

Town of Yountville "The Heart of the Napa Valley" Planning & Building Department 6550 Yount Street Yountville, Calif. 94599

Phone: (707) 944-8851 Facsimile: (707) 944-9619 www.townofyountville.com

PLEASE TYPE OR PRINT:

Town Use Only – do not	write in this area
Date Received	Application Number
Initial Fee Deposit	Check/CC
Additional Fee Owed	Amount Returned
Comments/Notes	

LAND USE PERMIT APPLICATION

PROJECT ADDRESS			
APN(S);; SI			
GENERAL PLAN LANDUSE, DENSITY/FAR			
PROJECT REPR	RESENTATIVE CONTACT INFO	ORMATION .	
Instructions: Please provide information for each of the cate corporation or any entity, combination of entities or consortiun. The Applicant shall be the primary billing contact for all proceed identify an " Authorized Agent ." An Authorized Agent is any entities or consortium authorized by the Applicant to represent shall receive all written correspondence from the Town regark. Review Board, Town Council or other appointive Town Boards fees. The Applicant shall receive all billing invoices for the development and processing fees associated with the applicant.	m who seeks approval of a Town permessing and development fees associated person, firm, partnership, association, ent and act on behalf of the Applicant . It is and Commissions, but shall not be resproject, and under the "Conditions" storm	nit or other Project entitle ed with the application. The joint venture, corporation . If identified in this applic or proceedings scheduled ponsible for the payment of set forth below, shall be	ement for the use of property the Applicant may additionally the arm of any entity, combination of the action, the Authorized Agenty to before the Zoning & Design of development or processinal liable for the payment of a
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1.	All materials and representations submitted in conjunction with this form shall be considered a part of this application.
2.	The Applicant shall inform the Planning Department in writing of any changes.
3.	INDEMNIFICATION : The Applicant(s) agree(s) to defend, indemnify and hold the Town, its agents, officers, and employees harmless from any claim, action or proceeding to attack, set aside, void or annul an approval of the Town concerning the project, as long as the Town promptly notifies the applicant of any such claim, action or proceedings and the Town cooperates fully in the defense(initial/date)
4.	INITIAL DEPOSIT AND FINAL CALCULATION OF FEES. The Applicant(s) hereby agree(s) that he/she/they shall be jointly and severally liable for the payment of any and all processing fees consistent with the Town of Yountville Master Fee Schedule and Yountville Municipal Code. The applicant(s) hereby represent(s) and warrant(s) that he/she/they understand that fees include, but are not limited to: an initial application deposit amount, as defined in the Town's Master Fee Schedule; staff time billed at an hourly rate; related attorney fees; applicable consultant fees; production or reproduction of materials and exhibits; postage; or any other costs associated with processing this application. Any fees beyond the initial deposit amount are the responsibility of the applicant(s) and shall be invoiced separately. (initial/date)
5.	I hereby authorize employees of the Town of Yountville to enter upon the subject property, as necessary, to inspect the premises and process this application.
	ave read and agree with all of the above. The above information and attached documents are true and correct to the best my knowledge.
	DATE
	Applicant Signature
	DATE
	Authorized Agent Signature
	DATE
	Property Owner(s) Signature
	DATE
	Property Owner(s) Signature (for multiple owners)
	ALL PROPERTY OWNERS HOLDING A TITLE INTEREST MUST SIGN THE APPLICATION FORM. IF THERE ARE MORE THAN TWO, LIST NAME, ADDRESS, PHONE NUMBER AND SIGNATURE ON A SEPARATE SHEET.
	If another permit is also required, materials supporting the added application must also be submitted.

CONDITIONS OF APPLICATION

All forms and handouts are available on <u>www.townofyountville.com</u>

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TYPE OF PERMIT APPLICATION (Check if any of the following apply to this application) Design Review Accessory Dwelling Unit (ADU) Conditional Use Permit Major Subdivision (≥ 5 lots) Conditional Use Permit Amendment Minor Subdivision (≤ 4 lots) Master Development Plan General Plan/Zoning Amendment Concept Prelim/Final Amendment Lot Line Adjustment Sign Permit Planned Development Master Sign Plan Variance Other (please specify)

APPLICATION SUBMITTALS WHAT TO SUBMIT

Some submittal requirements may be waived depending on the type of project. Unless waived on this form with a cross out/staff initial, all submittal information shall be provided before the application is accepted as complete.

If a new building or exterior modifications are proposed a Design Review permit or other permit is also required, materials supporting

ose appli	cations must also be submitted in conjunction with those applications.
□ 1	Planning Application Form - Completed and signed by all property owners holding a title interest.
□ 2	Fee/Initial Deposit - Except for identified uses, Town Fee Schedule charges staff time and materials. Check payable to Town of Yountville.
□ 3	Written Project Description – explaining the reasons for and details of each review requested. If a new business activity is proposed, describe its purpose, proposed hours of operation, number of full-time employees, number of part-time employees, type of business (i.e., type of office space, type of product, type of manufacturing or processing), 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.
□ 4	Floor plan – submittal (2 full size copies, 3 reduced set of all plan sheets 11" X 17" and 1 electronic set) - A floor plan for all existing and proposed structures or alterations, clearly labeled and prepared to scale, indicating the use of each room, exterior doors and windows.
□ 5	Site photographs to show where the use is proposed and its surroundings. Label where photos were taken from and the view they are showing.
□ 6	Development Summary Table (See Attachment 1) - listing site size; existing and proposed building square feet and number of units, existing and proposed parking spaces; building coverage.
□ 7	Commercial Projects Only – Proposed onsite notification signage schematic

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Size: 24" x 36" trimmed, and folded to 9" X 12" maximum size. Scale: Acceptable site plan scales are 1"=10', 1"=20', 1"=30' or 1"=40' and architectural plan scales are 1/4"=1' or 1/8"=1'. Other scales must be approved by staff beforefiling. Include north arrow, date prepared, the scale and a bar scale, and legend identifying symbols and abbreviations. Other: Name, address, phone number and email of person preparing the plan(s). Preparer: \Box 8 SITE PLAN DRAWINGS—Submittal (2 full size copy, 3 reduced set of all plan sheets 11" X 17" and 1 electronic set) - fully dimensioned and accurately drawn. Use as many sheets as necessary. Information may be combined as long as the plans are easy to read. Site plan shall include the following basic information: (See Attachment 2 for more information) a. Vicinity map – Show site in relationship to local and major cross streets, named; include a north arrow. ☐ b. Site and adjacent properties - Location of all existing structures identified by type and indicating which are proposed to be removed and which will remain. Include the project site and adjacent property at least 50 feet beyond site, adjacent building footprints and approximate height, and streets (labeled) leading to the site. □ c. **Boundaries** – All property lines, easements (size and type called out), right-of-ways, trails, and the like. ☐ d. Trees – All trees over 12" DBH. Provide their common name, size, condition, drip line and location onsite. Any trees proposed to be removed shall be identified along with the reasons why they are proposed for removal. In addition, show trees in the adjacent public right-of-way within 30 feet of the area proposed for development, and on adjacent properties with drip lines over the project site. An arborist report and photographs may be required. ☐ e. **Buildings** – Location, outside dimensions and use of all existing and proposed buildings and structures (with building numbers or other identification) including building features such as elevated decks and outside staircases. Indicate any structures proposed to be removed. ☐ f. Natural features and constraints - Site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks. ☐ g. Other site development – All decks; fences and walls including retaining walls; monument signs; bicycle racks; refuse disposal and outdoor storage areas with proposed screening, etc. The project will need to include detail design and materials. □ h. Parking, Traffic Safety, Access and Circulation Plan – Location/dimensions of existing and proposed: on-site parking/ on street parking spaces and backup/turnaround areas; internal vehicular circulation; pedestrian and bicycle ways including pedestrian entry points to buildings and any bicycle paths/trails in the General Plan; commercial vehicle loading and storage areas; project access (driveways or private streets) to the public street system; any transit stops or facilities. The plan must demonstrate CALFire vehicle access; the appropriate AASHTO fire apparatus turning template shall be plotted on the plan. This plan shall cover an area large enough to show the entire project site, the closest intersections in all directions that would provide access to the project, and a minimum of 100 feet beyond any proposed off-site roadway improvements (ideally on the most current Town aerial map). The plan should also include: the conceptual alignment for any future General Plan street connection adjacent to the project; all Town-planned and project-proposed public street improvements, including all necessary conforms, to ensure safe access to the project site without negatively impacting public street traffic operations and safety; and nearest public street parking and transit stop(s). Building elevations - Submittal (2 full size copies, 3 reduced set of all plan sheets 11" X 17" and 1 electronic set)- All 9 elevations of the proposed buildings and structures (including roof mechanical equipment screening, fascia, window and door trim) with materials, colors, and dimensions specified, prepared to scale. Height is measured from grade to top of roof. If new ground mounted mechanical equipment is needed for the proposed use (i.e. transformers & backflow 10 prevention devices) a plan showing equipment screening shall be required. 11 Preliminary Title Report and Title Insurance Company Certified List of Adjoining Property Owners/Property Notification Package within 300 feet of property. If site contains or is adjacent to a creek or other watercourse, the applicant shall establish the streambank stabilization 12 setback and riparian setbacks per 17.64 & 17.68 on the site plan. The setbacks will also be shown on cross sections of the water course. The site plan will need to show the location of all building setback line for each stream or river on the site. П 13 Other data or information necessary to complete processing of the application and environmental documents. 14 Other -

REQUIRED FOR ALL PLANS

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All forms and handouts are available on www.townofyountville.com

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ATTACHMENT 1 - DEVELOPMENT SUMMARY TABLE

Retail/service General Office Medical/Dental Industrial/ warehouse Specify	lonresiden	itiai bu		•								, 1		
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ATTACHMENT 2 - SITE PLAN EXAMPLE

