



# ZONING AMENDMENT Submittal Requirements

Mailing Address:  
PO Box 660  
Napa, CA 94559

Planning Division  
1600 First Street  
707.257.9530

## PURPOSE

Purposes of zoning ordinance amendments are to provide standards to implementation of the General Plan and protect the health, safety, and general welfare.

The City Council may approve an amendment to the zoning map or zoning regulations if the following findings can be made:

1. The proposed amendment is consistent in principle with the General Plan; and
2. The public health, safety and general welfare are served by the adoption of the proposed amendment.

If a rezoning is proposed that would reduce planned residential densities, the Council must also find that the remaining sites in the Housing Element are adequate to accommodate the jurisdiction's share of the regional housing need pursuant to Section 65584; or if not, that it has identified sufficient additional, adequate and available sites with an equal or greater residential density in the jurisdiction so that there is no net loss of residential unit capacity.

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 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** - City Fee Schedule charges staff time and materials. The initial deposit is \$5,000 for City Council review. Check payable to City of Napa.
- 3 **Written Project Description** - Describe in detail the proposed amendment to the zoning map, what is being proposed, why it is being proposed, and how it may meet the required findings from Zoning Ordinance Section 17.66.080.
- 4 **Corresponding Application Materials** - Zoning Amendments are typically requested as part of another development application. In addition to the materials for the corresponding application, the application will need to include a map, at an appropriate scale, fully dimensioned and accurately drawn, identifying the current and proposed zoning; and adjacent properties zoning within a minimum 300 feet of the project site.
- 5 **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.
- 6 Other data or information necessary to complete processing of the map and environmental documents.
- 7 Other - \_\_\_\_\_



# PLANNING APPLICATION FORM

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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**

- 3. All materials and representations submitted in conjunction with this form shall be considered a part of this application.
- 4. The Applicant shall inform the Planning Division in writing of any changes.
- 5. **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.
- 6. **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.
- 7. 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.