

**COUNTY OF NAPA  
PLANNING, BUILDING, & ENVIRONMENTAL SERVICES (PBES) DEPARTMENT  
SITE VISIT MEETING REQUEST FORM**

**Purpose of Meeting:** Discussion of a proposed project to identify issues and studies needed to be prepared prior to application submittal, and to determine required application type and processing steps. Desired outcome is to improve the quality of application submittal in order to process the project with ease and in an expeditious manner. Information and recommendations conveyed by staff in the field are preliminary and does not represent a final determination by the County.

**Site Visit Meeting requests are schedule three weeks following submittal of a request and are subject to applicable staff availability. The fee for a site visit is based on an hourly rate, and requires a deposit of \$1,000.00 per Division. Any funds remaining will be refunded to the Applicant or transferred to the project application if filed with PBES.**

Project Name: \_\_\_\_\_

Assessor's Parcel №(s): \_\_\_\_\_ Existing Parcel Size: \_\_\_\_\_ ac.

Site Address/Location: \_\_\_\_\_

Type of Permit/Initial Description of Proposed Project: \_\_\_\_\_

(Submittal of project narrative and concept plans prior to meeting is required)

Contact Person for Site Visit Meeting:

Owner  Applicant  Representative (attorney, engineer, consulting planner, etc.)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Suggested Date(s) & Time of Site Visit: \_\_\_\_\_

(Please specify a date and time at least three weeks following submittal of this request form. Suggested dates will be accommodated to the best of our ability.)

Applicant Team Members attending Site Visit: \_\_\_\_\_

Has applicant had any contact with PBES staff to date? If so, with whom? \_\_\_\_\_

Any specific concerns/issues we should know about in advance? \_\_\_\_\_

Agency	Hourly Rate w/ Surcharge	Attendance Requested	Minimum Deposit Required	Total Due
Planning/Conservation Division	\$182.84		\$1,000	
Engineering Services Division	\$150.82		\$1,000	
County Fire Department/Fire Marshal	\$186.97		\$1,000	
Public Works Department	\$158.05		\$1,000	
			<b>Total Fees Due</b>	

Payment for a Site Visit is due at the time of application submittal. Please return this meeting request form to Charlene Gallina, Supervising Planner at [charlene.gallina@countyofnapa.org](mailto:charlene.gallina@countyofnapa.org); Phone No. (707) 299-1355 or Patrick Ryan, Engineering Manager at [Patrick.Ryan@countyofnapa.org](mailto:Patrick.Ryan@countyofnapa.org); Phone No. (707) 253-4892.