

DESIGN REVIEW APPLICATION



Planning Department
1480 Main Street
St. Helena, CA 94574
(707) 967-2792

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 _____

Related Files _____

Application Fee \$ _____ PHN \$400 _____ Labels \$200 _____

Total Fees Received \$ _____ Received By _____

Please Type or Print

Project Name _____

Site Address _____

APN _____ - _____ - _____ Additional APN _____ - _____ - _____

Applicant Information

Owner Information

Name _____ (Applicant First & Last Name)	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.

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 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: _____



- Processing Fee:**
 - Residential under 1,000 sf **\$2,600**
 - Residential over 1,000 sf **\$3,700**
 - Commercial under 5,000 sf **\$4,000**
 - Commercial over 5,000 sf **\$9,000**
 - Historic Structure **\$5,000**

- Design Review Exemption* **\$1,000**
- Public Hearing Notice **\$400** * (Not Applicable)
- Preparation of Mailing Labels **\$200** * (Not Applicable)

REQUIREMENTS FOR A COMPLETE DESIGN REVIEW 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 – 4 sets of full sized plans, 4 sets of reduced sized plans (11” x 17”), and digital copies (CD or USB drive) of each of the items listed below 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 MAY BE required.*

- APPLICATION FORM**, with all property owner's signatures, including all parties holding a title interest.
- WRITTEN STATEMENT**, signed and dated, explaining the details of the project and the reasons for the design as proposed. The statement should include a detailed description of the project, including the amount of square footage being removed and added to each floor, existing and proposed 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, maximum building occupant load, and finishing materials.
- 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.
- WATER USE ANALYSIS REPORT** – 2 copies. All new development projects are required to be water-neutral (no net increase in demand to the City of St. Helena’s water system). Water neutrality may be achieved through any combination of on-site water conservation measures and off-site retrofitting and well water. Applicability: All new or existing **residential** projects which propose an increase in the number of independent living units or addition of bedrooms/dens/office/game rooms (rooms) and any floor area additions to new or existing **commercial/industrial** projects are required to submit a report confirming that the project will be water neutral. This requirement is only applicable to current or proposed City of St. Helena water customers or to projects within 1000’ of a waterline that require a new connection to the City of St Helena’s water supply system.
- SITE PLAN** – Fully dimensioned and scaled drawing showing at minimum parcel boundaries, location of structure(s), setbacks, sidewalk, driveway, existing and proposed topography, significant site features and shall include a sketch of the project site in relation to the surrounding area, the location and names of adjacent and abutting streets. Provide a site plan for the site as existing and as proposed. **Existing sewer and water laterals must be shown on the site plan.**
- FLOOR PLANS** – Scaled and fully dimensioned drawings of all floor plans as existing and proposed.
- BUILDING ELEVATIONS** – Dimensioned and scaled drawings of the front, side and rear elevations of any proposed new structure or remodeled portion of an existing structure. Drawings should include all mechanical, duct work, utility boxes. For large scale projects or new structures, please provide colored elevations showing proposed finishing materials. A color and material board may be required.
- EXISTING VEGETATION MAP** – Accurately identify the location, species, size (width @ breast height) and height of each tree/significant vegetation stand on the project site. This map should also indicate status of such vegetation (to be protected, to be removed, etc.).

- LANDSCAPE PLAN** – Identify all proposed landscaping planting. Plan must include a plant list (genus/species, common name, count and size) and water source description. If the project includes 500 square feet or more of new landscaping and/or 2,500 square feet or more of rehabilitated landscape, the proposed landscaping submittal items must comply with the State’s Model Water Efficient Landscape Ordinance (MWELo) by conforming to the requirements listed in Appendix D of the State’s MWELo. As such, the applicant must complete and submit a MWELo Landscape Documentation Package.
- DEMOLITION PLAN** – Identify all proposed exterior and interior walls to be demolished. If over 50% of an existing structure is to be demolished, a Demolition Permit Application must be submitted in addition to this application.
- GRADING PLAN** – To scale; showing all retaining structures, and drainage features. Existing and proposed on- and off-site utility laterals must also be shown.
- ROOF PLAN** – Must show direction of slope and location of mechanical equipment, ducts and vents.
- SITE PHOTOS** – Showing topography, vegetation, existing/adjacent structures, and views of & from the project site.
- FENCE/WALL** details – Showing the location, size and materials of all fences and walls.
- Napa County Environmental Management Department **SOLID WASTE DISPOSAL & HAZARDOUS/TOXIC MATERIALS INFORMATION FORM.** (Commercial uses only)
- OTHER _____

~During review for completeness, staff will determine if additional information or studies are required~



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?

O YES O NO

B. UNDERGROUND STORAGE TANKS (UST's)

1. Own or operate underground storage tanks?
2. Intend to upgrade existing or install new UST's?

O YES O NO

O YES O 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?

O YES O 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?

O YES O NO

O YES O NO

O YES O NO

O YES O NO

O YES O 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.

O YES O NO

O YES O NO