COUNTY OF NAPA
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

ZONE CHANGE

APPLICATION PACKET

1. Application Completeness Checklist
2. Application
3. Site Location Map Blank
4. Application Informational Handout-Procedures
5. Site Location Map/Plan Requirements
6. Adjoining Property Owners List Requirements
7. Sample Graphics

PRE-SUBMISSION REQUIREMENTS

Prior to the submission of your application materials, please call the Planning Division Secretary at (707) 253-4417 to schedule a pre-submittal application review meeting with the planning staff. The purpose of this meeting is to review your application to make sure it is complete for processing.

ZONE CHANGE
APPLICATION COMPLETENESS CHECKLIST

1. ____ Completed signed Zone Change application.

2. ____ Site Location Map (on 7" by 5½" portion of a 7.5 minute U.S. Geological Survey Topographic map).

3. ____ Vicinity map showing existing land uses, structures, and roads on all parcels within 300 feet of the subject parcel.

4. ____ To-scale plot plan (including one black-line 8½" by 11" reduction).

5. ____ Title Insurance Co. Certified List of Property Owners within 300 feet of the subject parcel specifying Name, Address, and Parcel Number.

6. ____ Assessor's Pages Used in Compiling Adjoining Property Owner's List.

7. ____ Pre-Submittal Application Review Meeting with Planning Staff

8. ____ General Plan Consistency Determination.

9. ____ Application Fee: $_____ a deposit (T*otal Fees will be based on actual time and materials)* with check payable to County of Napa.

FILE #_____

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A Commitment to Service

NAPA COUNTY
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES
1195 Third Street, Suite 210, Napa, California, 94559 • (707) 253-4417

APPLICATION FOR A ZONE CHANGE

FOR OFFICE USE ONLY

ZONING DISTRICT:_____ Date Filed:_____

REQUEST:_____ Date Published:_____

_____ Date Posted:_____

_____ ZA CDPC BS APPEAL

_____ Hearing: ___ ___ ___

_____ Action: ___ ___ ___

TO BE COMPLETED BY APPLICANT
(Please type or print legibly)

Applicant's Name:_____

Telephone #: (___)____-_____ Fax#: (___)____-_____ Email:_____

Site Address:_____ Assessor's #(s):_____
No. Street City State zip

Mailing Address:_____
No. Street City State
Zip

Status of Applicant's interest in property:_____

Property Owner(s) Name:_____

Telephone #: (___)____-_____ Fax#: (___)____-_____ Email:_____

Mailing Address: _____
No. Street City State Zip

PLEASE ATTACH A COMPLETE LEGAL DESCRIPTION OF THE PROPERTY

Zone Change: From_____**To**_____ **Text Change:**_____

_____

Explain Fully the reason for zone change or zoning text change:_____

_____

_____

I certify that the above statements are correct and that the plot plan is accurate.

_____
Signature of Applicant Date Signature of the Property Owner Date

TO BE COMPLETED BY PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

*Total Estimated Fees: $_____ Receipt No. _____Received by:_____Date:_____

Total Fees will be based on actual time and materials

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APPLYING FOR A CHANGE OF ZONE

The Napa County Zoning Ordinance is composed of two parts. One part is the text which describes in detail the type of uses permitted in each zoned area of the County and includes all the related administrative procedures and requirements. The other part of the Ordinance is the zoning map which identifies the zoning classification of every parcel of property located in the unincorporated areas of Napa County. In general, most applications for zoning change deal with the change of boundaries of a given zone, or the rezoning (reclassifying) of one particular property from one zone to another. For that reason, most of the material that follows is directed toward the procedure followed in considering a zoning map change.

In general, major changes in the County's adopted zoning map that conflict with the County General Plan will require a General Plan Amendment. In such cases, the property owner should petition for a change of zone and a General Plan Amendment by filing the required application forms and paying related filing fees.

In order to assist you in the consideration and filing of a rezoning request, the following information is provided.

1. First, confer with representatives of the Planning Division to find out if your request is in conformance with the County's General Plan, to find out how similar proposals have been received, and whether there are other County policies relevant to your request. Such background information will assist you in determining whether or not to proceed with a requested change of zone.

2. Should you decide to proceed with the zoning change, the attached application form must be completed, a pre-application meeting scheduled, and the application filed with the Planning Division along with payment of the required filing fee. The filing fee is necessary to cover County expenses encountered during the processing of the application, including legal advertising for public hearings, planning staff review, secretarial time, field investigation, etc.

3. Following receipt of a complete application, the proposal will be reviewed for potential impacts on the environment and an environmental assessment prepared. If the project is located in any recognized environmentally sensitive areas, a detailed study or an Environmental Impact Report (EIR) may be required to determine the existence of significant environmental impacts and possible mitigation measures.

4. After the appropriate environmental document is prepared, the application will be scheduled for a public hearing before the Planning Commission. At the hearing the Commission will review the proposed application and the report of the Planning Division. Proponents and opponents of the project are given an opportunity to express their reasons in support or in opposition to the project. At the close of the hearing, the Commission will act on the rezoning request. If the Commission recommends **approval** of the rezoning, it will be forwarded with their recommendation to the Board of Supervisors for final action.

5. Any Commission recommendation to **approve** a rezoning request, and all appeals of Commission action on a rezoning matter, will be scheduled for public hearing by the Board of Supervisors. The hearing procedures are generally the same as before the Planning Commission: staff report and presentation of the Commission's recommendation, applicant's presentation, public comments, and applicant's rebuttal. After the close of the public hearing, the Board of Supervisors may take final action.

6. The Board of Supervisors approves rezoning requests by **Ordinance**. If a change of zoning district (rather than ordinance text) is approved, the County zoning maps are altered to reflect the change, and the owner may utilize his property consistent with the revised ordinance when the ordinance takes effect, thirty days after the action is taken by the Board of Supervisors. If a change of zone is **not** approved, only those uses and those regulations permitted under the current ordinance may be permitted.

PLAN REQUIREMENTS

SITE LOCATION MAP REQUIREMENTS

One (1) copy of a site location map. Said map shall consist of a 7" by 5½" portion of the **7.5 minute** U.S. Geological Survey Topographic map that covers the project vicinity or an accurate reproducible copy thereof. This map section shall be pasted or taped (not stapled) in the space provided on the site location map blank contained in this application packet. The following information shall be **accurately** plotted thereon:

a) The location of the boundary lines of all existing parcels involved and any new parcels to be formed.

b) The location of all existing improvements to be used including but not limited to existing access roads.

c) The location of all new improvements proposed including but not limited to buildings and access roads/driveways. For the purpose of this section proposed building sites on parcel/subdivision maps along with all the associated improvements necessary to put a home at the location selected shall be considered as "new improvements".

The location of all boundary lines and improvements plotted must be accurate to within 50 feet (i.e., 1/20th of an inch)

The symbols to be used in preparing this location map are specified in the legend on the site location map blank provided.

SITE PLAN REQUIREMENTS

One (1) copy of a site plan drawn to scale showing the following information:

a) Property lines of the subject parcel.

b) Name of property owners and assessor's parcel numbers.

c) Location and names of all streets and rights-of-way serving the parcel(s).

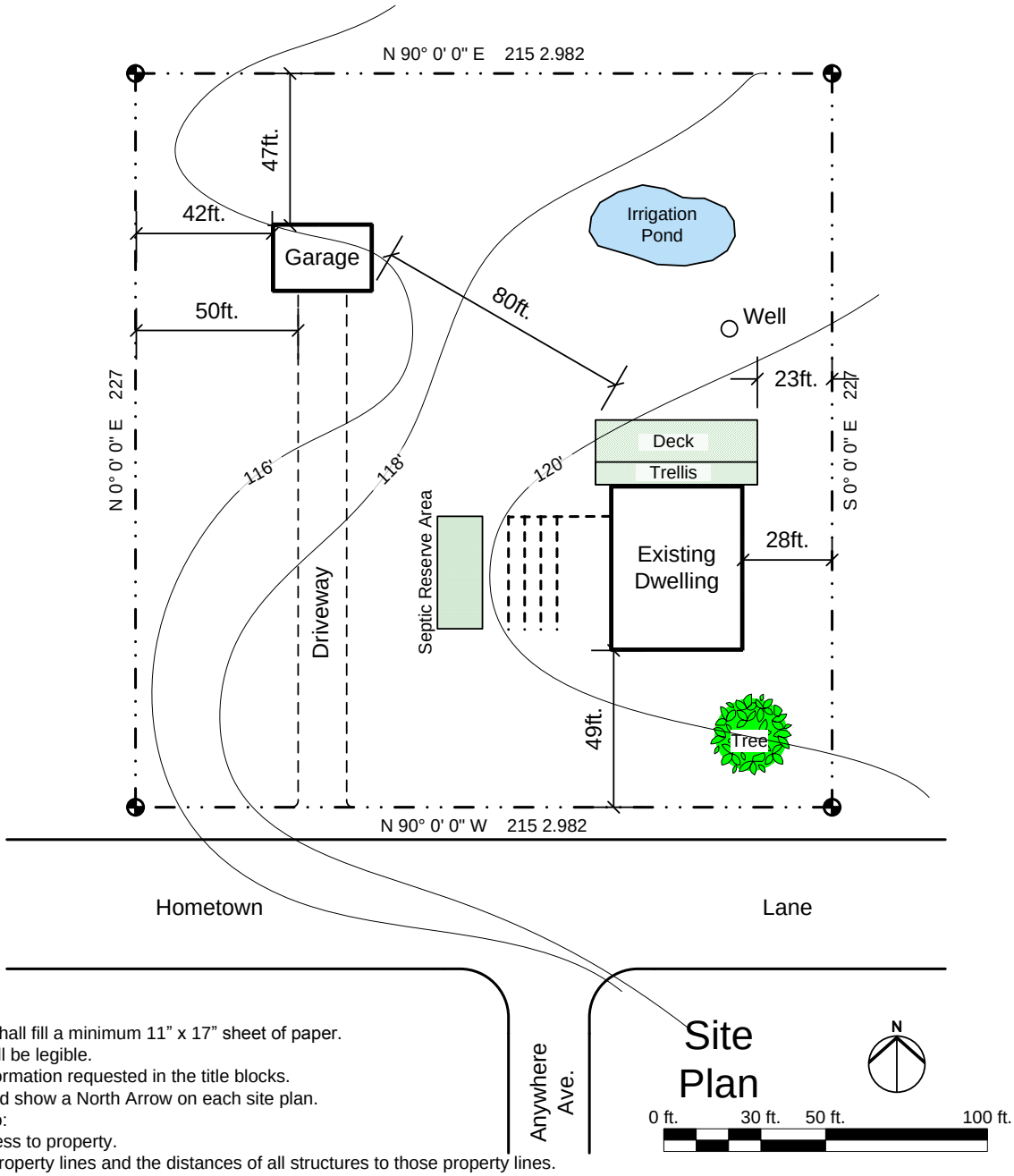
d) Topography in sufficient detail to properly assess the relationship of the proposed project and/or use to the contour of the land.

e) Location of any drainage courses, ponds or reservoirs on or adjoining the parcel(s).

f) Location and setbacks of existing and proposed property improvements (structures, waste disposal systems, wells, access roads and parking, etc) from the property line(s) of the subject parcel.

g) North arrow, graphic map scale, date plan prepared, and applicant's name.

Plans on sheets larger than 8½" by 11" shall be accompanied by one (1) clear, clean, readable, black-line reduction on 8½" by 11" paper. A graphic scale of the reduced plan shall be indicated.



Site Plan

N

0 ft. 30 ft. 50 ft. 100 ft.

Each different plan shall fill a minimum 11" x 17" sheet of paper.
Plans and notes shall be legible.
Provide all of the information requested in the title blocks.
Indicate the scale and show a North Arrow on each site plan.
Did you remember to:

- Show access to property.
- Show all property lines and the distances of all structures to those property lines.
- Show all roads, streets, driveways, rivers, reservoirs, dams, creeks, streams, paths and the distance from centerline of roads, streets and highways.
- Show all buildings and/or structures on the property, existing and proposed and the distances between those buildings and/or structures.
- Show all easements.
- Show all water wells, fire hydrants, water storage tank(s), LP gas tank(s).
- Show all septic system(s) and required 100% expansion area (reserve area). *
- Show stock pile(s) of dirt, soil, rocks and/or earth.

Five copies of the site plan are required for all building permits.

* Reserve area is a County code requirement. You must identify an adequate reserved area on your site plan. This reserve area will be reviewed on a case by case basis. If you have a very small parcel or a parcel with unusual site constraints you may be required to prove reserve area before a clearance on your building permit may be issued.

APN:
Name:
Address:
Phone:

COUNTY *of* NAPA

OFFICE OF PLANNING, BUILDING & ENVIRONMENTAL SERVICES

Sample Site Plan for Permit Submission

ADJOINING PROPERTY OWNER LIST REQUIREMENTS

All applications shall include a list of the current owners of all the properties whose outer perimeters are within **300 feet** of the property boundary of the project site. The list shall include the property owner's names, their addresses and the assessor's parcel numbers of the property owned.

Preparation, verification and submission of this list of property owners is the responsibility of the applicant. Lists of the property owners appearing on County tax rolls in the form required are available from all local title insurance companies. Each such list must be certified by a title insurance company as reflecting the most recent County tax roll information.

INSTRUCTIONS TO TITLE COMPANY

Please prepare the property owners' list as follows:

1. Type the property owners' names, parcel numbers and mailing addresses on an 8½"by 11" sheet of Avery #5160 Laser Labels so that this information can be readily used in mailing by Planning, Building, and Environmental Services.

2. Submit a full page copy of the assessors' parcel book page(s) and a copy of the latest equalized assessment roll used to compile the property owners' list. Please indicate the location of all parcels listed, by check mark or colored parcel number circled on the pages.

If you should have any questions, please contact Planning, Building, and Environmental Services at (707)253-4417.