



A Tradition of Stewardship
A Commitment to Service

Planning, Building, & Environmental Services
1195 Third Street, Suite 210
Napa, CA 94559
Main: (707) 253-4417
Fax: (707) 253-4336

PRE-APPLICATION MEETING REQUEST FORM

Pre-application meetings are an opportunity to meet with staff from all Divisions 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.

To schedule a pre-application meeting, please complete this form and submit with payment to the Planning division located at 1195 Third Street, Suite 210, Napa, CA 94559. Please make checks payable to Napa County. Following the submittal of the application and payment, staff will coordinate with the meeting contact person to obtain a project description and conceptual plans, this is required to be provided before a meeting date can be scheduled. Once the submittal is complete the selection of a meeting date will be coordinated. Pre-application meetings are held on Thursdays from 10am-12pm and are scheduled no sooner than 2 weeks in advance to allow staff sufficient time to review project details and develop a clear understanding of your project in advance of the meeting.

Property Information

Project Name: _____ Address: _____
 Assessor's Parcel Number(s): _____ General Plan Designation: _____ Zoning: _____
 Site Address: _____
 Description of Proposed Project: _____

Contact Person and Team Members attending Pre-Application Meeting

Meeting Contact:	
Phone:	E-Mail Address:
Meeting Attendees:	
Has the project previously been discussed with PBES staff? If so, with whom?	
Please list existing Use Permit(s) and/or ECPAs on the property:	

From the table below, please select the Division(s) from which you would like staff to attend. If you need assistance determining which Division(s) should attend or what information should be provided, contact Charlene Gallina at charlene.gallina@countyofnapa.org for questions related to Current Planning Projects or Don Barrella at donald.barrella@countyofnapa.org for questions related to Agricultural Erosion Control Plans.

Divisions (including general areas of responsibility)	Fee Amount	Division Requested	Fee Amount
Planning (use permits - major and minor modifications – variances - industrial park)	\$718.97		
Conservation (ag erosion control plans – vegetation removal - stream setbacks)	\$718.97		
Engineering Services (grading - road standards - floodplain)	\$302.67		
Building (new structures - occupancy – access- separation – parking)	\$421.46		
Environmental Health (wells – septic)	\$203.50		
County Fire Department (fire code requirements – fire suppression infrastructure)	\$234.49		
County Counsel	\$362.58		
Public Works Department (traffic – public right-of-way)	\$316.10		
		Total:	