



A Tradition of Stewardship
A Commitment to Service

STATUS DETERMINATION **PROCESS**

Applicability: The status determination process is a voluntary process that allows any property owner and/or permittee to submit an application and initiate a review by County staff to confirm the scope and extent of their existing legal entitlements and/or permissible uses of their property.

Purpose: The purpose of a status determination is solely to document and/or delineate existing property rights, and not to reduce or affect established entitlements. Likewise, status determinations do not authorize, permit, modify or expand any land uses, but merely confirm existing legal entitlements already granted by the County. Status determinations do not authorize new uses or structures and do not authorize or grandfather historic uses or structures that were not legally established. Applicants desiring a determination on the legality of historic structures or uses would apply for a Certificate of Present Extent of Legal Nonconformity pursuant to County Code Section 18.132.050.

Review Process: Applications for status determinations are reviewed by a panel comprised of staff from the Planning, Building and Environmental Services Department, County Counsel's office, and to the extent necessary, the Fire Department and Public Works Department. The panel would review and evaluate existing use permits, use permit modifications, other land use entitlements, and any other documentary evidence demonstrating that the use or structure was legally established. Because status determinations confirm existing legal entitlements rather than new entitlements, they are ministerial and not subject to the California Environmental Quality Act (CEQA) and are not subject to a public hearing or meeting.

Determination: After completing its review and within 120 days of submittal of a complete application, the panel will issue a written decision that would provide the property owner and/or permittee with a clear analysis and understanding of both their rights and obligations. This decision would be relied upon by the County and applicant to assist in establishing the CEQA baseline for future applications. The decision would also identify if a particular land use is in within the scope of the existing entitlements. Status determinations may be appealed pursuant to County Code Chapter 2.88.



NAPA COUNTY
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES
 1195 Third Street, Suite 210, Napa, California, 94559 • (707) 253-4417
APPLICATION FOR STATUS DETERMINATION

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FOR OFFICE USE ONLY

ZONING DISTRICT: _____ Date Submitted: _____
 TYPE OF APPLICATION: _____ Date Published: _____
 REQUEST: _____ Date Complete: _____

TO BE COMPLETED BY APPLICANT
 (Please type or print legibly)

PROJECT NAME: _____
 Assessor's Parcel #: _____ Existing Parcel Size: _____
 Site Address/Location: _____
No. Street City State Zip
 Property Owner's Name: _____
 Mailing Address: _____
No. Street City State Zip
 Telephone #: (____) _____ - _____ Fax #: (____) _____ - _____ E-Mail: _____
 Applicant's Name: _____
 Mailing Address: _____
No. Street City State Zip
 Telephone #: (____) _____ - _____ Fax #: (____) _____ - _____ E-Mail: _____
 Status of Applicant's Interest in property: _____
 Representative Name: _____
 Mailing Address: _____
No. Street City State Zip
 Telephone # (____) _____ Fax #: (____) _____ E-Mail: _____

I certify that all the information contained in this application is complete and accurate to the best of my knowledge. I hereby authorize such investigations including access to County Assessor's Records as are deemed necessary by the County Planning Division for preparation of reports related to this application, including the right of access to the property involved.

_____ Signature of Property Owner	_____ Date	_____ Signature of Applicant	_____ Date
_____ Print Name		_____ Print Name	

TO BE COMPLETED BY PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES
 Application Fee \$ _____ Receipt No. _____ Received by: _____ Date: _____

STATUS DETERMINATION

APPLICATION CHECKLIST

1. ___ Completed and **signed** application
2. ___ All available Use Permit, Use Permit Modification, or other Approval documents available to the applicant.
3. ___ Documentation showing that the use/structure was legal at the time of the establishment of the use (i.e. approval of Use Permit and Modifications, and other issued permits).
4. ___ Copies of the complete Assessor's Record for the subject property.
5. ___ **Digital copies**-Submit digital copies (Adobe PDF format) of all submitted information, including all forms, reports, plans, elevations, and/or photos. ***Digital copies must also be submitted with any and all revisions or re-submittals.***
6. ___ Application fee. Please bring a check *payable to the County of Napa.*

Insert the adopted BOS Resolution on Code Compliance



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**PLANNING, BUILDING & ENVIRONMENTAL SERVICES
DEPARTMENT**

**STATUS DETERMINATION PROCESS
[OPTIONAL]**

APPLICATION SUBMITTAL

- APPLICATION REVIEW [120 PROCESSING DAYS]**
- Review conducted by assigned Project Planner, PBES Divisions, other County Departments
 - Initial 30 Day Completeness Determination



- DEEMED COMPLETE**
- Determination Deemed Complete
 - Determination Made Based on Factual Information & Official Documents
 - Letter Prepared Regarding Winery Status & Next Steps
 - Letter Posted in GIS Winery Data Base

- APPLICATION RE-SUBMITTAL (IF INITIAL SUBMITTAL DEEMED INCOMPLETE)**
- Letter Sent to Applicant Requesting Additional Information
 - Re-Submittal Received
 - Re-Review Conducted
 - Second 30 Day Completeness Determination



- DETERMINATION DECISION
OPTIONS**
- Winery to Proceed with Current Activities; or
 - Winery to Initiate an Application for a Use Permit or Use Permit Modification to Seek Authorization for Winery Activity and/or Structure Expansion



- NEXT STEP(S)**
- Initiate Application for Use Permit or Use Permit Modification, or