

# PARCEL MAP 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)

---

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

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

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

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

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

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

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

---

***Please Type or Print***

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

APN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (additional APN/s) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Site Area \_\_\_\_\_ Sq. Ft. (or) \_\_\_\_\_ Acres  
(APN Example: 009-123-456)

( ) Residential ( ) Commercial ( ) Industrial

# of Lots Existing \_\_\_\_\_

# of Lots Proposed \_\_\_\_\_

UnitsConstruction

Existing units \_\_\_\_\_

Existing square footage \_\_\_\_\_

Existing units to be demolished \_\_\_\_\_

Existing s.f. to be demolished \_\_\_\_\_

Proposed units \_\_\_\_\_

Proposed square footage \_\_\_\_\_

Total residential units: \_\_\_\_\_

Total square footage \_\_\_\_\_

New Units

Single-family attached \_\_\_\_\_ Multi-family (2-4 units) \_\_\_\_\_ Mobile homes \_\_\_\_\_

Single-family detached \_\_\_\_\_ Multi-family (5+ units) \_\_\_\_\_ Accessory dwellings \_\_\_\_\_

---

**Applicant Information****Owner Information**

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

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

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

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ 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 at the bottom of this page.**

---

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.**

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 PARCEL MAP 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 and details of each Parcel Map requested.
- Four sets of a 11" x 17" **TENTATIVE PARCEL MAP** or **VESTING TENTATIVE PARCEL MAP**, in compliance with the requirements of the Subdivision Ordinance and accompanied by the required information.

**Four sets of the following drawings with the maximum size being 11"x17", along with a digital copy of all submissions:**

- CROSS SECTIONS**
- LANDSCAPE PLAN** meeting City Xeriscape Guidelines, unless waived by project planner.
- FLOOR PLANS** (fully dimensioned).
- GRADING** plans/contour maps.
- FENCE/WALL** details.
- If buildings are proposed as part of the project, presentation plans/exhibits (colored).
- SITE PHOTOS** showing topography, vegetation, existing and adjacent structures, views of and from the site.
- A **MAILING LIST** of all owners of property within a 300' radius of the subject property, prepared and certified by a title company & **2 sets of MAILING ADDRESS LABELS for each property listed.**  
*\* The Planning Department can offer this service for an additional fee of \$200.00 paid at the time of submittal.*
- PRELIMINARY TITLE REPORT** for all parcels involved not more than 6 months old including all background documents.
- Napa County Environmental Management Department **SOLID WASTE DISPOSAL** and **HAZARDOUS/TOXIC MATERIALS INFORMATION FORM.**

*During review for completeness, staff will determine if additional environmental studies are necessary.*

**OTHER** \_\_\_\_\_

---

Processing fee: **\$2,100**

Public Hearing Notice: **\$ 400**

Request Preparation of Mailing Labels: **\$ 200 *\*(Additional Fee)***

## **PARCEL MAPS**

**Applications for tentative parcel maps shall be prepared by a registered civil engineer or licensed land surveyor, as authorized under his or her enabling acts, and shall contain the following information:**

1. A site sketch indicating the location of the proposed subdivision in relation to the surrounding area or region.
2. The tract name, date, north point, scale and sufficient boundaries to define the proposed tract.
3. Names and addresses of record owner, subdivider, and engineer or surveyor.
4. Location, names, and present width and grades of adjacent or abutting streets.
5. Existing topography and proposed changes, including trees, rock formations and other unusual features of the site, and at least 100' beyond its boundaries.
  - Individual trees with a diameter of more than 8", measured 24" above existing grade, shall be identified by type, circumference, and dripline. Any trees proposed for removal shall also be indicated.
  - Contour lines shall have the following intervals:
    - 1' contour intervals for ground slope between 0% - 5%
    - 2' contour intervals for ground slope between 5% - 10%
    - 5' contour intervals for ground slope >10%
6. Approximate location of all areas subject to inundation of storm water overflow, and location, width, and direction of flow of all watercourses, including tide waters.
7. Approximate width and location of all existing easements.
8. Approximate dimensions of all lots, radii of all curves and central angles.
9. Location of all existing structures identified by type and indicating which are proposed to be removed and which will remain.
10. Location of building setback line for each stream or river on the site, if applicable.
11. Location of existing overhead utility lines and poles on site and on peripheral streets.
12. A vesting tentative map shall have printed conspicuously on its face the words, "Vesting Tentative Map".

**The following proposed design elements and improvements shall be shown on the tentative map or described on an attached written statement:**

1. Location, names, width, center-line radii, pavement and approximate grades of all streets and rights-of-way in the proposed subdivision, including identification of which streets are proposed to be offered for dedication, and which are proposed to be privately maintained. Typical sections of all streets shall be shown.
2. Location, width, and purpose of all proposed easements, clearly indicating whether public or private.
3. The proposed use of each lot, lot layout, and dimensions and area of each lot. Engineering data shall show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale and number of each lot. In hillside areas, potential building sites shall be indicated.
4. Proposed recreation sites, trails, and parks for public or private use.
5. Areas proposed to be dedicated or reserved for public use.
6. Proposed common or open space areas.
7. The location and size of proposed fire hydrants and fire protection systems, sanitary sewers, water mains, and storm drains. Slopes and elevations of proposed sewers and storm drains shall be indicated.
8. A conceptual plan for erosion control and fencing.
9. Identification of proposed drainage and/or flood control.

**The tentative map shall be accompanied by the following data and reports:**

1. A completed application form
2. Name(s) of geologists, soils engineers, and other professionals whose services were required in preparation of the tentative map.
3. If the subdivider plans to develop or record the subdivision in phases, sufficient information about the proposed phases and their proposed sequence so as to allow the City to require construction of improvements in such an order as to ensure the logical and orderly development of the whole subdivision.
4. If the proposal is for the conversion of a mobile home park to another use, the report prescribed by Government Code §66427.4 on the impact of the conversion upon displaced residents of the park.
5. A description of prior known development activity on the site such as removal of vegetation, grading, etc.
6. Identification and justification for requested exemptions to the requirements of this Chapter, this Code, or the City standards.
7. Letters of intent from adjacent property owners whose property is proposed for improvements as part of this subdivision.
8. A cost estimate for all off-site improvements.
9. A preliminary title report, not more than 6 months old, showing the legal owner(s) and any easements or encumbrances at the time of filing the tentative map.
10. Unless a waiver is first obtained from the Planning Director, a plan for erosion control, fire hazard reduction, restoration/management for marsh/wetland habitats, revegetation for wildlife habitats and plant communities, riparian habitat management, and agriculture buffer.
11. Unless the Public Works Director determines that, due to the City's knowledge as to the soils condition of the site, no site analysis is needed, a soils and/or geotechnical report in accordance with Section 25.133 of this Code and the State Subdivision Map Act. Upon application for a building permit, a soils investigation and/or geotechnical report may also be required by the Chief Building Official for development in an area with known or suspected seismic or other earth related hazards.
12. For properties in the flood hazard area, a detailed development plan and floodway development analysis showing all elements of Section 25.56(b) of this Code.
13. For residential subdivisions in the Flood Evacuation Area, a Flood Evacuation Plan.
14. A copy of proposed deed restrictions.
15. A written commitment that the subdivider will defend, indemnify and hold the City, its agents, officers, and employees harmless from any claim, action or proceeding to attach, set aside, void, or annul an approval of the City concerning the subdivision so long as the City promptly notifies the subdivider of any such claim, action, or proceedings and the City cooperates fully in the defense.
16. Designation as a remainder of any portion of the land which is not divided for the purpose of sale, lease, or financing.
17. A report identifying which, if any, utility poles will be removed and line segments undergrounded including a preliminary cost estimate.
18. A statement of the time when improvements are proposed to be completed.
19. Information as required by the Planning Director to allow a determination on environmental review to be made in accordance with the California Environmental Quality Act.
20. Other data or information necessary to complete processing of the map and required environmental documents.

Upon the written request of the subdivider, the Planning Director and Public Works Director may waive any of the above requirements if the Directors determine that the type of subdivision does not justify compliance with these requirements, or if the Directors determine that other circumstances justify a waiver. The Planning Director may require other drawings, data, or information that are deemed necessary to accomplish the purposes of the State Subdivision Map Act and the St. Helena Municipal Code.

## **VESTING TENTATIVE MAP**

**In addition to the requirements set forth above for a tentative map, a vesting tentative map shall be accompanied by the following, unless waived by the Planning Director, pursuant to Section 25.56(e) of the zoning code:**

1. Detailed grading plan.
2. Detailed improvement plans for all streets including curb, gutter, and sidewalks, storm drains, sewer and water systems and connections, and other improvements.
3. Description of housing type(s) and plans for the structures, including location, size, height, architectural style, materials, elevations, landscaping, fencing, and irrigation.
4. Traffic study.