

COUNTY OF NAPA
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

TEMPORARY TRAILER USE PERMIT

APPLICATION PACKET

1. Application Completeness Checklist
2. Application Form
3. Information and Excerpts from Zoning Code
4. Sample Site Plan

**TEMPORARY TRAILER PERMIT
APPLICATION COMPLETENESS CHECKLIST**

All Applications

1. _____ **Completed signed Temporary Trailer Permit Application.**
2. _____ **To-scale Site Plan** (including one black-line 8 1/2" by 11" reduction) – showing all existing & proposed improvements and location of proposed trailer.
3. _____ Other Additional Information required by the Director.

4. _____ **Check for fees made out to County of Napa. (Please call for current fees)**

Construction Trailer

5. _____ Filing of an application must be accompanied by a valid building permit issued by the County.
6. _____ A construction schedule for the building shall accompany the application including the estimated completion time and the estimated occupancy date.

Watchman's Trailer

7. _____ A detailed written description of the problems, conditions or events that require the location of a Temporary Watchman's Trailer on the site in question and how the problem will be resolved so the watchman's trailer can be eliminated within a 12-month period.
8. _____ A scaled map of the property on which the trailer will be located showing all existing buildings on the site and their present use, the current ownership of adjacent parcels and the location of all buildings on such parcels within 500 feet of the property under consideration, and the topographical character of the area.

Farm Labor Trailer

9. _____ A written statement describing how a permanent solution to the applicant's farm labor housing needs will be achieved of the conditions surrounding the applicant's specific short term needs for temporary housing.
10. _____ A written statement by the applicant and the owner of the property if he is not the applicant that the use of the temporary trailer will be limited to the use of full time farm laborers working on the owner's property.

Medical or Caregiver Trailer

11. _____ Written documentation from a licensed physician which indicates the property owner or occupant needs 24 hour, in-home medical care.

Office Trailer

12. _____ Documentation that use permit has been granted for the parcel and a building permit for the office is in process for issuance or has been issued.



FILE # _____

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

APPLICATION FOR TEMPORARY TRAILER USE PERMIT

A Tradition of Stewardship
A Commitment to Service

FOR OFFICE USE ONLY

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

TYPE OF TRAILER OCCUPANCY REQUESTED: Watchman Construction Farm Labor
 Medical Care Giver Office Other First Year Request After First Year Request

(Note: Limit One Year Occupancy)

Associated Building Permit # _____ Reason for Special Use: _____

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

Total Fee: \$ _____ Receipt#: _____ Received by: _____ Date: _____

It shall be unlawful for any person, firm or corporation to keep any “mobile home” on any land situated in the county, other than in an approved mobile home park, unless such mobile home is in dead storage.

Where practical difficulties or unnecessary hardships may result from strict application of such provision, the Director of Planning, Building, and Environmental Services shall make conditional exceptions by the issuance of a Temporary Trailer Use Permit, which may be revocable, conditional, or valid for a one year term (twelve months) only. Guarantees to insure compliance with such terms and conditions may be attached to the temporary use permit.

NO SELF CONTAINED UNITS ARE PERMITTED WITHOUT UTILITY HOOK-UPS

18.126.060 Permit—Issuance prerequisites.

Issuance of an administrative permit is subject to the following standards:

- A. An administrative permit for a temporary event shall not be issued unless the application complies with [Chapter 5.36](#) and the standards set forth in the Temporary Events Manual.
- B. An administrative permit for a home occupation shall not be issued unless the application complies with the standards contained in [Section 18.104.090](#)
- C. An administrative permit for certain entry structures and fences shall not be issued unless the application complies with the standards contained in [Section 18.104.270](#) or [Section 18.104.275](#)
- D. An administrative permit for a directional sign shall not be issued unless the application complies with the standards contained in subsections (A) and (B) of [Section 18.116.030](#)
- E. An administrative permit for an identification sign shall not be issued unless the application complies with the standards contained in [Section 18.116.035](#)
- F. An administrative permit for a comprehensive sign plan shall not be issued unless the application complies with the standards contained in [Section 18.116.035](#)
- G. An administrative permit for an agricultural sign shall not be issued unless the application complies with the standards contained in subsection (C) of [Section 18.116.030](#)
- H. An administrative permit for a temporary off-site sign shall not be issued unless the application complies with the standards contained in subsection (G) of [Section 18.116.030](#)
- I. An administrative permit for a construction trailer shall not be issued unless the application complies with the following standards:
 1. A building permit for a residential use has been issued for the property upon which the trailer will be located;
 2. The trailer is for use by the owner/builder;
 3. The trailer meets applicable county department of environmental management requirements for sewer and water; and
 4. The trailer meets applicable county setback requirements.

- J. An administrative permit for a medical or caregiver trailer shall not be issued unless the application complies with the following standards:
1. The property owner or occupant of the property has provided written documentation from a licensed physician indicating the property owner's or occupant's need for twenty-four-hour, in-home medical care;
 2. The trailer meets applicable county department of environmental management requirements for sewer and water; and
 3. The trailer meets applicable county setback requirements.
- K. An administrative permit for an office trailer shall not be issued unless the application complies with the following standards:
1. A use permit has been granted for the property upon which the trailer will be located and a building permit for the office is either in process for issuance or has been issued;
 2. The trailer will be used during the daytime for business purposes only and no overnight lodging will occur;
 3. The trailer meets applicable county department of environmental management requirements for sewer and water; and
 4. The trailer meets applicable county setback requirements.
- L. An administrative permit for a watchman trailer shall not be issued unless the application complies with the following standards:
1. A use permit has been granted and a building permit (if required) is either in process for issuance or has been issued for the property upon which the trailer will be located;
 2. There is a need for security on-site because the property is located in an isolated area or there is a risk of theft, vandalism, burglary, or unauthorized entry upon the property;
 3. The trailer meets applicable county department of environmental management requirements for sewer and water; and
 4. The trailer meets applicable county setback requirements.
- M. Except as provided in [Section 18.104.295](#), a permit for a farm labor trailer shall not be issued unless the application complies with the following standards:
1. A use permit has been granted for the property upon which the trailer will be located;
 2. A building permit for a permanent structure is either in process for issuance or has been issued;
 3. There is a demonstrated need for a temporary trailer to be onsite prior to completion of construction of the permanent structure;
 4. The trailer meets applicable county department of environmental management requirements for sewer and water; and
 5. The trailer meets applicable county setback requirements.
- N. An extension of time for an administrative permit for any temporary trailer shall not be issued unless the director determines that the original findings identified in [Section 18.126.060](#) have not changed.

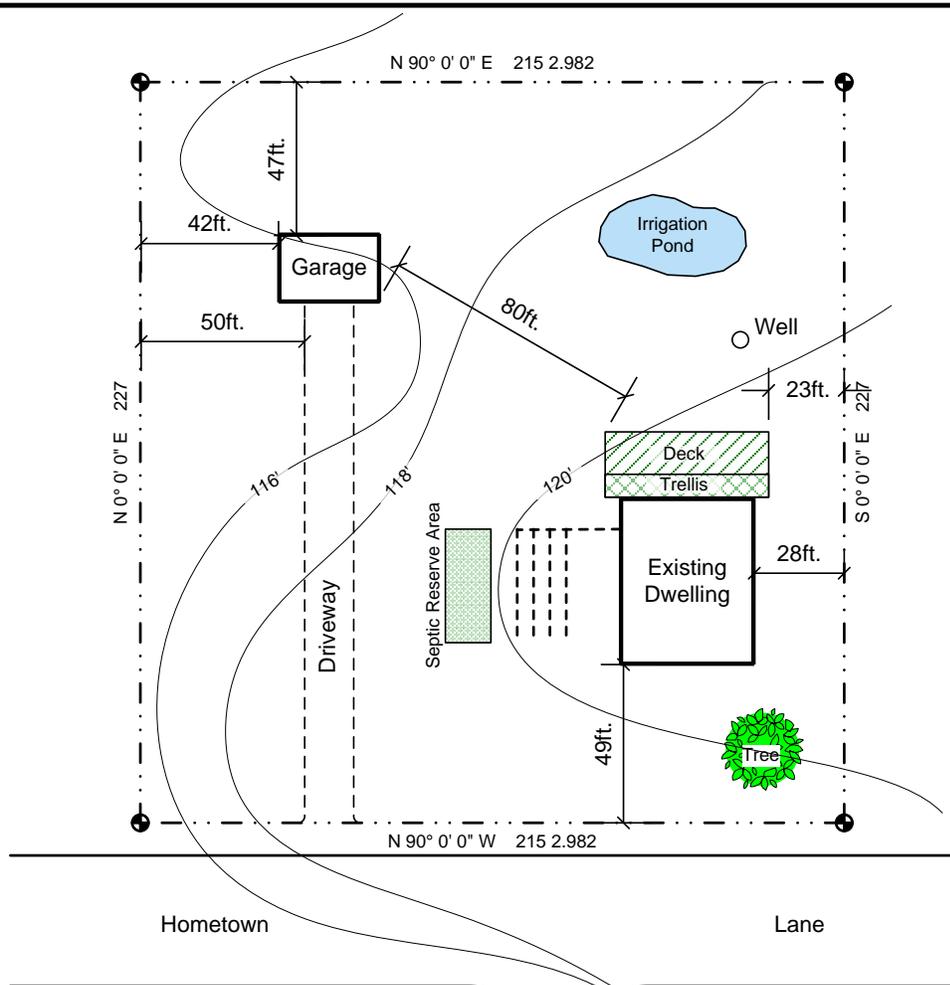
18.126.070 Expiration and renewal.

- A. A permit for a construction trailer, farm labor trailer, medical or caregiver trailer, office trailer or watchman trailer shall be valid for one year from the date of issuance. Upon expiration of the permit, the trailer shall be immediately removed from the property. A permittee with a valid permit for a temporary trailer may, at least thirty days prior to expiration of the permit, apply for a one-year extension of said permit in the same manner and according to the same procedures as herein provided for issuance of the original permit. An application for renewal shall be accompanied by a fee in the amount established by resolution of the board of supervisors.

NOTE:

ALL TEMPORARY TRAILERS REQUIRE HOOK-UPS AS FOLLOWS:

1. Building permits for set-up, electrical, and plumbing (obtain from Building Division)
2. Permits for septic and water systems (obtain from Environmental Health)

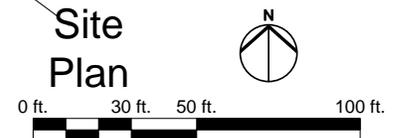


Each different plan shall fill a minimum 11" x 17" sheet of paper.
 Plans and notes shall be legible.
 Provide all of the information requested in the title blocks.
 Indicate the scale and show a North Arrow on each site plan.
 Did you remember to:

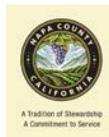
- Show access to property.
- Show all property lines and the distances of all structures to those property lines.
- Show all roads, streets, driveways, rivers, reservoirs, dams, creeks, streams, paths and the distance from centerline of roads, streets and highways.
- Show all buildings and/or structures on the property, existing and proposed and the distances between those buildings and/or structures.
- Show all easements.
- Show all water wells, fire hydrants, water storage tank(s), LP gas tank(s).
- Show all septic system(s) and required 100% expansion area (reserve area). *
- Show stock pile(s) of dirt, soil, rocks and/or earth.

Five copies of the site plan are required for all building permits.

* Reserve area is a County code requirement. You must identify an adequate reserved area on your site plan. This reserve area will be reviewed on a case by case basis. If you have a very small parcel or a parcel with unusual site constraints you may be required to prove reserve area before a clearance on your building permit may be issued.



APN:
 Name:
 Address:
 Phone:



COUNTY of NAPA
 OFFICE OF PLANNING, BUILDING & ENVIRONMENTAL SERVICES
 Sample Site Plan for Permit Submission