURPOSE

An Administrative Permit is required for agricultural cultivation on properties larger than ½ acre in size for viticulture, horticulture, or similar intensive farming. Agricultural animal keeping includes the raising of listed animals, birds or bees for personal or commercial use.

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 plans 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** - Administrative Permits are a \$706 flat fee. Check payable to City of Napa.
- 3 **Written Project Description** - Shall describe how all activities proposed. The description will need to specifically include the total numbers of animals, proposed sanitation/cleanup activities, and/or total acres proposed for cultivation. The description will need to clearly list how the proposed use is consistent with the Agricultural Cultivation and Animal Keeping Standards.
- 4 **SITE PLAN DRAWINGS**- fully dimensioned and accurately drawn. Use as many sheets as necessary. Information may be combined as long as 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 **Parking, Traffic Safety, Access, and Circulation Plan** - Location/dimensions of existing and proposed: on-site parking/ on street parking spaces and backup/turnaround areas.

- e **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.
- f **Natural features and constraints** - Site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks.
- g **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.
- 5 **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.
- 6 **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.
- 7 **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

- 8 **IF GRADING AND DRAINAGE ARE PROPOSED - SITE PLAN DRAWINGS- (6 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 as long as the plans are easy to read. Site plan shall include the following basic information:
 - a **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.
 - b **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-ins 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.
 - c **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.

- d **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/>.
- 9 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.
- 10 If site is in the: **HS Hillside Overlay District**, a slope analysis shall be prepared consistent with the requirements of 17.30.040(H) 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).
- 11 If site is **on the Rural Urban Limit** line, an agricultural buffer plan is required per Zoning Ordinance Section 17.52.040.
- 12 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.
- 13 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.
- 14 If the Administrative Permit 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.
- 15 **Environmental Information Form** - To help determine whether any supplemental environmental studies are required, such as a parking, traffic or noise study.
- 16 Other data or information necessary to complete processing of the map and environmental documents.
- 17 Other - _____



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"/> Extensions / Project Modification |
| <input type="checkbox"/> Accessory Dwelling Unit (ADU) / Junior ADU | <input type="checkbox"/> General Plan Amendment |
| <input type="checkbox"/> Carports and Shade Structures in Side Yard | <input type="checkbox"/> Lot Line Adjustment / Lot Merger |
| <input type="checkbox"/> Detached Accessory Structure with Plumbing | <input type="checkbox"/> Pre-Application |
| <input type="checkbox"/> Temporary Use | <input type="checkbox"/> Reasonable Accommodation |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Tentative Map |
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Use Permit |
| <input type="checkbox"/> Certificate of Compliance | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Zoning Amendment |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Zoning Letter |
| <input type="checkbox"/> Non-Residential | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Major | |

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.