

COUNTY OF NAPA
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

SITE PLAN APPROVAL
APPLICATION PACKET

1. Site Plan Approval Application Checklist.
2. Site Plan Approval Application
3. Indemnification Agreement
4. Environmental Health CUPA – Related Business Activities Form
5. Adjoining Property Owner’s List Requirements
6. Site Location Map Blank (USGS topographic Map) with sample map
7. Sample Graphics
8. Excerpts from County Code

PRE-SUBMISSION REQUIREMENTS

Prior to the submission of your application materials, please call Planning Division Secretary at (707) 253-4417 to schedule a pre-submittal application review meeting (See Completeness Checklist). The purpose of the meeting is to review your application to make sure it is complete for submittal. Completeness cannot be determined at submittal.

SITE PLAN APPROVAL
APPLICATION COMPLETENESS CHECKLIST

1. _____ **Completed signed application form.**
2. _____ **Narrative:** Detailed description of the proposed use of the site and each structure including the maximum number of tenants, number of employees, anticipated number of shifts, and an analysis of parking.
3. _____ **Indemnification Agreement:** Signed by property owner.
4. _____ **Water Service:** Current Water Service Availability Letter (if water company, water district to be used) or if no water company/water district available, describe proposed water supply.
5. _____ **Sewage Service:** Current Sewage Service Availability Letter (if sewage disposal agency to be used) or if no sewage disposal agency available, a Soil Evaluation Report/Engineering Feasibility Report acceptable to Environmental Health.
6. _____ **Hazardous Materials:** Completed Environmental Health hazardous materials form along with a list of all hazardous, extremely hazardous or infectious materials and/or waste proposed to be utilized or stored on this property.
7. _____ **Accurate Site Location Map** (on 7" x 7½" portion of a 7½-minute U.S. Geological Survey topographic map).
8. _____ **To-scale, dimensioned Site Plan:**
 - _____ a. Boundaries and dimensions of the property.
 - _____ b. Topography of the property, if parcel contains existing or proposed slopes of ten percent or greater.
 - _____ c. Proposed development, including: planned buildings and structures; access, driveways and direction of circulation (if applicable); parking spaces and loading areas; direction of drainage; yards; landscaping, walls and fences; and any signs, including elevations.
 - _____ d. Location of all existing or proposed outdoor storage areas.
 - _____ e. Setbacks of all buildings and proposed improvements from existing or proposed property lines.
 - _____ f. Four (4) copies plus one (1) 11" by 17" reduced copy.
9. _____ **Landscaping Plan:**
 - _____ a. Existing vegetation
 - _____ b. Name, location, size, number, and spacing of all plant materials and landscape materials to be installed.
 - _____ c. Four (4) copies plus one (1) 11" by 17" reduced copy.
10. _____ **Surroundings:**
 - _____ a. Property lines and existing uses for all properties within three hundred (300) feet of the exterior boundary line of the subject property.
 - _____ b. Location of adjacent streets, drainage, structures, utilities, buildings, signs and other features that may affect the use of the property.
 - _____ c. Four (4) copies.
11. _____ **Building elevations and floor plans** of any new buildings or expansion of existing buildings indicating materials and heights. Also include an 11" x 17" reduction of the elevation drawings.
12. _____ **Title Insurance Co Certified List and mailing labels** of all property owners within **1000** feet of parcel boundaries, specifying name, address, and parcel number.
13. _____ **Pre-Submittal Application Review Meeting with Planning Division Staff** (Date: _____)
14. _____ **Check for \$_____** made out to County of Napa.



A Tradition of Stewardship
A Commitment to Service

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

APPLICATION FOR SITE PLAN APPROVAL

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, including but not limited to the information sheet, water supply/waste disposal information sheet, site plan, floor plan, building elevations, water supply/waste disposal system site plan and toxic materials list, 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: _____

INDEMNIFICATION AGREEMENT

Pursuant to Chapter 1.30 of the Napa County Code, as part of the application for a discretionary land use project approval for the project identified below, Applicant agrees to defend, indemnify, release and hold harmless Napa County, its agents, officers, attorneys, employees, departments, boards and commissions (hereafter collectively "County") from any claim, action or proceeding (hereafter collectively "proceeding") brought against County, the purpose of which is to attack, set aside, void or annul the discretionary project approval of the County, or an action relating to this project required by any such proceeding to be taken to comply with the California Environmental Quality Act by County, or both. This indemnification shall include, but not be limited to damages awarded against the County, if any, and cost of suit, attorneys' fees, and other liabilities and expenses incurred in connection with such proceeding that relate to this discretionary approval or an action related to this project taken to comply with CEQA whether incurred by the Applicant, the County, and/or the parties initiating or bringing such proceeding. Applicant further agrees to indemnify the County for all of County's costs, attorneys' fees, and damages, which the County incurs in enforcing this indemnification agreement.

Applicant further agrees, as a condition of project approval, to defend, indemnify and hold harmless the County for all costs incurred in additional investigation of or study of, or for supplementing, redrafting, revising, or amending any document (such as an EIR, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding and if the Applicant desires to pursue securing approvals which are conditioned on the approval of such documents.

In the event any such proceeding is brought, County shall promptly notify the Applicant of the proceeding, and County shall cooperate fully in the defense. If County fails to promptly notify the Applicant of the proceeding, or if County fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the County. The County shall retain the right to participate in the defense of the proceeding if it bears its own attorneys' fees and costs, and defends the action in good faith. The Applicant shall not be required to pay or perform any settlement unless the settlement is approved by the Applicant.

Applicant

Property Owner (if other than Applicant)

Date

Project Identification

Business Activities

Please submit the Business Activities page, the Business Owner/Operator Identification page, and Hazardous Materials Inventory - Chemical Description pages for all submissions. (Note: the numbering of the instructions follows the data element numbers that are on the Unified Program Consolidated Form (UPCF) pages. These data element numbers are used for electronic submission and are the same as the numbering used in Division 3, Electronic Submittal of Information). Please number all pages of your submittal. This helps your CUPA or AA identify whether the submittal is complete and if any pages are separated.

1. FACILITY ID NUMBER - Leave this blank. This number is assigned by the Certified Unified Program Agency (CUPA) or Administering Agency (AA). This is the unique number which identifies your facility.
2. EPA ID NUMBER - If you generate, recycle, or treat hazardous waste, enter your facility's 12-character U.S. Environmental Protection Agency (U.S. EPA) or California Identification number. For facilities in California, the number usually starts with the letters CA. If you do not have a number, contact the Department of Toxic Substances Control (DTSC) Telephone Information Center at (916) 324-1781, (800) - 61-TOXIC or (800) 61-86942, to obtain one.
3. BUSINESS NAME - Enter the full legal name of the business. This is the same as the terms Facility Name or DBA - Doing Business As that might have been used in the past.
103. BUSINESS SITE ADDRESS - Enter the street address where the facility is located. No post office box numbers are allowed. This information must provide a means to geographically locate the facility.
104. BUSINESS SITE CITY - Enter the city or unincorporated area in which business site is located.
105. ZIP CODE - Enter the zip code of business site. The extra 4 digit zip may also be added.

4. HAZARDOUS MATERIALS –

Check the box to indicate whether you have a hazardous material onsite. You have a hazardous material onsite if:

- It is handled in quantities equal to or greater than 500 pounds, 55 gallons, or 200 cubic feet of compressed gas (calculated at standard temperature and pressure),
- It is handled in quantities equal to or greater than the applicable federal threshold planning quantity for an extremely hazardous substance listed in 40 CFR Part 355, Appendix A,
- Radioactive materials are handled in quantities for which an emergency plan is required to be adopted pursuant to Part 30, Part 40, or Part 70 of Chapter 10 of 10 CFR, or pursuant to any regulations adopted by the state in accordance with these regulations.

If you have a hazardous material onsite, then you must complete the Business Owner/Operator Identification page and the Hazardous Materials Inventory - Chemical Description page, as well as an Emergency Response Plan and Training Plan.

Do not answer YES to this question if you exceed only a local threshold, but do not exceed the state threshold.

- 4a. REGULATED SUBSTANCES – Refer to 19 CCR 2770.5 for regulated substances. Check the box to indicate whether your facility has CalARP regulated substances stored onsite.
5. OWN OR OPERATE UNDERGROUND STORAGE TANK (UST) - Check the appropriate box to indicate whether you own or operate USTs containing hazardous substances as defined in Health and Safety Code (HSC) 25316. If YES, then you must complete one UST Facility page and UST Tank pages for each tank. You must also submit a plot plan and a monitoring program plan.
8. OWN OR OPERATE ABOVEGROUND PETROLEUM STORAGE TANK OR CONTAINER - Check the appropriate box to indicate whether there are ASTs onsite which exceed the regulatory thresholds. (There is no UPCF page for ASTs.) This program applies to all facilities storing petroleum in aboveground tanks. Petroleum means crude oil, or any fraction thereof, which is liquid at 60 degrees Fahrenheit temperature and 14.7 pounds per square inch absolute pressure (HSC 25270.2 (g)). The facility must have a cumulative storage capacity greater than 1,320 gallons for all ASTs. NOT Subject to the Act (exemptions): An aboveground petroleum storage tank (AST) facility with one or more of the following (see HSC 25270.2 (k)) is not subject to this act and is exempt:
 - A pressure vessel or boiler which is subject to Division 5 of the Labor Code,
 - A storage tank containing hazardous waste if a hazardous waste facility permit has been issued for the storage tank by DTSC,
 - An aboveground oil production tank which is regulated by the Division of Oil and Gas,
 - Certain oil-filled electrical equipment including but not limited to transformers, circuit breakers, or capacitors.
9. HAZARDOUS WASTE GENERATOR - Check the appropriate box to indicate whether your facility generates hazardous waste. A generator is the person or business whose acts or processes produce a hazardous waste or who causes a hazardous substance or waste to become subject to State hazardous waste law. If your facility generates hazardous waste, you must obtain and use an EPA Identification number (ID) in order to properly transport and dispose of it. Report your EPA ID number in #2. Hazardous waste means a waste that meets any of the criteria for the identification of a hazardous waste adopted by DTSC pursuant to HSC 25141. "Hazardous waste" includes, but is not limited to, federally regulated hazardous waste. Federal hazardous waste law is known as the Resource Conservation and Recovery Act (RCRA). Unless explicitly stated otherwise, the term "hazardous waste" also includes extremely hazardous waste and acutely hazardous waste.
10. RECYCLE - Check the appropriate box to indicate whether you recycle more than 100 kilograms per month of recyclable material under a claim that the material is excluded or exempt per HSC 25143.2. Check YES and complete the Recyclable Materials Report pages, if you either recycled onsite or recycled excluded recyclable materials which were generated offsite. Check NO if you only send recyclable materials to an offsite recycler. You do not need to report.
11. ONSITE HAZARDOUS WASTE TREATMENT - Check the appropriate box to indicate whether your facility engages in onsite treatment of hazardous waste. "Treatment" means any method, technique, or process which is designed to change the physical, chemical, or biological character or composition of any hazardous waste or any material contained therein, or removes or reduces its harmful properties or characteristics for any purpose. "Treatment" does not include the removal of residues from manufacturing process equipment for the purposes of cleaning that equipment. Amendments (effective 1/1/99) add exemptions from the definition of treatment for certain processes under specific, limited conditions. Refer to HSC 25123.5 (b) for these specific exemptions. Treatment of certain laboratory hazardous wastes do not require authorization. Refer to HSC 25200.3.1 for specific information. Please contact your CUPA to determine if any exemptions apply to your facility. If your facility engages in onsite treatment of hazardous waste then complete the Onsite Hazardous Waste Treatment Notification - Facility page and one set of Onsite Hazardous Waste Treatment Notification - Unit pages with waste and treatment process information for each unit.
12. FINANCIAL ASSURANCE - Check the appropriate box to indicate whether your facility is subject to financial assurance requirements for closure of an onsite treatment unit. Unless they are exempt, Permit by Rule (PBR) and Conditionally Authorized (CA) operations are required to provide financial assurance for closure costs (per 22 CCR 67450.13 (b) and HSC 25245.4). If your facility is subject to financial assurance requirements or claiming an exemption, then complete the Certification of Financial Assurance page.
13. REMOTE WASTE CONSOLIDATION SITE - Check the appropriate box to indicate whether your facility consolidates hazardous waste generated at a remote site. Answer YES if you are a hazardous waste generator that collects hazardous waste initially at remote sites and subsequently transports the hazardous waste to a consolidation site you also operate. You must be eligible pursuant to the conditions in HSC 25110.10. If your facility consolidates hazardous waste generated at a remote site, then complete the Remote Waste Consolidation Site Annual Notification page.
14. HAZARDOUS WASTE TANK CLOSURE - Check the appropriate box to indicate whether the tank being closed would be classified as hazardous waste after its contents are removed. Classification could be based on:
 - Your knowledge of the tank and its contents
 - Testing of the tank
 - Inability to remove hazardous materials stored in the tank.
 - The mixture rule
 - The listed wastes in 40 CFR 261.31 or 40 CFR 261.32.If the tank being closed would be classified as hazardous waste after its contents are removed, then you must complete the Hazardous Waste Tank Closure Certification page.
- 14a. RCRA LQG - Check the appropriate box to indicate whether your facility is a Large Quantity Generator. If YES, you must have or obtain a US EPA ID Number.
- 14b. HOUSEHOLD HAZARDOUS WASTE COLLECTION - Check the appropriate box to indicate whether your facility is a HHW Collection site.
15. LOCAL REQUIREMENTS - Some CUPAs or AAs may require additional information. Check with your CUPA before submitting the UPCF to determine if any supplemental information is required.

ADJOINING PROPERTY OWNER LIST REQUIREMENTS

All applications shall include a list of the current owners of all the properties whose outer perimeters are within **1000 feet** of the property boundary of the project site. The list shall include the property owner's names, their addresses and the assessor's parcel numbers of the property owned.

Preparation, verification and submission of this list of property owners is the responsibility of the applicant. Lists of the property owners appearing on County tax rolls in the form required are available from all local title insurance companies. Each such list must be certified by a title insurance company as reflecting the most recent County tax roll information.

INSTRUCTIONS TO TITLE COMPANY

Please prepare the property owners' list as follows:

1. Type the property owners' names, parcel numbers and mailing addresses on an 8½" by 11" sheet of Avery #5160 Laser Labels so that this information can be readily used in mailing by Planning, Building, and Environmental Services.
2. Submit a full page copy of the assessors' parcel book page(s) and a copy of the latest equalized assessment roll used to compile the property owners' list. Please indicate the location of all parcels listed, by check mark or colored parcel number circled on the pages.

If you should have any questions, please contact Planning, Building, and Environmental Services at (707) 253-4417.

SITE LOCATION MAP (U.S. GEOLOGICAL SURVEY)

GEOLOGICAL SURVEY
 QUADRANGLE TITLE: _____

COUNTY FILE NO. _____

Affix 7" x 5½" Portion
 of 7.5 Minute U.S. Geological
 Survey Topographic Map
 Here

LEGEND

Show the following information
 on the topographic map:

	<u>Existing</u>	<u>Proposed</u>
Parcel Boundary	—————	- - - - -
Structure	■	□
Septic System	====	- - - - -
Well	●	○
Spring	~	~
Reservoir	⌒	⌒
Road	~~~~~	- - - - -
Parking Lot or Outdoor Storage Area	□	▣

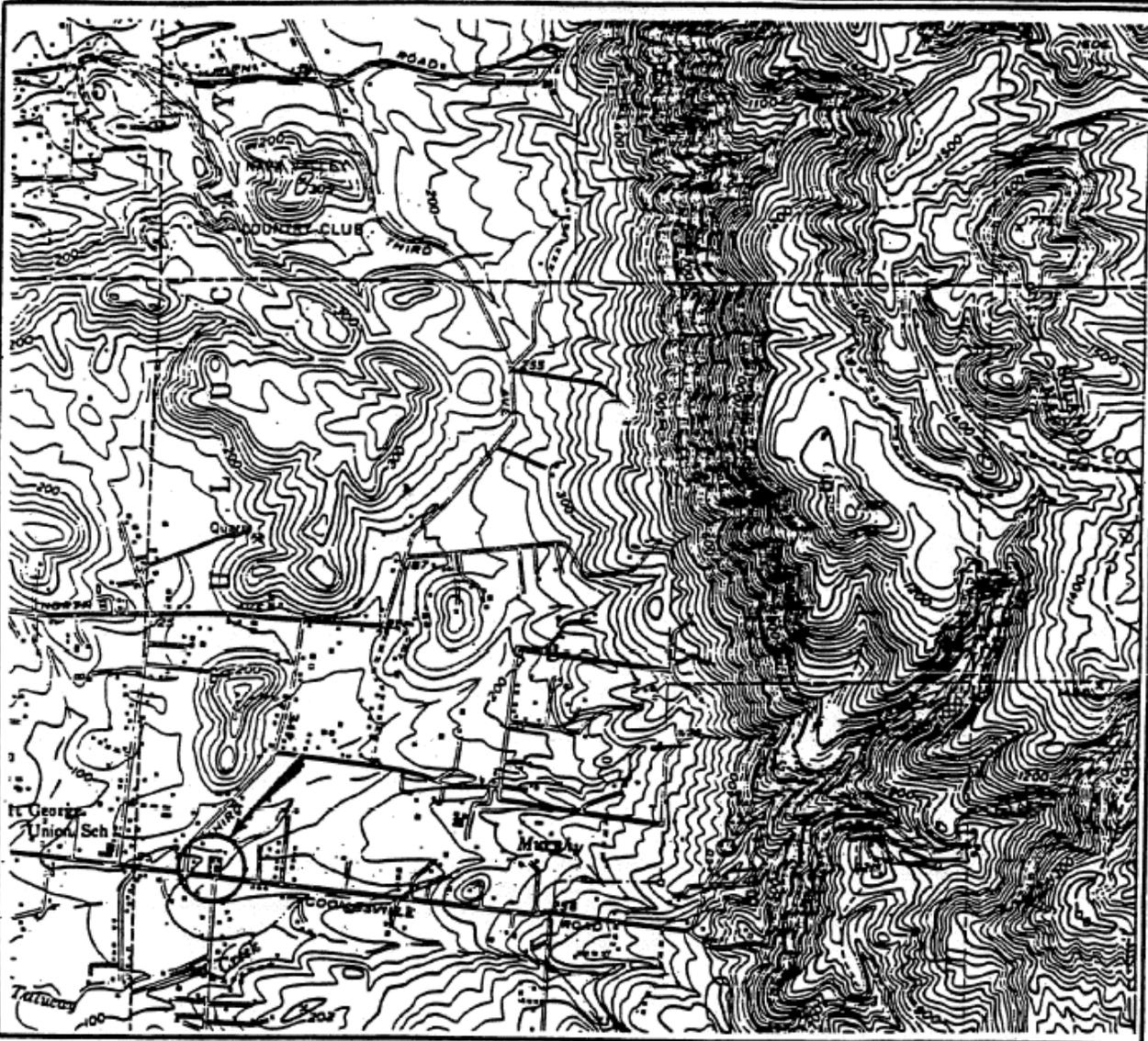
APPLICANT NAME: John Doe

AP NO: 000-000-000
 DATE: April 8, 1996

U.S. GEOLOGICAL SURVEY (USGS) TOPOGRAPHICAL SITE LOCATION MAP
(EXAMPLE MAP)

QUADRANGLE TITLE: MT GEORGE

FILE NO. (FOR OFFICIAL USE)



LEGEND

The following information shall be shown on topographic map:

	Existing	Proposed
Parcel Boundary	— — — — —	- - - - -
Structure	■	□
Septic System	≡	≡
Well	●	○
Spring	•	•
Reservoir	∇	∇
Road	~ ~ ~	- - -
Parking Lot or Outdoor Storage Area	□	□

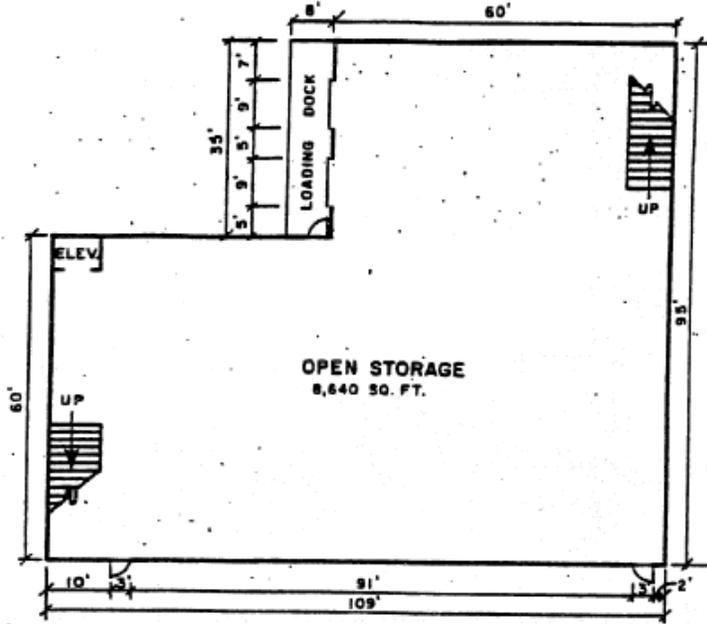
EXAMPLE. COMMERCIAL/INDUSTRIAL FLOOR PLAN - SMITH

ASSESSOR PARCEL No. _____

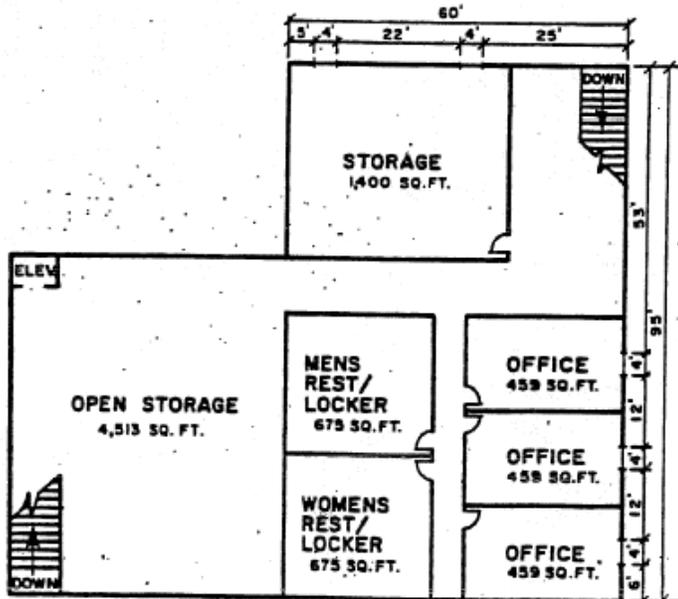
FILE No. _____ DATE OF DRAWING: _____

PROPOSED WAREHOUSE

GROUND
LEVEL



UPPER
LEVEL



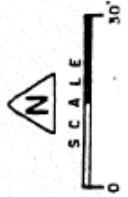
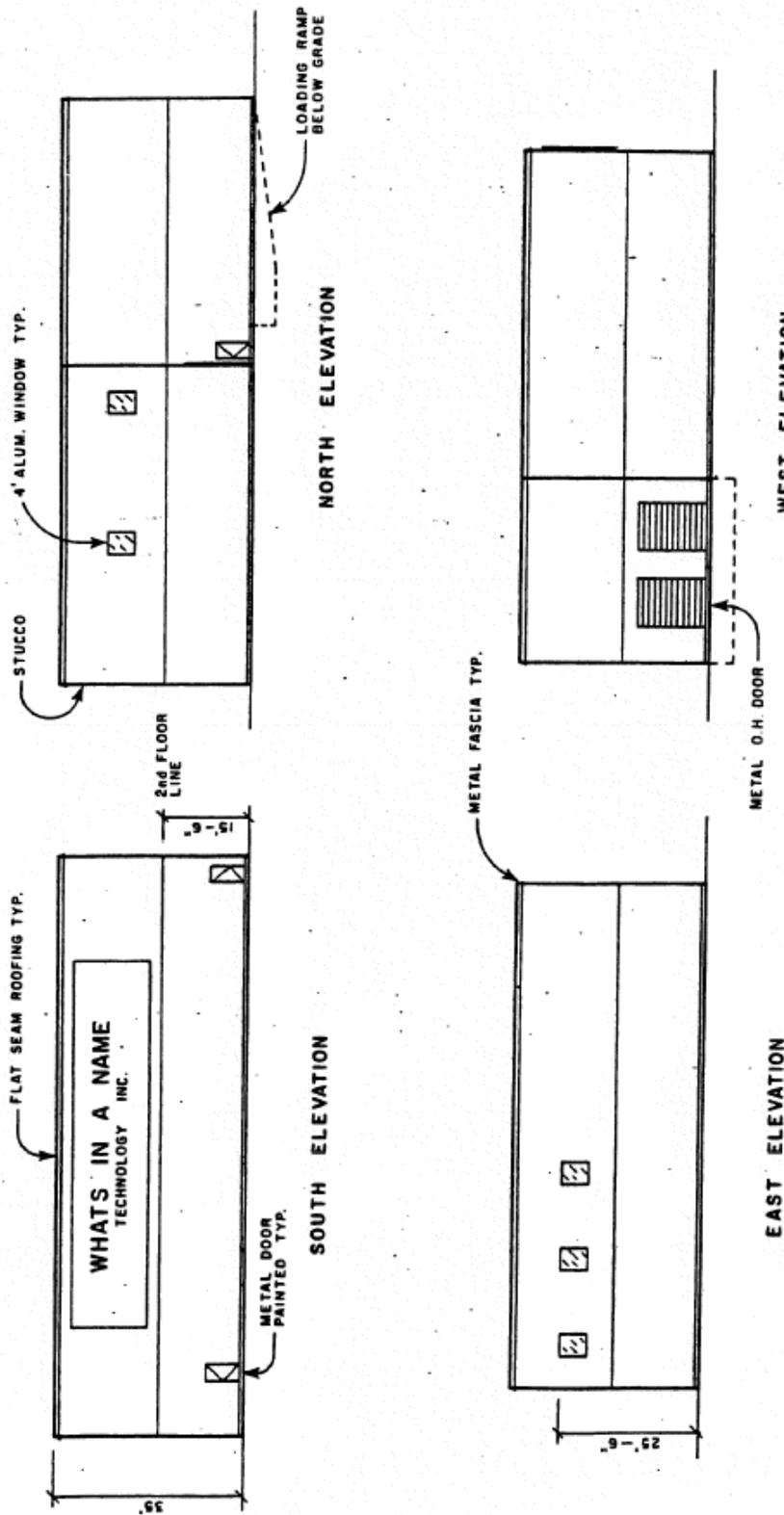
LAMIFLE. COMMERCIAL / INDUSTRIAL ELEVATIONS - SMITH

ASSESSOR PARCEL No. _____

FILE No. _____

DATE OF DRAWING: _____

PROPOSED WAREHOUSE



18.140.010 Purpose and scope.

- A. This chapter establishes the manner in which all applications for site plan review and approval, if same is required by any provision of this code, are to be processed. A site plan approval is a ministerial land use permit and shall be used to determine compliance with the planning and zoning provisions of this code. When a site plan approval is required by this title to authorize a development proposal, its approval certifies that the land use or development satisfies all applicable provisions of the county code. Approval of a site plan automatically authorizes the issuance of a building permit pursuant to [Title 17](#) or the establishment of a land use that does not require a building permit, but is still subject to the standards set forth in this title.
- B. Site plan approval is required prior to:
 - 1. Establishment of a new use within an existing or new building which is allowed without use permit approval by [Title 18](#)
 - 2. Construction, erection, enlargement, alteration or relocation of any building for which a use would be established pursuant to subsection (B)(1) of this section. However, no site plan approval is required for any agricultural use of land or building(s) as defined by Section [18.08.040](#)

(Ord. 922 § 1 (part), 1989: prior code § 12881)

18.140.020 Application procedure.

- A. Applications for site plan review and approval shall be made to the director on forms provided by the department and shall be accompanied by that filing fee adopted by resolution of the board of supervisors.
- B. An application for site plan approval shall include the following information:
 - 1. The name and address of the applicant and all persons that own any part of the subject property, including evidence that all owners agree to the application;
 - 2. Location and/or address and legal description of subject property;
 - 3. A fully dimensioned, scaled site plan showing the following:
 - a. Boundary and dimensions of the property and setbacks of all buildings and proposed improvements from existing or proposed property lines,
 - b. Topography of the property, if parcel contains existing or proposed slopes of ten percent or greater,
 - c. A landscape documentation package in compliance with the water conservation regulations,
 - d. Location of adjacent streets, drainage, structures, utilities, buildings, signs and other features that may affect the use of the property,
 - e. Proposed development, including planned buildings and structures, access, drainage, yards, drives, parking areas, landscaping, signs and walls or fences,
 - f. The property lines and existing uses for all properties within three hundred feet of the exterior boundary line of the subject property;
 - 4. A clear indication of the names of all the streets and of the assessor's parcel numbers of each parcel shown on the map;
 - 5. The names and mailing addresses as listed on the latest assessment roll of the owners of the property shown on the map;
 - 6. An indication of the precise interest of the applicant in the property;
 - 7. The assessor's parcel number and the street address of the subject property;
 - 8. A statement of the proposed use of all on-site buildings, the number of full-time equivalent employees;

9. A list of hazardous, extremely hazardous or infectious materials and/or waste proposed to be utilized or stored on the property as determined by Health and Safety Code Sections 25117, 25115 and 25117.5 and Title XXII, Division 4 Articles 9 and 11 of the California Administrative Code;
 10. Building plans or elevations of any new building or expansion of existing buildings indicating materials and heights;
 11. Location of all existing or proposed outdoor storage areas;
 12. Such other information as the director may require.
- C. The director may waive any of the information required above if in his opinion it is not needed to take action on the application.

(Ord. 1056 § 2, 1994; Ord. 1029 § 3, 1992; Ord. 922 § 1 (part), 1989: prior code § 12881.1)

18.140.030 Processing application--Conditions of approval.

- A. The director shall determine within a reasonable period after submission whether or not the application contains all of the information required by Section [18.140.020](#) and either accept the application for filing or return the application to the applicant with instructions as to why the application is deficient.
- B. Following the acceptance of an application for filing, the director shall forward a copy of the application to the departments of environmental management, public works, department of forestry or other responsible fire protection district for review and comment as to whether or not the proposed project will fully comply with the applicable provisions of this code. If the review agency determines that the proposed project will not fully comply with the applicable provisions of this code, written notice of that determination will be given directly to the applicant and the director. Any such notice shall identify in detail why the review agency concluded that the proposed project does not comply with applicable provisions of this code.
- C. Following review of the site plan and the comments of the departments identified in subsection (B) of this section, the director shall approve the site plan application if the proposed project or use satisfies all of the applicable provisions of this code.
- D. The director shall approve or disapprove a site plan application within thirty days after the receipt of comments from the reviewing agencies. The director shall give written notice of his decision of approval or disapproval of the site plan application by mail to the applicant and neighboring owners identified in Section [18.140.020](#)(B)(5) above.
- E. In approving a site plan application that authorizes an occupancy type rather than a specific use, the director shall supply the applicant a list of the uses that can be accommodated by the building and site improvements proposed, consistent with the requirements of this title.

(Ord. 1056 § 3, 1994; Ord. 922 § 1 (part), 1989: prior code § 12881.2)

18.140.040 Appeal.

An applicant or any other interested person may appeal from the decision of the director in the manner set forth in [Chapter 2.88](#).

(Ord. 922 § 1 (part), 1989: prior code § 12881.3)