

PRE-APPLICATION REVIEW

Planning Department
1480 Main Street
St. Helena, CA 94574

Office Use Only - Do Not Write in this Area

File Number _____
General Plan _____ Zoning _____

Background Files _____
Related Applications _____

Initial Fee Received _____ Received By _____

Please Type or Print

Project Name _____
Site Address _____

APN ____ - ____ - ____ ____ - ____ - ____ Site Area _____ Sq. Ft. (or) _____ Acres

() Residential () Commercial () Industrial

Property Owner(s) _____

Mailing Address _____
City _____ State ____ ZIP Code _____
Phone Number _____
Email Address _____

Applicant(s) _____

Mailing Address _____
City _____ State ____ ZIP Code _____
Phone Number _____
Email Address _____

NOTE: Additional property owners and/or applicants (name, address, phone number, and signature) shall be attached to the application. In the case of a partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.

If you would like project correspondence and notice of meetings to be sent to parties other than the applicant, please list their names, address and telephone numbers on a separate sheet.

I, _____, hereby file this application for a development project and agree to pay any and all processing fees imposed by the St. Helena Municipal Code and City Council Resolutions (as they may be amended from time to time).

Applications with a negative balance at the time of the public hearing will be continued until the balance is paid in full.

In the event the property owner is different from the applicant, the property owner must sign to indicate her/his/its consent to the filing and agreement to be liable with the applicant for payment of the processing fees.

A finance charge of 1% per annum shall accrue on any balance unpaid after 30 days.

In the event the City is required to take legal action to enforce any of the terms and conditions of this application, Applicant and Property Owner agree to pay to City reasonable attorney fees and costs incurred in such action.

We, the owner and the applicant, will defend, indemnify and hold the City, its agents, officers, and employees harmless from any claim, action or proceeding to attack, set aside, void or annul an approval of the City concerning the project, as long as the City promptly notifies the applicant of any such claim, action or proceedings and the City cooperates fully in the defense. We have also reviewed the requirement to disclose the complete list of partners and/or shareholders.

Date: _____ Applicant's Signature: _____

Date: _____ Property Owner's Signature: _____

INFORMATION FOR FILING A COMPLETE PRE-APPLICATION REVIEW FORM

Each application must contain the following information. Some specialized applications require additional information. Consult with a planning staff member to determine whether additional materials are required. Incomplete applications will not be scheduled for Planning Commission action.

- [] **APPLICATION FORM**, with all property owner's signatures, including all parties holding a title interest
- [] **WRITTEN STATEMENT**, signed and dated, explaining the reasons for and details of the Pre-Application Review requested. If a construction project is proposed, describe the project, including the maximum building height, total number of floors, gross floor area of each floor, floor area by type of use (i.e., office space, retail area, warehouse space, showroom area, etc.), number of parking spaces to be provided, access to property, and maximum building occupant load.

One (1) copy of the following drawings, with typical dimensions of 11"x17" or smaller.

- [] **PLOT PLAN** - This should include a sketch of the project site in relation to the surrounding area, the location and names of adjacent and abutting streets.
- [] **BUILDING ELEVATIONS**, (front, side and rear), including all mechanical, duct work, utility boxes.
- [] **SITE PHOTOS** showing topography, vegetation, existing and adjacent structures, views of and from the site.
- [] **FENCE/WALL** details.
- [] **OTHER**

- [] **Processing fee:** **\$4,200**
- [] **Public Hearing Notice:** **\$ 400**
- [] **Request Preparation of Mailing Labels:** **\$ 200 *(Additional Fee)**

Items approved under the Consent Calendar will be listed on the City Council Consent Calendar the following Tuesday to give the City Council the opportunity to review the Planning Commission's decision. Absent of an appeal by the City Council or citizen the appeal period will terminate two weeks after the Planning Commission hearing.