



SUBMITTAL REQUIREMENTS

Annexation

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

PURPOSE

Annexation is a process where territory is incorporated into the City of Napa.

SUBMITTAL MATERIALS

Some submittal requirements may be waived depending on the type of project. Unless waived on this form with a cross-out/staff initial, all submittal information shall be provided before the application is accepted as complete.

If another City permit or Project entitlement is also required, the materials supporting the added permit or entitlement must also be submitted.

If your application requires multiple permits or entitlements, submit the number of plan sets for the permit or entitlement that requires the largest number of plans sets.

- 1 **Planning Application Form** - Completed and signed by all property owners holding a title interest.
- 2 **Fee/Initial Deposit** - City Fee Schedule charges staff time and materials. The initial deposit is \$5,000 for City Council review. Check payable to City of Napa.
- 3 **Written Project Description** - Explain reasons why the annexation is requested and properties involved (by address and Assessor Parcel Number). Identify whether the property is currently served by Napa Sanitation District, by Napa City Water, and whether it is within the City's Rural Urban Limit (RUL) line.
- 4 Other data or information necessary to complete processing of the map and environmental documents.
- 5 Other - _____

ADDITIONAL SUBMITTAL REQUIREMENTS TO BE PROVIDED FOLLOWING SUBMITTAL

The City of Napa coordinates annexation requests with the Local Agency Formation Commission of Napa County (LAFCO). Staff will review the annexation request and evaluate whether additional properties should be added to provide a logical annexation boundary. Once the annexation boundaries are identified and approved by the Napa City Council, staff will contact applicant to assist with completion of a "Justification of Proposal" form. A legal description and map identifying boundaries of the proposed annexation territory will also be needed in a format acceptable to LAFCO (but should not be prepared until annexation boundaries are identified).