

CERTIFICATE OF COMPLIANCE

Planning Department
1480 Main Street
St. Helena, CA 94574

Office Use Only - Do Not Write in this Area

File Number _____
General Plan _____ Zoning _____

Background Files _____
Related Applications _____

Initial Fee Received _____ Received By _____

Please Type or Print

Project Name _____ Site Address _____

APN ____-____-____ ____-____-____ Site Area _____ Sq. Ft. (or) _____ Acres

() Residential () Commercial () Industrial

of Lots Existing _____

of Lots Proposed _____

Units

Construction

Existing units _____

Existing square footage _____

Existing units to be demolished _____

Existing s.f. to be demolished _____

Proposed units _____

Proposed square footage _____

Total residential units: _____

Total square footage _____

New Units

Single-family attached _____ Multi-family (2-4 units) _____ Mobile homes _____

Single-family detached _____ Multi-family (5+ units) _____ Accessory dwellings _____

Property Owner(s) _____

(Last Name, First Name)

Mailing Address _____

City _____ State _____ ZIP Code _____

Phone Number _____

Email address _____

Applicant(s) _____

(Last Name, First Name)

Mailing Address _____

City _____ State _____ ZIP Code _____

Phone Number _____

Email Address _____

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.

If you would like project correspondence and notice of meetings to be sent to parties other than the applicant, please list their names, address and telephone numbers on a separate sheet.

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).

Applications with a negative balance at the time of the public hearing will be continued until the balance is paid in full.

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: _____

**INFORMATION FOR FILING A COMPLETE
CERTIFICATE OF COMPLIANCE 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.

- [] Completed **APPLICATION FORM**, with all property owner's signatures, including all parties holding a title interest
- [] **WRITTEN STATEMENT**, signed and dated, which presents any facts or documents that make the determination that the parcel does or does not comply with the provisions of the State Subdivision Map Act.
- [] One (1) copy of a 8.5" x 11" or 11" x 17" **SITE MAP**, that accurately shows the existing site conditions, property lines and setbacks.
- [] A **MAILING LIST** of all owners of property within a 300' radius of the subject property, prepared and certified by a title company.
- [] **PRELIMINARY TITLE REPORT** for all parcels involved (not more than 6 months old).
- [] OTHER _____.
- [] Processing Fee: **\$1,200**
- [] Public Hearing Notice: **\$ 400**
- [] Request Preparation of Mailing Labels: **\$ 200** * (*Additional Fee*)