How-To: Apply for a Pre-Application Meeting through OPC

Website link: Napa County Online Permit Center
https://citizen.countyofnapa.org/citizenaccess/Customization/NAPACO/launchpad.aspx

- Click **Create an Application** to start a new application
- Click **Schedule Meeting** to schedule a meeting or site visit
Login

- Login with your **User Name** and **Password** or if you do not have a login click the **Register Now** button to register.

![Login Screen]

Disclaimer

- Read and accept the **General Disclaimer** to continue.

![Disclaimer Screen]
Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- Pre-App Office Meeting
- Pre-App Site Visit

Continue Application »

Important Information

- Important information regarding requirements, COVID regulations and scheduling for Pre-App Office Meetings

Pre-App Office Meeting

<table>
<thead>
<tr>
<th>Step 1: Important Information &gt; Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>* indicates a required field.</td>
</tr>
</tbody>
</table>

Pre-App Office Meeting Information

Pre-application meetings are an opportunity to meet with staff from applicable Divisions of PBES and receive valuable feedback on your project. In particular, staff can identify the type of application and related permits that may be necessary, permit processing steps and timelines, and pertinent information and technical studies that will be required to submit a complete application. Please provide any questions, concerns, or guidance needs that are of particular interest to you for your project.

Pre-Application meetings will be scheduled on Thursdays at either 10:00 AM or 11:00 AM, at least two (2) weeks out, following the receipt of your plans and payment, in order to allow sufficient time for staff to review project details and develop a clear understanding of your project. Pre-Application meetings will be scheduled virtually using Zoom. In order to reduce the risk of exposure to staff and the public we serve during the COVID-19 pandemic, Napa County PBES will provide a Zoom meeting link to you for the scheduled meeting time.

Continue Application »  Save and resume later
Property Information

- Enter an address or a parcel and click Search
  - For help with locating a parcel number, click the link Napa County Public Map
Project Information

- A **Project Name** and a detailed **Project Description** are required to continue.
- The fields under **Additional Information** are optional but should be filled out if information is available.

![Step 3: Pre-App Meeting Request > Project](image)

![Additional Information](image)
Attachment

- Click the **Add** button to add an attachment

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**Step 3: Pre-App Meeting Request > Attachment**

**Important**

Please include draft plans, technical studies, detailed project description or other information relevant to the project. It is important that sufficient project details are provided to enable staff to conduct the necessary research and be in an informed position to providing meaningful input and direction at the meeting.

**Attachment**

**ATTACHMENT REQUIRED TO CONTINUE**

All supporting documentation (site plan, topo map, Project Description details, etc.) must be attached to this application.

**To Attach a Document:**

1. Click the “Add” button
2. Browse and select document
3. Enter a Description
4. Click “Save”

**Guidelines for Document Attachment**

- The file name must be less than 30 characters
- The file name cannot have more than 1 dot
- The file name cannot include words such as “.gif” or “image”

The maximum file size allowed is 8 MB.

Accepted file types: PDF, JPG

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records found.

[Add button]

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- From the **File Upload** window click **Add** to browse and select a document
  - repeat as needed to add multiple documents
- Click **Continue** to return to the **Attachment** page
• From the **Attachment** page, select a document **Type** and enter a **Description** for each file upload

![Attachment page example](image)

- Click **Save**

![Success message](image)

**Pre-App Office Meeting**

1. Important Information
2. Property Information
3. Pre-App Meeting Request
4. Review
5. Pay Fees
6.

**Step 3: Pre-App Meeting Request > Attachment**

*indicates a required field.
**Divisions**

- Select the divisions you would like to attend the Pre-App Office Meeting
  *You must select Yes or No for each option

### ATTENDING DIVISIONS

Please select the Division(s) from which you would like staff to attend the meeting from the table below. To help you determine which divisions should be present, please click on the Help icon next to the division name for a list of general areas of responsibility for each division.

**NOTE:** At a minimum, the Planning Division or the Conservation Division must be selected.

<table>
<thead>
<tr>
<th>Division</th>
<th>Yes/No</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Division</td>
<td></td>
<td>$596.00</td>
</tr>
<tr>
<td>Conservation Division</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Engineering Division</td>
<td></td>
<td>$293.00</td>
</tr>
<tr>
<td>Building Division</td>
<td></td>
<td>$408.00</td>
</tr>
<tr>
<td>Environmental Health Division</td>
<td></td>
<td>$197.00</td>
</tr>
<tr>
<td>County Fire Department</td>
<td></td>
<td>$227.00</td>
</tr>
<tr>
<td>County Counsel</td>
<td></td>
<td>$351.00</td>
</tr>
<tr>
<td>Public Works Department</td>
<td></td>
<td>$306.00</td>
</tr>
</tbody>
</table>

**General Plan Surcharge 3.3%:**

$32.637

**Total Amount:**

$1021.637
**Review**

- Review information, read certification, and check the box to continue

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**Step 4: Review**

**Record Type**

Pre-App Office Meeting

**Address**

7292 Silverado
Napa

**Parcel**

Parcel Number: 031-110-007-000

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I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

Date:

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By checking this box, I hereby attest under penalty of perjury that the foregoing is true and correct to the best of my knowledge and belief. Additionally, by checking this box, I understand and agree that I have attached my signature as previously submitted and on file with the Online Permit Center to be incorporated by reference.

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[Continue Application »]  [Save and resume later]
Fees

- Review and click **Continue Application** to be re-directed to **Heartland Payment Systems**
  *Note: This will take the applicant to the Heartland website for processing the payment*

**Step 5: Pay Fees**

Listed below are preliminary fees based upon the information you have entered.

PLEASE NOTE: To make a payment you have the option to pay by Credit Card or E-Check. A convenience fee is charged by Heartland Payment Systems for making Credit Card payments on this website. The convenience fee is 2.32%, and will be included with your payment. Payments made by E-Check will not be charged a convenience fee. To make a payment by E-Check you will need your bank account number and the bank routing number.

<table>
<thead>
<tr>
<th>Application Fees</th>
<th>Qty.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-App Office Meeting - Planning ($696.00)</td>
<td>1</td>
<td>$696.00</td>
</tr>
<tr>
<td>Pre-App Office Meeting - Conservation ($596.00)</td>
<td>1</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pre-App Office Meeting - Engineering ($293.00 for 2 hrs)</td>
<td>1</td>
<td>$293.00</td>
</tr>
<tr>
<td>Pre-App Office Meeting - Building (Hourly $408.00 for 2 hrs)</td>
<td>1</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pre-App Office Meeting - Environmental Health ($197.00)</td>
<td>1</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pre-App Office Meeting - County Fire ($227.00)</td>
<td>1</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pre-App Office Meeting - County Counsel ($351.00)</td>
<td>1</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pre-App Office Meeting - Public Works ($306.00)</td>
<td>1</td>
<td>$0.00</td>
</tr>
<tr>
<td>General Plan Surcharge</td>
<td>1</td>
<td>$32.64</td>
</tr>
</tbody>
</table>

**TOTAL FEES:** $1,021.64

Note: This does not include additional fees which may be assessed after review of your application.

- Select a payment type and enter all the required information to submit a payment
Submittal

- Save your Record Number for future reference
  *The permit has been created, but the meeting has NOT been scheduled yet. The next step must be completed to select the date and time of the meeting.*

- Click the Schedule Date/Time button to continue on to the Record Detail page and schedule an office meeting or site visit.

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**Step 6: Record Submittal**

Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.

*Your Record Number is P20-00308.*

You will need this Record Number to check the status of your application or schedule a meeting or site visit.

Print/View Record  Print/View Receipt

**Very Important!** Click the Schedule Date/Time button and go to the Record Info dropdown on the next page. This is where you MUST choose a date and time to schedule a meeting or site visit.

Schedule Date/Time

(An email with a copy of your receipt and confirmation will be sent to the email address on file.)
Schedule or Reschedule an Office Meeting or Site Visit

- Click Schedule Meeting from the Home page and login if necessary

- Locate your record from the list of records and click on the Record Number to proceed to the Record Detail page

  ![Record Detail Page](image)

  **Record Detail Page**
  - Confirm you are logged in and have the correct record number
  - Click Record Info
    - Select Schedule Meeting or Site Visit from the drop down list
• Click the **Schedule a Meeting or Site Visit** link

**Schedule Meeting or Site Visit**

![Schedule Meeting or Site Visit](image)

• Select a date and time, click **Continue**

**Schedule/Request a Meeting or Site Visit**

*ATTENTION:* Pre-Application meetings will be scheduled virtually using Zoom in order to reduce the risk of exposure to staff and the public we serve during the COVID-19 pandemic. Napa County PBES will provide a Zoom meeting link to you for the scheduled meeting time.

Type:

To continue, select an appointment date and time range by clicking a link on the calendar below:

![Calendar](image)

- 10:00 AM - 11:00 AM
- 11:00 AM - 12:00 PM

• Provide contact information, click **Continue**

**Location and Contact**

Verify whether the location and contact person for the selected inspection are correct.

Location
7292 Silverado
Napa

Contact
John Doe
707-555-1234

• Confirm and click **Finish**
• Click **Actions** to **View Details**, **Reschedule** or **Cancel** a scheduled meeting or site visit.