

GENERAL PLAN AMENDMENT

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 Deposit Received _____ Received By _____

Please Type or Print

Project Name _____
Site Address _____

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

Existing General Plan _____ Proposed General Plan _____

Property Owner(s) _____

(Last Name, First Name)

Mailing Address _____

City _____ State ____ ZIP Code _____

Phone Number _____

Email _____

Applicant(s) _____

(Last Name, First Name)

Mailing Address _____

City _____ State ____ ZIP Code _____

Phone Number _____

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.

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).

Processing Fee Initial Deposit \$13,000.

Staff time is billed at an hourly rate and the initial deposit may not be sufficient for processing your application. If expended staff time exceeds the initial deposit, you will be notified that additional funds are required. 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.

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 GENERAL PLAN AMENDMENT APPLICATION FORM

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.

The following information is required in order to initiate the General Plan Amendment process.

- [] **APPLICATION FORM** - with all property owner's signatures, including all parties holding a title interest
- [] **WRITTEN STATEMENT** – signed and dated, explaining the reasons for and details for the requested General Plan Amendment.
- [] **SITE MAP** - This should include a sketch of the project site in relation to the surrounding area, the location and names of adjacent and abutting streets. (11”x17” max).
- [] **SITE PHOTOS** – including entrance, structures, parking areas, views of adjacent parcels.
- [] 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.*

- [] Processing fee Deposit: **\$13,000**
- [] Public Hearing Notice: **\$ 400**
- [] Request Preparation of Mailing Labels: **\$ 200 *(Additional Fee)**