



EXTENSION / MODIFICATION Submittal Requirements

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

PURPOSE

A permit may be extended by the decision-making authority if the findings required for the original permit for approval remain valid and application is made prior to expiration.

Minor amendments to a discretionary permit approved by the Planning Commission or City Council, including conditions of approval, may be approved by the Assistant City Manager for Development Services upon a written finding that:

1. No substantially new uses will be added, density will not be substantially increased, and the structure will not be substantially enlarged;
2. The changes are consistent with the intent and spirit of the original approval;
3. There are no resulting violations of this code or state law; and
4. There will be no new significant adverse environmental effects.

Relatively insignificant physical changes to a site plan, such as the use of different landscape materials, slight alterations in building elevations, rearrangement of the parking, and insignificant relocation of structures may be approved by the Community Development Director.

APPLICATION TYPE

- Extension
- Modification (modifications determined by staff to be major changes to the approved project will be processed as a new application)

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. Check payable to City of Napa.
- 3 **Written Project Description** - Explain reasons why the extension or amendment is needed. Specifically describe any proposed changes to the application. Provide illustrations as necessary for

clarity; for example, the applicant may need to provide a revised elevation or site plan sheet showing any changes.

- 4 If proposed modifications include changes to the site plan or building design the application will need to include the appropriate drawings to clearly convey the proposed changes.
- 5 **Approved Plans**
- 6 Mailing labels - The applicant shall provide a mailing list and two sets of mailing labels of property owner within a 500-foot radius of project site for public hearing notice per 17.68.070.
- 7 Other data or information necessary to complete processing of the map and environmental documents.
- 8 Other - _____



PLANNING APPLICATION FORM

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APPLICATION TYPE - check all applicable items

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

- 5. All materials and representations submitted in conjunction with this form shall be considered a part of this application.
- 6. The Applicant shall inform the Planning Division in writing of any changes.
- 7. **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.
- 8. **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.
- 9. 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 plans sets for the permit or entitlement that requires the largest number of plans sets.