



WILLIAMSON ACT APPLICATION

Planning Department
1572 Railroad Ave.
St. Helena, CA 94574
(707) 968-2659

FILE NUMBER _____

For additional information, zoning, forms & documents please visit us on the web at: <http://www.cityofstheleena.org/content/planning>

PLEASE TYPE OR PRINT

Project Name _____

Project Site Address _____

APN _____ — _____ — _____ Additional APN _____ — _____ — _____

APPLICANT INFORMATION

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____

Email _____

OWNER INFORMATION

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____

Email _____

NOTE: Additional property owner(s) and/or applicant(s) information (name, address, phone number, email, and signature) shall be attached to the application. In the case of 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.

OFFICE USE ONLY

Related files _____

General Plan _____

Zoning _____

Application Fee \$ _____

Public Hearing / Mailing \$ _____

Total Fees Received \$ _____

Received by _____

Staff Notes:

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 Resolution(s), or 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 the payment of 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 owners 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.

AGENT FOR NOTICE (person designated by Owner to receive any and all notices and communication from the City of St. Helena during the life of this Contract. Owner shall notify the City of St. Helena Director of Planning in writing of any change of designated person or change of address prior to or during the term of the Contract):

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____

Email _____

Date: _____ Applicant's Signature: _____

Date: _____ Owner's Signature: _____

Date: _____ Owner's Signature: _____

PROCESSING FEES:

Williamson Act \$2,300

Public Hearing Notice \$600

REQUIREMENTS FOR A COMPLETE WILLIAMSON ACT APPLICATION:

The following list is not exhaustive, some applications may require additional information. Consult with a planning staff member to determine whether additional materials are required for your project. **Incomplete applications will not be accepted.**

*Note: Two (2) sets of reduced size plans (11" x 17"), digital copy (CD or USB) of the plan set, and digital copies (CD or USB) of each of the items listed below are required.

- APPLICATION FORM** - with all property owner's signatures, including all parties holding a title interest.
- WRITTEN STATEMENT** - signed and dated, explaining the details and reasons for the Williamson Act request. Specifically the written statement shall address the following:
 1. Briefly describe the agricultural use of the property for the last five (5) years. Indicate crops grown and acres devoted to each crop, type and number of livestock or poultry, or any other agricultural income producing activity.
 2. What was the gross annual income for the last five (5) years received from sale of agricultural crops produced or livestock raised on the subject property?
 3. What was the source and gross income from this property, other than agricultural income, for the same period.
 4. Is the condition or situation of your property really unique?
 5. Please indicate if there is an existing Use Permit or Certificate of Compliance.
- PRELIMINARY TITLE REPORT** not more than 6 months old including all background documents. Titles, deeds, and property profiles **cannot** be used in lieu of the Preliminary Title Report.
- SITE PLAN** - (existing and proposed) fully dimensioned and scaled drawings showing, at a minimum, parcel boundaries, location of structure(s), setbacks, sidewalk, driveway, existing and proposed topography, significant site features including a sketch of the project site in relation to the surrounding area, the location and names of adjacent and abutting streets. **Existing sewer and water laterals must be shown on the site plan.**
- FMMP MAP** - Department of Conservation (DOC) Farmland Mapping & Monitoring Program (FMMP) Map with property boundary and acreages of each farmland type displayed.

ADDITIONAL SUBMITTAL FEES:

The City of St Helena development application fee schedule anticipates review of up to two submittals for each project. Full application fees are due upon the first submittal.

If after review of a second submittal, any department identifies additional issues or discrepancies which require further plan revision and resubmittal, the applicant may be required to pay an additional fee to cover the staff time involved to review these revised plans.

Any additional plan check fees are due at the time of resubmission and will be based on the hourly costs associated with the review of the plan revisions, typically resulting in an additional fee of approximately 25%-50% of the initial application fee.

Providing a complete resubmittal package which clearly responds to all identified issues and comments is the best way to avoid these additional fees being assessed.

Planning staff recommends scheduling a pre-submittal meeting to review the response package to ensure the proposed revisions adequately resolve the identified issues.