SUBMITTAL REQUIREMENTS

Design Review – Administrative – Non-Residential

Mailing Address:
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Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

PURPOSE

Design review implements General Plan policies concerning the environment and design by guiding the location and appearance of development. Key design goals of the city are to integrate the urban environment with the city's natural features; to encourage attractive, well located commercial development and to assure high quality, well designed housing that respects neighborhood character. General Plan design goals are furthered by the adoption of design guidelines. Design review also allows implementation of applicable design guidelines.

APPLICATION TYPE

- □ Building Addition
- □ Exterior Remodel
- □ Solid Fence over 6-Feet High
- □ Outdoor Dining on Private Property
- □ Murals/Wall Graphics/Unusual Paint Colors
- □ Demolition of 6L Properties

PLAN REQUIREMENTS

1. **Size**. 24"x36" trimmed and folded to 9"x12" maximum size.
2. **Scale**. Acceptable site plan scales are 1"=10', 1"=20', 1"=30', or 1"=40'. Acceptable architectural plan scales are 1/4"=1' or 1/8"=1'.
3. **Other**. Include north arrow, date prepared, the scale, bar scale, and legend identifying symbols and abbreviations.
4. **Preparer**. Name, address, phone number, and email of person preparing the plan(s). In many cases, plans must be prepared and signed by a licensed civil engineer, surveyor, licensed architect, landscape architect, and/or building designer.

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 $1,500. Fences/retaining walls are a $570 flat fee. Check payable to City of Napa.

□ 3 **Written Project Description** - shall describe the architectural and site design intent, how the proposed structures and site development fit with the surrounding area, and meet applicable design guideline objectives. Residential and Mixed Use Projects also need to fill out the attached Design Guidelines checklist.

□ 4 **Identification of other professionals** whose services were required in the preparation of the tentative map including the names and addresses of engineer and surveyor.

□ 5 **Prior known development activity** on the site, such as removal of vegetation, grading, prior development, etc. This information can be incorporated into the written project description.

□ 6 **Letters of Intent**: if the project includes any work on adjacent properties, a letter of intent from the owner of that property is to be submitted. The letter is to indicate the impacted adjacent property owner's understanding of the extent of improvements to be performed and willingness to provide all

necessary easements, etc. to allow the construction to occur and improvement to remain. The letter is to specify maintenance responsibilities. The letter must also address all parties owning an interest in any existing right-of-way or easement within the subdivision which is proposed to be changed, modified, or deleted.

□ 7 **Development Summary Table -** a completed development summary table.

□ 8 **Site context board analysis** – to help analyze how the project will fit its surroundings (See Attachment 3). Include a map of the (typically several block) area where the site is located. Site photos to show existing structures and site features (trees, creeks, views to/from the site, slopes, etc.). Site photos to show existing structures and site features (trees, creeks, views to/from the site, slopes, etc.).

□ 9 **Preliminary Title Report** - not more than 90 days old.

□ 10 **Typical cross section(s)** - Typical cross section(s) of the building(s) and/or project site grading to show how project will transition to neighboring properties. Consult with staff regarding appropriate cross section locations.

□ 11 **Mailing labels -** Provide a 500+ foot radius mailing list and mailing labels for public hearing notice per 17.68.070.

□ 12 **Statement of Consideration** – in accordance with Appendix A-4 of the California Green Building Standards Code the application shall include a Statement of Consideration indicating that the project design includes, but is not limited, to the specified voluntary features whenever possible. See the website of the California Building Standards Commission for more information.

□ 13 **Commercial and Mixed Use Design Guidelines Evaluation Worksheet -** To help determine compliance with commercial design guidelines.

□ 14 **Mural/graphic design –** (**6 full size copies** and **a reduced set** of all plan and map sheets at 8.5" X 11") - *If mural or graphic proposed,* provide illustration of proposed mural/graphic with materials, colors and dimensions specified. Provide elevation showing location on wall.

□ 15 **SITE PLAN DRAWINGS**– (**6 full size copies** and **a reduced set** of all plan and map sheets at 8.5" X 11") - fully dimensioned and accurately drawn. Use as many sheets as necessary. Information may be combined as long as the plans are easy to read. Site plan shall include the following basic information:

- □ a **Vicinity map** – Show site in relationship to local and major cross streets, named; include a north arrow.

- □ b **Site and adjacent properties** - Location of all existing structures identified by type and indicating which are proposed to be removed and which will remain. Include the project site *and* adjacent property at least 100 feet beyond site, adjacent building footprints and approximate height, and streets (labeled) leading to the site.

- □ c **Boundaries** – All existing and proposed property lines, tract name, easements (size and type called out), right-of-ways, trails, and the like. Approximate dimensions of all lots, radii of all curves and central angles.

- □ d **Topography** – Existing topography and proposed changes of the site extending a sufficient distance beyond its boundaries to show drainage patterns and impacts on neighboring properties (including the fronting street right of way) with one-foot contours for land with a ground slope up to 5%, two-foot contours for ground slope over 5 to 10% and five foot contours for ground slope over 10% and spot elevations. The date, elevation datum and City of Napa benchmark (assumed benchmark are not acceptable) shall be indicated on the map, and source shall be identified.

- □ e **Grading and Drainage Plan** – Preliminary grading and drainage plan clearly showing existing and proposed ground contours, finished floor elevations of existing and proposed buildings, and existing or proposed top of curb elevations for both sides of adjacent streets (extending a sufficient distance beyond the project site boundaries to show drainage patterns and impacts on neighboring properties, including the fronting street right of way area). Show existing and proposed on-site and off-site storm drains

and other flood control facilities (including detention required to limit post-development flow rate to pre-development levels and detention sizing calculations) with pipe sizes, rim and invert elevations and tie-in's to the existing downstream system. Back of lot elevations, lot drainage pattern and an overland path-of-flow must be shown. Indicate any existing or proposed retaining walls (with top and bottom of wall elevations and materials specified). Provide grading cut and fill quantities on plan.

□ f **Utilities Plan** (extending 100+ feet beyond site boundaries) - Location and size of existing and proposed: water-related facilities including but not limited to water mains with valve locations, water services to each parcel, water meter locations, fire sprinkler risers, backflow devices, fire hydrants within 300 feet, blow-offs and water wells; sewers; existing and proposed overhead utilities and poles; and all existing and proposed easements for these facilities. For sewer systems, top of structures and invert elevations shall be shown along with sewer laterals pipe size, slope and tie-in elevations at the existing downstream system. Slopes and elevations of proposed sewers and storm drains shall be indicated. The plan will need to identify all utility poles that will be removed and the line segments to be undergrounded. Existing gas mains, fiber optic lines, electrical lines, and other utilities shall be shown on plan.

□ g **Stormwater Control Plan** – To meet Federal, State and Local stormwater quality requirements a Stormwater Control Plan needs to be prepared and submitted based on the current Bay Area Stormwater Association Agency (BASMAA) Post Construction Design Manual and submitted with application. A copy of the manual may be obtained from the BASMAA website at: http://www.basmaa.org/.

□ h **Parking, Traffic Safety, Access and Circulation Plan** – Location/dimensions of existing and proposed: on-site parking/ on street parking spaces and backup/turnaround areas; internal vehicular circulation; pedestrian and bicycle ways including pedestrian entry points to buildings and any bicycle paths/trails in the General Plan; commercial vehicle loading and storage areas; project access (driveways or private streets) to the public street system; any transit stops or facilities. The plan must demonstrate Fire Department vehicle access; the appropriate AASHTO fire apparatus turning template shall be plotted on the plan.

This plan shall cover an area large enough to show the entire project site, the closest intersections in all directions that would provide access to the project, and a minimum of 100 feet beyond any proposed off-site roadway improvements (ideally on the most current City aerial map). The plan should also include: the conceptual alignment for any future General Plan street connection adjacent to the project; all City-planned and project-proposed public street improvements, including all necessary conforms, to ensure safe access to the project site without negatively impacting public street traffic operations and safety; and nearest public street parking and transit stop(s)

□ i **Trees** – All trees over 6" in diameter measured 54" above existing grade. Provide their common name, size, condition, drip line and location onsite. Note whether any are "Significant Trees" designated by the City that are strictly protected. Any trees proposed to be removed shall be identified along with the reasons why they are proposed for removal. In addition, show trees in the adjacent public right-of-way within 30 feet of the area proposed for development, and on adjacent properties with drip lines over the project site. An arborist report and photographs may be required.

□ j **Buildings** – Location, outside dimensions and use of all existing and proposed buildings and structures (with building numbers or other identification) including building features such as elevated decks and outside staircases. Indicate any structures proposed to be removed.

□ k **Natural features and constraints** - Site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks.

□ l **Other site development** – All decks; fences and walls including retaining walls; monument signs; bicycle racks; refuse disposal and outdoor storage areas with proposed screening, etc. The project will need to include detail design and materials.

□ m **Common areas/open space/yards**- Location and dimensions of "usable outdoor areas" required in multi-family projects, existing and proposed private and public open space, trails and similar.

□ 16 **Landscape and Lighting Plan** – (**15 full size copies** and **a reduced set** of all plan and map sheets at 8.5" X 11") - Preliminary landscape plan consistent with the city's landscape standards, and any exterior lighting, detailing design, location and height. Include a conceptual street tree planting plan consistent with City's approved Street Tree List for all public streets.

□ 17 **BUILDING PLANS** – (**15 full size copies** and **a reduced set** of all plan and map sheets at 8.5" X 11") - Except for Parcel Maps, house plans shall be submitted with the application and shall include the following:

□ a **Building elevations** – Show all elevations of the proposed project with materials, colors, and dimensions specified. Height is measured from grade to top of roof. The purpose of such drawings is to show how the building is architecturally compatible with its surroundings, and, in hillside areas, how it also fits with the site. The drawings shall include door and window details.

□ b **Floor and roof plan** – A floor plan for all existing and proposed structures or alterations, clearly labeled and prepared to scale, indicating the use of each room, exterior doors and windows. The roof plan shall indicate direction of slope, roof pitch, location and screening of rooftop mechanical equipment.

□ 18 **Rendered elevations/site plan and Materials Board** - Rendered elevations and a color palette are required at the time of project submittal

□ 19 **Storm Drainage Analysis** - Unless waived by the City Engineer, the project shall provide a storm drainage study/hydrologic analysis and/or onsite detention; check with Public Works Engineering Division and/or follow the City Drainage Standards which may be obtained at Public Works Department website.

□ 20 **Erosion and Sediment Control Plan (ESCP)**- **"Best Management Practices" (BMP's)** – List and show on the plans the methods ("BMP's" – See Napa Countywide Stormwater Pollution Prevention Program Erosion and Sediment Control Plan Guidance website. Complete and submit the reference Erosion and Sediment Control Plan.

□ 21 **Stormwater Pollution Prevention Plans (SWPPP)** – If a project (public of private) disturbs one acre or more of soil, it is subject to the State's Construction General Permit (CGP). In this circumstance, the Stormwater Pollution Prevention Plan (SWPPP) developed pursuant to the CGP may substitute for the ESCP. These projects must apply for comply with all requirements of the CGP. For more information see the CGP website.

ADDITIONAL SUBMITTAL REQUIREMENTS IN CERTAIN CIRCUMSTANCES

□ 22 If the proposed development involves the construction of any new commercial building (including office and retail uses), industrial or light industrial uses, or any mixed use building, or the rehabilitation, renovation, remodeling or improvement of an existing building, and having a Construction Cost of $250,000 or more will need to demonstrate compliance with the **Public Art Ordinance,** NMC Section 15.108. The proposed manner of compliance shall be submitted in conjunction with the development application as outlined in NMC Section 15.108.040.

□ 23 The project shall provide **a Soils and/or Geotechnical Report** in accordance with Sections 16.36.200 and Title 17 the Napa Municipal Code and the Subdivision Map Act. Upon application for a building permit, a soils investigation and/or geotechnical report may also be required by the chief building official in accordance with Title 15 of the Napa Municipal Code.

□ 24 If site is in :**SC Soscol Corridor Overlay District**, applicants need to review the *Soscol Corridor/Downtown Riverfront Design Guidelines* to assure project compatibility with these Guidelines.

Projects along the **Downtown Riverfront** should also consult the more detailed *Downtown Riverfront Urban Design Plan*.

□ 25 If site is in :**MU-T Mixed Use Tannery Bend District**, applicants need to review the *Tannery Bend Development & Design Guidelines* to assure project compatibility with these Guidelines.

□ 26 If site is affected by the **Napa River/Napa Creek Flood Protection Project**, the Community Development Director must first determine that the project is exempt pursuant to 17.52.300 after consultation with the Flood Project Manager before the application can be submitted.

□ 27 If site is on a **major street or adjacent to the Napa River or in another visually sensitive area,** as discussed with staff, the *Soscol Design Guidelines* are used as a General Design Review tool, and applicants are to review them for applicable design principles. (Resolution 2001 72)

□ 28 If site is in **:FP Floodplain Overlay District**, floodway analysis (if applicable) and other materials must be provided to address Floodplain (17.38.050), and potentially floodway (17.38.090) and/or Flood Evacuation Area (17.38.070) requirements. For properties in the floodway area, a detailed development plan and floodway development analysis showing all elements of Title 17 of the Napa Municipal Code. For properties in the flood hazard areas, a development plan indicating the amount of fill required and/or floodproofing measures required by Title 17 of the Napa Municipal Code. The site plan will need to show the approximate location of all areas subject to inundation of stormwater overflow and the location, width and direction of flow of all watercourses, including tidewaters. For residential subdivisions in the flood evacuation area, a flood evacuation plan will be required.

□ 29 If site contains or is adjacent to a **creek or other watercourse**, the applicant shall establish the streambank stabilization setback and riparian setbacks per 17.52.110 on the site plan. The setbacks will also be shown on cross sections of the water course. The site plan will need to show the location of all building setback line for each stream or river on the site.

□ 30 If site contains a **wetland**, plans shall be referred to the US Army Corps of Engineers and the State Department of Fish and Game for comment, and a wetland delineation, wetland restoration or management plan may be required. (17.52.530). The site plan will need to show the location of all building setback line for each wetland area on the site.

□ 31 If the project includes **work in waterways or wetlands,** plans shall be referred to the State Department of Fish and Game (DFG), the US Army Corps of Engineers (COE), and Regional Water Quality Control Board (RWQCB) who may require a DFG Streambed Alteration Permit, a RWQCB 401 permit, and/or a COE 404 permit.

□ 32 If site is in the :**HS Hillside Overlay District**, a slope analysis shall be prepared consistent with the requirements of 17.30.040(H) in order to determine site density. The plans will need to identify any building or access siting concerns and applicants will need to review and provide plans consistent with the city's *Hillside Development Guidelines*. Application submittals must include (unless waived) a site plan with the precise location of existing topography and proposed changes and natural site features; a precise grading and drainage plan; a preliminary landscape plan, construction drawings, and a scale model or visual simulations (17.40.070.B).

□ 33 If site is in the :**HS Hillside Overlay District** it can be characterized as a **Hazardous Fire Area** and the project shall include the submission of a Fire Hazard Reduction Plan (17.52.180). Before application submittal, verify with the Fire Prevention Division of the Fire Department whether analysis is necessary.

□ 34 If site is in the **West Napa Fault Zone** (see map in 17.52.420) and involves a subdivision or critical facility as described in 17.52.420, a soils investigation and/or geotechnical report shall be provided to identify any building or access siting concerns. The report shall include a comprehensive geologic investigation that shows the impact that faults and fault trances will pose to a proposed structure.

□ 35 If any lot(s) proposed for development are **above elevation 300 feet in Zone 4 or Zone 5, or above 150 feet in Zone 3**, the applicant shall provide an engineering report to show how water service will be provided to the lot (s). The report shall verify adequate flow, pressure and redundancy to satisfy both the Water Division and Fire Department. Fire flow requirements for buildings, location and distribution of fire hydrants shall be in accordance with Appendix B and C of the California Fire Code (2007 Edition). In all cases, minimum fire flow shall not be less than 500 gallons per minute at 20-psi

residual pressure. Before application submittal, verify with the Water Division (257-9521) the level of analysis required.

□ 36 If site is **on the Rural Urban Limit** line, an agricultural buffer plan is required per Zoning Ordinance Section 17.52.040.

□ 37 If site is on the City's **Combined Historic Resources List**, the structure is subject to the City's Historic Preservation Ordinance. (NMC Chapter 15.52). A Certificate of Appropriateness may be required, and city "Rehabilitation Guidelines for Historic Properties" apply. Check with Community Development staff.

□ 38 If site is in a :TI, **Traffic Impact Overlay District** (City Crucial Corridor), a daily trip generation analysis is required. See Public Works Department Policy Guidelines: Traffic Impact Analysis for Private Development Review to guide the trip generation analysis. The daily trip generation analysis results shall be submitted with the application. Consultation with the City's Transportation Engineering Division is recommended.

□ 39 If project is estimated to generate ***new*** **traffic in excess of 50 vehicle-trips for residential developments and 100 vehicle trips for non-residential developments in a critical peak hour, a traffic impact study is required**. See Public Works Department's *Policy Guidelines: Traffic Impact Analysis for Private Development Review* to determine peak trip generation and the scope of the traffic study. The traffic study scope of work shall be submitted <u>with the application</u>. Consultation with the City's Transportation Engineering Division is recommended *before* conducting the traffic impact study. If the proposed project is adjacent to a planned street connection in the City's General Plan, the traffic study for the project shall address traffic issues related to the future street connection around the project site. *Example projects generating fewer than 50 peak trips include any residential project with fewer than 50 units; light industrial less than 50,000 sq. ft.; general office less than 30,000 sq. ft; shopping centers less than 13,000 sq. ft.* A traffic operations, access and circulation analysis may be required. Consultation with the City's Transportation Engineering Division is recommended.

□ 40 If the proposal is for the **conversion of a mobile home park** to another use, the report prescribed by Government Code Section 66427.4 on the impact of the conversion upon displaced residents of the park.

□ 41 If development involves hazardous materials, complete **Napa County Department of Environmental Management CUPA Form** for Business Activities.

□ 42 Where private ownership of infrastructure is proposed, the applicant shall provide information regarding the **mechanism for maintaining the private facilities**. Include a description of the funding sources for both annual and long-term maintenance and replacement of facilities and/or equipment.

□ 43 If **new ground mounted mechanical equipment** is needed for the proposed use (i.e. transformers & backflow prevention devices) a plan showing equipment screening shall be required.

□ 44 Identification and justification for requested exemptions to the requirements of the Napa Municipal Code, the Public Works Standard Specifications or the City of Napa Design Guidelines.

□ 45 If the staff level Design Review Permit is **appealed**, the applicant will be required to provide a 500 foot radius mailing list for public hearing notice per 17.68.070.

□ 46 **Environmental Information Form** - To help determine whether any supplemental environmental studies are required, such as a parking, traffic or noise study (See attachment 4).

□ 47 Other data or information necessary to complete processing of the map and environmental documents.

□ 48 Other - _____