

USE PERMIT 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.ci.st-helena.ca.us

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

Name _____
(Applicant First & Last Name)

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Owner Information

Name _____
(Owner First & Last Name)

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.

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.

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.

*** NOTE – 4 sets of full sized plans, 4 sets of reduced sized plans (11” x 17”), and a digital copy are required. When the matter is scheduled for hearing, after initial review by the Planning Department, 8 sets of reduced sized plans (11” x 17”), and 8 copies of all other reports, including water and title reports as well as any other submissions are required.**

- 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.**
- 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, sides and rear), including all mechanical, duct work, utility boxes
- CROSS SECTIONS**
- LANDSCAPE PLAN** meeting City Xeriscape Guidelines, unless waived by the Planning Department.
- FLOOR PLANS** – to scale and fully dimensioned.
- GRADING** To scale; additionally, retaining structures, drainage features, and existing and proposed on- and off-site utility laterals must be included plans/contour maps.
- ROOF PLANS** showing direction of slope and location of mechanical equipment, ducts and vents.
- SITE PHOTOS** showing topography, vegetation, existing and adjacent structures, views of and from the site.

- FENCE/WALL** details.
- If you require a **DENSITY BONUS** for the project, you must submit the information contained in the Density Bonus Information Sheet (available in Planning).
- Napa County Environmental Management Department **SOLID WASTE DISPOSAL and HAZARDOUS/TOXIC MATERIALS INFORMATION FORM** (attached).
- If buildings are proposed as part of the project, presentation plans/exhibits (colored) will be required – please see design review application.**

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

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- Processing Fee: **\$5,200**
 - 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?
2. Intend to upgrade existing or install new UST's?

YES NO

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?
2. Recycle more than 100 kg/month of excluded or exempted recyclable materials (per H&SC §25143.2)?
3. Treat hazardous waste on site?
4. Treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)?
5. Consolidate hazardous waste generated at a remote site?

YES NO

YES NO

YES NO

YES NO

YES NO

E. OTHER

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

YES NO

