

## REQUEST FOR ADMINISTRATIVE DETERMINATION



**Planning Department**  
1480 Main Street  
St. Helena, CA 94574  
(707) 968-2749

*For additional information please visit us on the web at: [cityofstheleena.org](http://cityofstheleena.org)*

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### Office Use Only - Do Not Write in this Area

File Number \_\_\_\_\_  
General Plan \_\_\_\_\_ Zoning \_\_\_\_\_

Background Files \_\_\_\_\_  
Related Applications \_\_\_\_\_

Initial Fee Received \_\_\_\_\_ Received By \_\_\_\_\_

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### Please Type or Print

Project Name \_\_\_\_\_  
Site Address \_\_\_\_\_

APN \_\_\_\_-\_\_\_\_-\_\_\_\_ \_\_\_\_-\_\_\_\_-\_\_\_\_ Site Area \_\_\_\_\_ Sq. Ft. (or) \_\_\_\_\_ Acres

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Property Owner(s) \_\_\_\_\_  
(Last Name, First Name)

Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ ZIP Code \_\_\_\_\_  
Phone Number \_\_\_\_\_

Applicant(s) \_\_\_\_\_  
(Last Name, First Name)

Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ ZIP Code \_\_\_\_\_  
Phone Number \_\_\_\_\_

**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.

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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).

Processing fee: **\$1,500**

**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 APPLICATION FOR AN  
ADMINISTRATIVE DETERMINATION**

- Completed **APPLICATION FORM**, with all applicants' signatures, including all parties holding a title interest
  
- WRITTEN STATEMENT**, signed and dated, explaining the request.