



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

**Town Use Only – do not write in this area**

Date Received \_\_\_\_\_ Application \_\_\_\_\_

Currently Enrolled in ERP? \_\_\_\_\_

WSA Number \_\_\_\_\_

Comments/Notes: \_\_\_\_\_

## Washington Street Activation Application

**PLEASE TYPE OR PRINT:**

PROJECT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

APN(S) \_\_\_\_\_

### **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 \_\_\_\_\_

*All forms and handouts are available on [www.townofyountville.com](http://www.townofyountville.com)*

## 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 to attack, set aside, void or annul an approval of the Town concerning the project, as long as the Town promptly notifies the applicant of any such claim, action or proceedings and the Town cooperates fully in the defense. (initial/date) \_\_\_\_\_
4. 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.

\_\_\_\_\_

DATE \_\_\_\_\_

Applicant Signature

\_\_\_\_\_

DATE \_\_\_\_\_

Authorized Agent Signature

\_\_\_\_\_

DATE \_\_\_\_\_

Property Owner(s) Signature

\_\_\_\_\_

DATE \_\_\_\_\_

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 WASHINGTON STREET ACTIVATION (WSA) APPLICATION

Circle type of WSA application:  Outdoor Seating  Curbside Pick-Up  Temp. Retail Activation

## A. Outdoor Seating

### A1. Requirements for Eligible Uses

- Business must be visible from Washington Street. This includes courtyard/alleyways seen from a pedestrian on Washington Street.
- The business must be enrolled in the Employee Parking Management Program.
- A permit or license agreement is required for all Accessory Uses and/or Quasi-Public Improvements not already governed by a Use Permit. Installation or construction of outdoor dining landscape may not begin until a permit or license agreement is secured.
- The business must be a permanent food or beverage provider with an operating Use Permit within the Town Limits.
- Businesses that serve alcoholic beverages must meet applicable state requirements.
- The business must provide a seasonal plan that complies with the approved Use Permit for the property regarding the overall permitted number of patrons (and not to exceed). Businesses shall be subject to unannounced audits/spot checks and/or requirement to submit monthly reports of outdoor dining areas.
- All requirements of Chapter 17.170 of the Yountville Municipal Code must be met.

### A2. Requirements for Eligible Sites and Configurations

- If the building has potential historic eligibility, any permanent fixtures must be evaluated by a historic architect for compliance with applicable standards and laws.
- All outdoor dining areas shall fully comply with Americans with Disability Act (ADA) requirements and Title 24 (California Building Code). These include, but are not limited to, one wheelchair seating space shall be provided for each 20 seats, with a minimum 36-inch egress aisle width that shall be maintained for access to that seat.
- Establishments which serve alcoholic beverages must provide a physical barrier that meets the requirements of this document and state law.
- The outdoor seating area must promote a visual relationship to the street and the establishment to which it is ancillary.

### A3. Design Criteria

#### a. Site Plan Submittal Requirements

- Show existing structures and location of property line and indicate setbacks and dimensions.
- Show locations of encroachment onto public right of way, if applicable.
- Depict location of public open space as conditioned in the operating Use Permit, if applicable.
- Include a landscape plan with material, location, type of plant, and size.
- Include a shade plan. Note, umbrellas may not impede the sidewalk.
- Adequate pedestrian access must be shown which is eight (8) feet of unobstructed access between chair/table and curb edge or street furniture. Access may be less under certain circumstances, but never less than five (5) feet of unobstructed access.
- Show that the outdoor seating will maintain and not inhibit public pedestrian access compliant with Title 24 (California Building Code) (48-inch clear unobstructed path).
- Depict designated walkways. Food serve aisles shall be not less than 36-inch wide and need not be greater than 42-inch wide.
- Additional information as determined necessary by the Public Works Department or the Planning and Building Department.
- Detailed plans and specifications regarding heating and cooling systems must be included including proposed location and timing of use.

#### b. Design Criteria

- No temporary ropes. The design shall be appropriate and keep within the architectural design of the primary structure and be consistent with these Standards.
- Outdoor landscape pots or containers are encouraged. Water drainage onto the sidewalk is not allowed and plants must be drought tolerant.

- Outdoor landscape pots or containers are encouraged. Water drainage onto the sidewalk is not allowed and plants must be drought tolerant.
- Long-term outdoor furniture shall be approved by the Planning Director.
- Permanent modifications within the right-of-way, such as borings for recessed sleeves or post holes, are not permitted.
- All barriers must be able to withstand inclement outdoor weather typical of the region.
- The maximum height between an opaque barrier and the bottom of any awning shall remain open, inclusive of landscaping. No transparent barriers are permitted over 36-inches tall, and between the top of the opaque barrier and the bottom of the awnings of the streetside. The Planning Director may approve taller features, but they shall not block the primary view to the street.
- Retractable awnings and umbrellas may extend over the entire area and shall comply with the provisions of the Building Code. Complete details shall be submitted to the Planning and Building Department for the approval of the support system and attachments to the existing building.
- Independent heating/cooling systems shall be integrated into the design by making it either a design feature or screening them. ix. Lighting fixtures, if provided, may be permanently affixed onto the exterior front of the primary building, must be downlight, and not protract to neighboring properties. Any electrical modification will require an electrical permit from the Planning and Building Department.

## **A4. Operational Criteria**

- Must present a plan demonstrating compliance with the overall permitted number of patrons (and not to exceed).
- Hours of operation may not exceed the hours of operation of the operating Use Permit.
- All provisions of agreements with the Town must always be complied with. Failure to comply may result in revocation of the permit or license agreement.
- Any modification to the approved plans must be approved in writing and include an amendment to the permit or license agreement.
- All plans are subject to the approval of the Planning and Building Department, Public Works, Town Engineer, the County Environmental Management Department, and any other authority with jurisdiction.
- The sound from any form of music or entertainment shall comply with Chapter 8.04 of the Yountville Municipal Code, unless approved as part of a special event pursuant to Chapter 8.24 of the Yountville Municipal Code.
- Must comply with the parking requirements in the approved Use Permit and the Employee Parking Management Plan. Smoking shall be prohibited in outdoor dining areas.
- The business may continue to use existing furniture in place under the approved Economic Recovery Program through December 31, 2022, while new furniture is to be delivered subject to approval of a license or permit hereunder and proof of ordering furniture is submitted.

## **B. Curbside Pick-Up**

### **B1. Requirements for Eligible Uses**

- The business must be a permanent food or beverage provider with an operating Use Permit within the Town Limits.
- Must comply with the parking requirements in the approved Use Permit and the Employee Parking Management Plan.
- Business must be visible from Washington Street. This includes courtyard/alleyways seen from a pedestrian on Washington Street.

### **B2. Requirements for Eligible Sites and Configurations**

- Curbside pick-up shall be located at a reasonable location proximal to the business.
- Sign shall indicate hours of operations or be temporary during times of operation. Signs must adhere to the Town's sign program.

### **B3. Design Criteria**

- Site plan must delineate the parking space designated for curbside pick-up.
- Sign must be made of permanent materials, matching the architecture and style of the primary use.
- Site plan shall indicate hours of operations or be temporary during times of operation.
- Sign must adhere to the Town's sign program.

## **Operational Criteria**

- Must present a plan demonstrating compliance with the overall approved parking plan.
- If located on right-of-way, a revocable licensee agreement shall be entered into.

### **C. Temporary Retail Activation**

#### **C1. Requirements for Eligible Uses**

- Must be located within the Washington Street Activation Zone

#### **C2. Requirements for Eligible Sites and Configurations**

- Must provide a site plan that includes the location and dimensions of proposed use.
- Must provide a letter of intent that describes the proposed temporary operation.
- Must have property owner approval.

#### **C3. Design Criteria**

- Temporary signage shall adhere to the Town's sign program.
- Temporary design elements shall be included in the scope and be harmonious to the adjacent architectural themes.

#### **C4. Operational Criteria**

- The temporary use shall be limited in time, size, and scale.

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## ATTACHMENT 2 - SITE PLAN EXAMPLE

