

# DEVELOPMENT AGREEMENT APPLICATION



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

For additional information, Zoning, forms & documents please visit us on the web at: [www.cityofstheleena.org](http://www.cityofstheleena.org)

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

File Number \_\_\_\_\_

General Plan \_\_\_\_\_ Zoning \_\_\_\_\_

Background Files \_\_\_\_\_

Related Applications \_\_\_\_\_

Application Fee \$ \_\_\_\_\_ City Makes Labels  \$ \_\_\_\_\_

Total Received \$ \_\_\_\_\_ Received By \_\_\_\_\_

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## Please Type or Print

Project Description/Name \_\_\_\_\_

Site Address \_\_\_\_\_ APN/s \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Site Area \_\_\_\_\_ Sq. Ft. (or) \_\_\_\_\_ Acres ( ) Residential ( ) Commercial ( ) Industrial

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### Applicant Information

Name \_\_\_\_\_  
(Applicant First & Last Name)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Owner Information

Name \_\_\_\_\_  
(Owner First & Last Name)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**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 in the space provided below.**

I, \_\_\_\_\_, hereby file this application for a development agreement 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).

**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.**

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: \_\_\_\_\_

Date: \_\_\_\_\_ Property Owner's Signature: \_\_\_\_\_

## INFORMATION FOR FILING A COMPLETE DEVELOPMENT AGREEMENT APPLICATION

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.

- [ ] Completed **APPLICATION FORM**, with all property owner's signatures, including all parties holding a title interest
  
- [ ] **WRITTEN STATEMENT**, signed and dated, explaining the reasons for your Development Agreement request. If a new business activity is proposed, describe the purpose, proposed hours of operation, number of full-time and/or part-time employees, type of business (i.e. type of office space, product, or manufacturing), all interior or exterior building modifications, existing number of parking spaces, etc. 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.
  
- [ ] Project exhibits – conceptual plans, site plans, landscaping plans – Note: 11x17 format required.

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- Processing Fee: \$13,500
  
  - Public Hearing Notice: \$ 400
  
  - Request Preparation of Mailing Labels \$ 200 \* (*Additional Fee*)