

USE PERMIT AMENDMENT APPLICATION



Planning Department
1480 Main Street
St. Helena, CA 94574
(707) 968-2659

For additional information, zoning, forms & documents please visit us on the web at: www.cityofsthelema.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 Received \$ _____ Received By _____

Please Type or Print

Project Name _____

Site Address _____ APN _____

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

<u>Units</u>		<u>Construction</u>	
Existing units	_____	Existing square footage	_____
Existing units to be demolished	_____	Existing sq.ft. to be demolished	_____
Proposed units	_____	Proposed square footage	_____
<u>Total residential units:</u>	_____	<u>Total square footage:</u>	_____

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 _____ (Applicant First & Last Name)	Name _____ (Owner First & Last Name)
Address _____	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.

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).

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: _____

Date: _____ Property Owner's Signature: _____

INFORMATION FOR FILING A COMPLETE USE PERMIT 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.

- 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 Use Permit 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.
- 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** not more than 6 months old **including all background documents.**

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

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- Processing Fee: **\$2,900**
 - Public Hearing Notice **\$ 400**
 - Preparation of Mailing Labels: **\$ 200** * *(Additional Fee)*



Napa County Department of Environmental Management
CUPA-Related Business Activities Form

Business

Name: _____

Business Address: _____

Contact: _____ Phone
#: _____

A. HAZARDOUS MATERIALS

Have on site (for any purpose) hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in AST's and UST's or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70?

YES NO

B. UNDERGROUND STORAGE TANKS (UST's)

1. Own or operate underground storage tanks?

YES NO

2. Intend to upgrade existing or install new UST's?

YES NO

C. ABOVE GROUND STORAGE TANKS (AST's)

Own or operate AST's above these thresholds:

- Any tank capacity is greater than 660 gallons, or
- The total capacity for the facility is greater than 1,320 gallons?

YES NO

D. HAZARDOUS WASTE

1. Generate hazardous waste?

YES NO

2. Recycle more than 100 kg/month of excluded or exempted recyclable materials (per H&SC §25143.2)?

YES NO

3. Treat hazardous waste on site?

YES NO

4. Treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)?

YES NO

YES NO

5. Consolidate hazardous waste generated at a remote site?

E. OTHER

1. Does the business activity include car/fleet washing, mobile detailing, auto-body related activities?

YES NO

2. Does the business handle Extremely Hazardous Substances in amounts that would qualify for the Risk Management Program? Some examples and their thresholds common to Napa County include: Ammonia – 500 lbs, Sulfur Dioxide – 500 lbs, Chlorine – 500 lbs.

YES NO

**Chapter 17.168
USE PERMITS**

Sections:

- [17.168.010](#) Purpose.
- [17.168.020](#) General provisions.
- [17.168.030](#) Application required.
- [17.168.040](#) Procedure.
- [17.168.050](#) Findings required.
- [17.168.060](#) Recordation of use permits.
- [17.168.070](#) Master use permit.

17.168.010 Purpose.

The purpose of a use permit is to allow the proper integration in the city of essential or desirable uses which may be suitable only in certain locations or zoning districts, or to ensure that such uses are designed or arranged on the site in a particular manner. (Prior code § 27.435)

17.168.020 General provisions.

Uses which require use permit approval have been determined to have a special character that makes their establishment as a permitted or accessory use without prior review impractical and undesirable. This review shall be for the purpose of determining that each proposed use is, and will continue to be, compatible with surrounding existing and planned uses. It is also for the purpose of establishing special conditions as may be necessary to ensure the harmonious integration and compatibility of uses in the neighborhood and with surrounding areas. (Prior code § 27.436)

17.168.030 Application required.

A. Application. Application for a use permit, use permit amendment or use permit extension shall be made with the planning department on a prescribed form and shall be accompanied by plans, elevations, facts and information deemed by the department to be necessary to show details of the proposed use or building. Applications shall include the property owner's written authorization for any use permit, use permit amendment or use permit extension to be recorded against the property.

B. Filing Fee. Fees for processing applications under this section shall be set by resolution of the city council and shall be representative of the actual costs incurred by the city for processing the application.

C. Filing Date. The filing date for an application shall be the date an application is certified by the city to be complete pursuant to Government Code Section 65020 et seq. (Prior code § 27.437)

17.168.040 Procedure.

The planning commission shall hold a public hearing on the use permit application prior to a final decision. (Prior code § 27.438)

17.168.050 Findings required.

In its review of applications for use permits, the planning commission shall evaluate each proposed use in order to consider its impact on the city. No use permit shall be granted unless all of the following general findings can be made:

- A. That the proposed use would not generate odors, fumes, light, glare, radiation or refuse that would be injurious to surrounding uses or to the community;
- B. That the proposed use would not generate levels of noise that adversely affect the health, safety or welfare of neighboring properties or uses;
- C. That the proposed use would not generate traffic noise in excess of the normally acceptable range identified in the general plan;
- D. That the proposed use would not make excessive demands on the provision of public services including water supply, sewer capacity, energy supply, communication facilities, police protection and fire protection;
- E. That the proposed use would provide adequate ingress and egress to and from the proposed location;
- F. That allowing the proposed use would not conflict with the city's goal of maintaining the economic viability of a local-serving economy;
- G. That the proposed use would be compatible with surrounding land uses and would not conflict with the purpose established for the district within which it would be located;
- H. That the proposed use would not be in conflict with the city's general plan;
- I. That the proposed use would not be injurious to public health, safety or welfare;
- J. That granting the use permit would not set a precedent for the approval of similar uses whose incremental effect would be detrimental to the city or would be in conflict with the general plan;
- K. That, as demonstrated on a detailed plan submitted by the applicant, adequate off-street parking to accommodate the long-term parking needs of employees and business owners and customers is available;
- L. That the capacity of surrounding streets is adequate to serve the automobile and delivery truck traffic generated by the proposed use. (Prior code § 27.439)

17.168.060 Recordation of use permits.

Use permits, use permit amendments and use permit extensions shall be recorded following their effective date. (Prior code § 27.440)

17.168.070 Master use permit.

A master use permit is a special type of use permit which authorizes more than one conditional use, including future uses, from the list of conditional uses of the zoning district in which a property is located. On properties with one or more buildings which are occupied or designed for occupancy by multiple nonresidential uses, the planning commission may

approve a master use permit. Following approval of a master use permit, any uses so authorized may be established subject only to a zoning clearance to verify status and compliance with any conditions of approval. Each master use permit shall list all of the conditional uses authorized by the permit and may be subject to conditions or requirements over and above those which might be applied for any particular use. The procedure and findings for a master use permit shall be the same as that of a use permit as described in Sections [17.168.010](#) through [17.168.060](#). (Prior code § 27.441)