

PLANNING APPLICATION

Project & Applicant Information



PROPERTY INFORMATION

Project Address: _____

Assessor Parcel Number (APN): _____

Business Name (if applicable): _____

Project Name (if applicable): _____

PROJECT DESCRIPTION

Describe the existing development on site including all existing uses:

Describe the proposed project:

RELEVANT CHECKLISTS

Indicate the potential relevant items that will be associated with this project:

- | | | |
|---|---|--|
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Lot Line Adjustment / Merger | <input type="checkbox"/> Urban Lot Split (SB9) |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Planned Development District | <input type="checkbox"/> Use Permit |
| <input type="checkbox"/> Environmental Analysis | <input type="checkbox"/> Reversion to Acreage | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Final Map / Parcel Map | <input type="checkbox"/> Tentative Map | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Two-Unit Development (SB9) | |

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PROJECT TEAM INFORMATION

APPLICANT

Applicant Name: _____

Company / Firm: _____

Mailing Address: _____

Phone Number: _____ E-mail Address: _____

PROPERTY OWNER OF RECORD ☐ SAME AS APPLICANT ☐ DIFFERENT FROM APPLICANT

Property Owner Name: _____

Mailing Address: _____

Phone Number: _____ E-mail Address: _____

AUTHORIZED AGENT

Main Contact Name: _____

Company / Firm: _____

Mailing Address: _____

Phone Number: _____ E-mail Address: _____

OTHER E.G. ARCHITECT, ENGINEER, CONSULTANT

Main Contact Name: _____

Company / Firm: _____

Mailing Address: _____

Phone Number: _____ E-mail Address: _____

OTHER E.G. ARCHITECT, ENGINEER, CONSULTANT

Main Contact Name: _____

Company / Firm: _____

Mailing Address: _____

Phone Number: _____ E-mail Address: _____

NOTES

PLANNING APPLICATION

CONDITIONS OF APPLICATION

TERMS

"Applicant" is any person, firm, partnership, association, joint venture, corporation, or any entity, combination of entities, or consortium that seeks approval of a City permit, license, or other entitlement for use of property.

"Authorized Agent" is any authorized firm, partnership, association, joint venture, corporation, or any entity, combination of entities, or consortium authorized by the Applicant to represent and act on behalf of the Applicant. The Authorized Agent shall receive all written correspondence from the City regarding the application and any hearings or proceedings scheduled before the Planning Commission, City Council, or other appointive City Boards and Commissions, but shall not be responsible for the payment of development or processing fees.

"City" means the city of Calistoga.

"Project" is any human-made change to improved or unimproved real estate undertaken for the purpose of development, including the issuance of a permit or approval for construction, reconstruction, use, or operation, whether or not the permit or approval is ministerial or discretionary in nature.

"Property Owner" of property means a person, persons, or corporation holding fee title to the real property within the City as shown on the most recent assessor's roll in the County of Napa upon which the Project is proposed. The Property Owner and Applicant may be the same person or legal entity, or may be different.

CONDITIONS

1. All materials and representations submitted in conjunction with this form shall be considered a part of this application.
2. The Applicant(s) shall inform the Planning Division in writing of any changes.
3. Complete Application. This application will not be considered filed, and processing may not be initiated until the Planning Division determines that the submittal is complete with all necessary information, including any and all fees, and is "accepted as complete." The City will notify the applicant(s) of all application deficiencies within 30 days following application submission. Materials submitted when the Planning Division offices are closed (e.g., weekends or holidays) will be deemed received on the first business day following the closure.
4. Plans. The Applicant(s) authorize(s) the Planning Division to reproduce plans and exhibits as necessary for the processing of this application and understand that this may include circulating copies of the reduced plans for public inspection; and/or posting plans as part of the City's public hearing agenda; and/or posting on the City's on-line permit management system.
5. Indemnification. The Applicant(s) agree(s) to 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 and approval of the City concerning the Project, as long as the city promptly notifies the Applicant(s) of any such claim, action or proceedings and the City cooperates fully in the defense.
6. Fees. The Applicant(s) hereby agree(s) to be jointly and severally liable for the payment of any and all processing fees imposed by the Calistoga Municipal Code (CMC § 16.02.110, CMC § 17.02.080) and the City's Cost Recovery Fee Policy (Resolution No. 2025-39).
7. Digital Signature Disclosure. The Applicant(s) understand(s) and agree(s) that (i) electronically signing and submitting any document(s) to the City of Calistoga is legally binding in the same manner as signing a non-electronic or non-digital form, and (ii) the electronically stored copy of signature(s), any written instruction or authorization and any other document provided by the City of Calistoga, is considered to be the true, accurate and legally enforceable record in any proceeding to the same extent as if such documents were originally generated and maintained in printed form. The Applicant(s) agree(s) not to contest the admissibility or enforceability of the City of Calistoga's electronically stored copy of any other documents.

I have read, understand, and agree to the above. The information provided and attached documents are true and correct to the best of my knowledge.

APPLICANT SIGNATURE _____ **DATE** _____

AUTHORIZED AGENT SIGNATURE _____ **DATE** _____

PROPERTY OWNER SIGNATURE _____ **DATE** _____

