



Planning & Building Department
6550 Yount Street
Yountville, Calif. 94599
Phone: (707) 944-8851
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www.townofyountville.com

Town Use Only – do not write in this area

Date Received _____ Application Number _____

Initial Fee Deposit _____ Check/CC _____

Additional Fee Owed _____ Amount Returned _____

Comments/Notes

LAND USE PERMIT APPLICATION

PLEASE TYPE OR PRINT:

PROJECT NAME _____

PROJECT ADDRESS _____

APN(S) _____ - - - : SIZE OF PROPERTY _____

GENERAL PLAN LANDUSE, DENSITY/FAR _____ ZONING _____

PROJECT REPRESENTATIVE CONTACT INFORMATION

Instructions: Please provide information for each of the categories listed below. An **“Applicant”** is any person, firm, partnership, association, joint venture, corporation or any entity, combination of entities or consortium who seeks approval of a Town 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 Town regarding the application and any hearings or proceedings scheduled before the Zoning & Design Review Board, Town Council or other appointive Town 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. _____ (initial/date)

The **“Owner”** of property means a person, persons or corporation holding fee title to the real property within the Town as shown on the most recent assessor’s roll in the County of Napa upon which the Project is proposed. **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 **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 **Owner** are the same person or entity, please enter **“Same as Applicant”** in the area provided for **Owner** information. In the event that **Applicant** and **Owner** are different, all **Owners** must sign on the following page to authorize the **Applicant** to file an Application for the permit or Project entitlement on his or her property. _____ (initial/date)

APPLICANT INFORMATION

APPLICANT _____

AUTHORIZED AGENT _____

PHONE _____ FAX _____

PHONE _____ FAX _____

EMAIL _____

EMAIL _____

MAIL ADDRESS _____

MAIL ADDRESS _____

CITY _____ STATE _____ ZIP _____

CITY _____ STATE _____ ZIP _____

OWNER (if different from Applicant) _____
(If there is more than one property owner, each property owner shall provide identifying information and sign the application. Use additional pages if necessary)

PHONE _____ FAX _____ EMAIL _____

MAIL ADDRESS _____ CITY _____ STATE _____ ZIP _____

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 Department in writing of any changes.
3. **INDEMNIFICATION:** The Applicant(s) agree(s) to defend, indemnify and hold the Town, its agents, officers, and employees harmless from any claim, action or proceeding arising out of or related to the application, the Town's consideration of the application, and/or any claim, action, or proceeding to attack, set aside, void or annul an approval of the Town related to the project or environmental documentation which accompanies it, in whole or in part. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted or incurred by any person or entity, including the Applicant(s), third parties, and/or the Town, whether or not there is concurrent, passive, or active negligence on the part of the Town. Applicant(s) also agree(s) to indemnify the Town for all costs incurred in additional investigation or study, or for supplementing, redrafting, revising, or amending any document (e.g., an Environmental Impact Report, General Plan Amendment, Specific Plan Amendment, etc.) if such is made necessary by the claim, action, or proceeding, and if the Applicant(s) desire(s) approvals from the Town which are conditioned on the approval of said documents. (initial/date)
4. **INITIAL DEPOSIT AND FINAL CALCULATION OF FEES.** The Applicant(s) hereby agree(s) that he/she/they shall be jointly and severally liable for the payment of any and all processing fees consistent with the Town of Yountville Master Fee Schedule and Yountville Municipal Code. The applicant(s) hereby represent(s) and warrant(s) that he/she/they understand that fees include, but are not limited to: an initial application deposit amount, as defined in the Town's Master Fee Schedule; staff time billed at an hourly rate; related attorney fees; applicable consultant fees; production or reproduction of materials and exhibits; postage; or any other costs associated with processing this application. Any fees beyond the initial deposit amount are the responsibility of the applicant(s) and shall be invoiced separately. Applicant(s) hereby agree(s) to execute a Cost Recovery and Reimbursement Agreement with the Town to pay the above mentioned costs, which include the costs of retaining professional and technical consultant services and any services necessary to perform functions related to review and processing of the application and inspection of the work. Applicant(s) understand(s) and agree(s) that one or more deposits will be required to cover the costs noted above at such time(s) and of such amounts as requested by the Planning Department. Applicant(s) understand(s) and acknowledge(s) that nonpayment of processing and inspection fees may, at the sole and exclusive discretion of the Planning Department, result in temporary or permanent cessation of processing of the application or inspection of the work and, after notice, may result in the denial of the application and/or order to cease work. The Planning Department may withhold issuance of further plan checks, entitlements, permits, certificates of occupancy, etc., until all required processing and inspection fees have been paid in full.
5. I hereby authorize employees of the Town of Yountville 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 Signature

Authorized Agent Signature

Property Owner(s) Signature

Property Owner(s) Signature
(for multiple owners)

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.

If another permit is also required, materials supporting the added application must also be submitted.

TYPE OF PERMIT APPLICATION

(Check if any of the following apply to this application)

- Two Dwelling Development
- Design Review
- Conditional Use Permit
- Conditional Use Permit Amendment
- Master Development Plan
 - Concept
 - Prelim/Final
 - Amendment
- Sign Permit
- Master Sign Plan
- Grading Permit (up to 100 yd³)
- Grading Permit (over 100 yd³)
- Urban Lot Split
- Accessory Dwelling Unit (ADU)
- Major Subdivision (≥ 5 lots)
- Minor Subdivision (≤ 4 lots)
- General Plan/Zoning Amendment
- Lot Line Adjustment / Merger
- Planned Development
- Variance
- Pre-Application

Other (please specify) _____

APPLICATION SUBMITTALS

WHAT TO SUBMIT

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 a new building or exterior modifications are proposed a Design Review permit or other permit is also required, materials supporting those applications must also be submitted in conjunction with those applications.

- 1 **Planning Application Form** - Completed and signed by all property owners holding a title interest.
- 2 **Fee/Initial Deposit** - Except for identified uses, Town Fee Schedule charges staff time and materials. Check payable to Town of Yountville.
- 3 **Written Project Description** – explaining the reasons for and details of each review requested. If a new business activity is proposed, describe its purpose, proposed hours of operation, number of full-time employees, number of part-time employees, type of business (i.e., type of office space, type of product, type of manufacturing or processing), all interior or exterior building modifications, existing number of parking spaces, etc. If a construction project is proposed, describe the project, including the maximum building height, total number of floors, gross floor area of each floor, floor area by type of use (i.e. office space, retail area, warehouse space, showroom area, etc.), number of parking spaces to be provided, access to property, and maximum building occupant load.
- 4 **Floor plan** – submittal (**2 full size copies, 3 reduced set** of all plan sheets 11" X 17" **and 1 electronic set**) - A floor plan for all existing and proposed structures or alterations, clearly labeled and prepared to scale, indicating the use of each room, exterior doors and windows.
- 5 **Site photographs** to show where the use is proposed and its surroundings. Label where photos were taken from and the view they are showing.
- 6 **Development Summary Table** (See Attachment 1) - listing site size; existing and proposed building square feet and number of units, existing and proposed parking spaces; building coverage.
- 7 **Commercial Projects Only** – Proposed onsite notification signage schematic

REQUIRED FOR ALL PLANS

- **Size:** 24" x 36" trimmed, and folded to 9" X 12" maximum size.
- **Scale:** Acceptable site plan scales are 1"=10', 1"=20', 1"=30' or 1"=40' and architectural plan scales are 1/4"=1' or 1/8"=1'. Other scales must be approved by staff before filing.
- **Other:** Include north arrow, date prepared, the scale and a bar scale, and legend identifying symbols and abbreviations.
- **Preparer:** Name, address, phone number and email of person preparing the plan(s).

8 **Grading and Drainage Plan** – A grading and drainage plan prepared by a licensed engineer including a topographic survey, existing and proposed grades, existing and proposed drainage patterns, existing and proposed pervious and impervious surface areas, and a table indicating all earthwork quantities.

9 **SITE PLAN DRAWINGS** – Submittal (**2 full size copy, 3 reduced set** of all plan sheets 11" X 17" **and 1 electronic set**) - 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: (See Attachment 2 for more 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 50 feet beyond site, adjacent building footprints and approximate height, and streets (labeled) leading to the site.
- c. **Boundaries** – All property lines, easements (size and type called out), right-of-ways, trails, and the like.
- d. **Trees** – All trees over 12" DBH. Provide their common name, size, condition, drip line and location onsite. 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.
- e. **Buildings** – Location, outside dimensions and use of all existing and proposed buildings and structures (with building numbers or other identification) including building features such as elevated decks and outside staircases. Indicate any structures proposed to be removed.
- 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.
- h. **Parking, Traffic Safety, Access and Circulation Plan** – Location/dimensions of existing and proposed: on-site parking/ on street parking spaces and backup/turnaround areas; internal vehicular circulation; pedestrian and bicycle ways including pedestrian entry points to buildings and any bicycle paths/trails in the General Plan; commercial vehicle loading and storage areas; project access (driveways or private streets) to the public street system; any transit stops or facilities. The plan must demonstrate CALFire vehicle access; the appropriate AASHTO fire apparatus turning template shall be plotted on the plan.

This plan shall cover an area large enough to show the entire project site, the closest intersections in all directions that would provide access to the project, and a minimum of 100 feet beyond any proposed off-site roadway improvements (ideally on the most current Town aerial map). The plan should also include: the conceptual alignment for any future General Plan street connection adjacent to the project; all Town-planned and project-proposed public street improvements, including all necessary conforms, to ensure safe access to the project site without negatively impacting public street traffic operations and safety; and nearest public street parking and transit stop(s).

10 **Building elevations** – Submittal (**2 full size copies, 3 reduced set** of all plan sheets 11" X 17" **and 1 electronic set**)- All elevations of the proposed buildings and structures (including roof mechanical equipment screening, fascia, window and door trim) with materials, colors, and dimensions specified, prepared to scale. Height is measured from grade to top of roof.

11 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.

12 **Preliminary Title Report** and Title Insurance Company Certified List of Adjoining Property Owners/**Property Notification Package** within 300 feet of property.

13 If site contains or is adjacent to a **creek or other watercourse**, the applicant shall establish the streambank stabilization setback and riparian setbacks per 17.64 & 17.68 on the site plan. The setbacks will also be shown on cross sections of the water course. The site plan will need to show the location of all building setback line for each stream or river on the site.

14 Other data or information necessary to complete processing of the application and environmental documents.

15 Other –

ATTACHMENT 1 - DEVELOPMENT SUMMARY TABLE

1. Site size

Acres / square footage of the lot(s) in the project site _____ / _____

2. Nonresidential building square footage totals by type

	Retail/service	General Office	Medical/Dental	Industrial/warehouse	Other (specify)
Existing square feet (sq. ft.)					
- Sq. ft. to be demolished					
+ New sq. ft.					
= Total proposed					

3. Parking

Existing parking spaces _____ Proposed additional parking spaces _____

4. Nonresidential Floor Area Ratio

Calculate the gross building square footage divided by the site square footage _____

5. Residential Units by Type and Number

	Single Family Detached	Single Family attached	Duplex/ triplex	Apartments	Accessory second units	Other Type (specify)
Number of existing units						
-Units to be demolished/lost						
+ New units						
=Total proposed						

6. Residential Density

Calculate overall number of residential units/gross acre _____

7. Residential Units by Size (Sq. ft.) and Number of Bedrooms (BR)

Number of units each size	Single Family Detached		Single Family attached		Duplex/ triplex		Apartments		Accessory second units		Other	
	Size	#BR	Size	#BR	Size	#BR	Size	#BR	Size	#BR	Size	#BR

ATTACHMENT 2 - SITE PLAN EXAMPLE

