

# CONDITIONAL LETTER OF SUPPORT FOR ROAD EXCEPTION APPLICATION



A Tradition of Stewardship  
A Commitment to Service

County of Napa  
Engineering Division

<b>Applicant Information</b> (if different from property owner):		<b>Property Owner Information:</b>	
1. Name (First and Last or Company Name) <input type="text"/>		2. Name (First and Last or Company Name) <input type="text"/>	
Street Address <input type="text"/>		Street Address <input type="text"/>	
City <input type="text"/>	State <input type="text"/>	Zip <input type="text"/>	
Phone Number <input type="text"/>		Phone Number <input type="text"/>	
E-mail Address <input type="text"/>		E-mail Address <input type="text"/>	
<b>Project Information:</b>			
3. Site Address <input type="text"/>		Assessor's Parcel No. <input type="text"/>	
4. The proposed project shall be the construction or substantial improvement of (check all that apply):			
Residential:			
<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Second Unit <input type="checkbox"/> Residential Accessory Structure			
Commercial:			
<input type="checkbox"/> Winery <input type="checkbox"/> Storage/Accessory Structure			
Substantial improvement refers to construction that would trigger the application of the Napa County Road and Street Standards (NCRSS) as prescribed in Section 2 of the NCRSS.			
The access road serving the proposed project indicated above shall be:			
<input type="checkbox"/> A newly constructed driveway <input type="checkbox"/> Improvements to an existing driveway			

**Application Fees:**

Application fee for processing a conditional letter of support for road exceptions is based on the hourly fees prescribed in the Napa County Fee Policy Manual as adopted by the Board of Supervisors on July 31, 2018. All conditional letters of support for road exceptions applications require a \$2,000 deposit to file. Any portion of a deposit not used for issuance of a conditional letter or road exception shall be refunded to applicant.

**Issuance of a Conditional Letter of Exception does not constitute any approval to conduct grading work or begin any construction on any part of the proposed project.**

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*See below for guidance on information needed with application.\*\*\*

Application accepted by: \_\_\_\_\_

File Number: RE- \_\_\_\_\_

\*\*\*\*\*

**Information guidelines:**

The application shall be submitted with the following information (additional information may be requested to be submitted by staff during review of the application):

- a. 3 sets of plans (24" X 36"), alternatively if the applicant needs a site visit prior to preparing the plan submittal, then application may be submitted with a vicinity map locating the property and driveway from the County maintained road to the development site.
- b. Plans shall show the entire length of driveway from the publicly maintained road to the project site.
- c. Plans shall include a stationed centerline plan and profile for the entire length of the driveway.
- d. Plans shall show the existing and proposed design geometrics (i.e. width, slope, radii, vertical curves, etc.) of the driveway for its entire length.
- e. Plan shall show the limits of grading necessary for construction of improvements.
- f. Application shall include a narrative describing the road exception requesting the stationing for reference, and describing the mitigation or proposed improvement that would provide the same overall practical effect of meeting the NCRSS toward providing defensible space, and consideration towards, life, safety and public welfare.

Review of the application shall be conducted by the Engineering Division, the Napa County Fire Marshal, and the Planning Division for issuance of the Conditional Letter of Support for Road Exceptions.