



Planning Application

PROJECT + APPLICANT INFORMATION



PROPERTY INFORMATION

PROJECT PHYSICAL ADDRESS(S): _____

PROJECT ASSESSOR PARCEL NUMBER(S): _____

PROJECT NAME: _____



PROJECT TEAM INFORMATION

APPLICANT

APPLICANT NAME: _____

COMPANY/FIRM: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

PROPERTY OWNER ☐ SAME AS APPLICANT ☐ DIFFERENT FROM APPLICANT

PROPERTY OWNER NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

AUTHORIZED AGENT

AGENT NAME: _____

COMPANY/FIRM: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS INCLUDED IN THIS FORM AND THE INFORMATION PROVIDED AND ATTACHED TO THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



SIGNATURES

APPLICANT SIGNATURE: _____ DATE: _____

OWNER SIGNATURE: _____ DATE: _____

AUTHORIZED AGENT SIGNATURE: _____ DATE: _____



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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 APPOINTEE 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 & REPRESENTATIONS SUBMITTED IN CONJUNCTION WITH THIS FORM SHALL BE CONSIDERED 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, & PROCESSING MAY NOT BE INITIATED UNTIL THE PLANNING DIVISION DETERMINES THAT THE SUBMITTAL IS COMPLETE WITH ALL NECESSARY INFORMATION, INCLUDING ANY & 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 & EXHIBITS AS NECESSARY FOR THE PROCESSING OF THIS APPLICATION & 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, & HOLD THE CITY, ITS AGENTS, OFFICERS, & EMPLOYEES HARMLESS FROM ANY CLAIM, ACTION, OR PROCEEDING TO ATTACK, SET ASIDE, VOID, OR ANNUL & APPROVAL OF THE CITY CONCERNING THE PROJECT, AS LONG AS THE CITY PROMPTLY NOTIFIES THE APPLICANT(S) OF ANY SUCH CLAIM, ACTION OR PROCEEDINGS & THE CITY COOPERATES FULLY IN THE DEFENSE.

6. FEES. THE APPLICANT(S) HEREBY AGREE(S) TO BE JOINTLY & SEVERALLY LIABLE FOR THE PAYMENT OF ANY & ALL PROCESSING FEES IMPOSED BY THE CALISTOGA MUNICIPAL CODE (CMC § 16.02.110, CMC § 17.02.080) & 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 & 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 & ANY OTHER DOCUMENT PROVIDED BY THE CITY OF CALISTOGA, IS CONSIDERED TO BE THE TRUE, ACCURATE & LEGALLY ENFORCEABLE RECORD IN ANY PROCEEDING TO THE SAME EXTENT AS IF SUCH DOCUMENTS WERE ORIGINALLY GENERATED & MAINTAINED IN PRINTED FORM. THE APPLICANT(S) AGREE(S) NOT TO CONTEST THE ADMISSIBILITY OR ENFORCE-ABILITY OF THE CITY OF CALISTOGA'S ELECTRONICALLY STORED COPY OF ANY OTHER DOCUMENTS.



FINANCE INFORMATION (STAFF ONLY)

DATE	DESCRIPTION	PAYMENT TYPE	APPLICATION DEPOSIT	APPLICATION FEE	CREDIT CARD FEE