



# OUTDOOR DINING IN PUBLIC RIGHT-OF-WAY

## Submittal Requirements

Mailing Address:  
PO Box 660  
Napa, CA 94559

Planning Division  
1600 First Street  
707.257.9530

### PURPOSE

Outdoor dining on the public right-of-way, such as the sidewalk, requires approval of an Administrative Permit to ensure that the dining operations do not impede pedestrian access and to ensure that public property is maintained.

Please note that the City is currently reviewing current standards and practices regarding outdoor dining.

### 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](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** - Administrative Permits are a \$706 flat fee. Check payable to City of Napa.
- 3 **Written Project Description** - shall specify the number of tables and seats (and if applicable umbrellas, heaters, barriers), their location in relation to the business and street, a statement as to if the tables and chairs (and any other furnishings) will be brought back into the restaurant every night, and a statement as to if alcoholic beverages will be served or not at the outdoor tables.
- 4 **Site Photos** - of the existing commercial building and adjacent properties.
- 5 **Identification of other professionals** whose services were required in the preparation of the tentative map including the names and addresses of engineer and surveyor.
- 6 **Site Plan** - PDF file showing the proposed layout of outdoor seating within the sidewalk/public right of way. The drawing can be hand drawn, but should be neat, shown to scale and show the following:
  - a Property boundaries and adjacent streets
  - b Building footprints
  - c Walls and doors of the building

- d Any other prominent features of the building (planters, landscaping, etc.)
  - e Table size(s) and the orientation to wall(s) and door(s) of the building
  - f Location of the curb and gutter
  - g Sidewalk width
  - h Location of trees, fire hydrants, benches streetlights, signs, traffic signals, etc.
  - i Location of any railing to be placed around the tables.
  - j Dimensions between the table(s) and curb and/or the railing and curb or other existing feature within the right of way.
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- 7 **Floor plan - PDF file** - A floor plan showing where the any outdoor furniture will be stored after-hours, clearly labeled and prepared to scale, indicating the use of each room, exterior doors and windows.
  - 8 Copy of a catalog page or other documentation indicating the materials and style of the tables and chairs to be used.
  - 9 Copy of a catalog page or other documentation indicating the material and style of any fencing or plant fixtures to be used.
  - 10 Copy of a catalog page or other documentation indicating the material and style of any other fixtures to be used.
  - 11 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 a PDF file plan sets for the permit.