



Development Services Department Planning Division

SUBMITTAL STANDARDS

These standards describe how information should be provided to the Planning Division for all Planning Applications and will be used to assess the completeness of a planning application. Please note that applications to the Building and Engineering Divisions are evaluated separately.

The City of Benicia Planning Division accepts applications online at <https://beniciaca.viewpointcloud.com>. Please refer to the Application Submittal Requirements handout for a comprehensive list of the information required for a complete planning application. Applications shall be reviewed for compliance with the submittal requirements and these standards. Incomplete or inaccurate information may result in project delays and additional costs to the applicant. Please speak to a planner if you would like clarification before submitting an application. References to the Benicia Municipal Code (BMC) can be viewed online at <https://www.codepublishing.com/CA/Benicia/>.

All electronic submittals shall be in .pdf format, sized no larger than 11x17, unless otherwise indicated herein.

General Notes All plans shall be legible and adhere to the following standards:

1. Include a Title Block with the project name, revision date, title, preparer's name, preparer's contact info, and sheet number.
2. Include the site address and assessor's parcel number (APN) on each sheet.
3. Include a graphic scale and north arrow on each sheet.
4. Label all dimensions and distances in feet or inches.
5. Plans shall be legible and provided at an engineer scale no smaller than 1" = 40' or an architect scale no smaller than 1/8" = 1'
6. Ensure that all details and information necessary to demonstrate zoning conformance are provided (including but not limited to floor area, required yards, underground utilities, and mechanical screening)
7. Provide a statement by licensed professional (if prepared by licensed architect, landscape architect, surveyor, engineer, etc.) allowing reproduction of plans during the public review process

Title Report

1. All title reports should be current within 90 days, and they must typically be procured from a title company.

Written Statement Describe the proposed project, including:

1. Interior and exterior uses, including but not limited to work areas, residential uses, common or recreational spaces, interior and exterior storage, etc.
2. Hours of operation (existing and proposed)
3. Description and documentation of the previous land use
4. Anticipated number of employees, clients, customers, etc.
5. Potential for special events, such as meetings or assembly uses. Include anticipated frequency and number of attendants.
6. Type of vehicle traffic anticipated (auto, truck, drop off, etc.)
7. Delivery schedules and location of loading activities for restaurant, retail, or similar uses.
8. Any sources of odors, noise, dust or glare associated with the proposed use or proposed construction activities. The expected frequency and duration of such effects shall be described.
9. Any hazardous materials, as defined in the California Fire Code. List the quantities and storage methods of such materials and provide copies of their Safety Data Sheets.
10. The nature and duration of temporary equipment or storage (if applicable).
11. Description of any lease controls or management programs that will ensure that the use will not be detrimental to surrounding uses in the area or to the City in general (if applicable).
12. Known or potential permit requirements of Federal, State and regional agencies (e.g., BCDC, BAAQMD, ACOE, etc.).
13. For Reasonable Accommodation Applications, provide one of the following documents as a basis for the request:
 - a. Letter from Medical Doctor/Licensed Healthcare Professional
 - b. Handicapped License
 - c. Other appropriate evidence consistent with BMC Section 17.132.050
14. Applicant's statement of findings in support of an application for a Use Permit, Variance, or Reasonable Accommodation.

15. If funded by public funds, identify the source of funds and provide a copy of the funding agreement or NOFA for reference.

Site Plan

1. Vicinity map showing abutting streets, alleys, and major cross streets within 300 feet.
2. Property lines, dedications, easements of record, and lot area.
3. Location of buildings and structures (existing and proposed) with distance measurements to all property lines and nearby structures.
4. Location of all outdoor activities including but not limited to common areas, dining and entertainment areas, and storage.
5. Location of walls, fences, open spaces, driveways, parking areas and pedestrian walkways (existing and proposed). Detail and material specification shall be provided for fences and walls.
6. Site accessibility improvements (as required by the California Building Code and Americans with Disabilities Act).
7. Location of all entrances, exits and walkways.
8. Exterior ground-mounted mechanical equipment and utilities including transformer boxes, valves, air conditioners, fire department connections, backflow prevention assemblies, standpipes, etc.
9. Location of all exterior lighting.
10. All planted areas and areas to be planted (include location of existing trees).
11. Summary of project statistics including zoning, square footage, lot coverage, floor area ratio (as applicable), site landscaping and parking requirements.
12. Parking and Circulation to include:
 - a. Parking spaces, individually numbered and labeled by type: standard, compact, handicap, motorcycle, bike, etc.
 - b. Designated loading areas
 - c. Circulation areas, including drive aisles and pedestrian pathways.
 - d. Table with building floor area and use, required parking ratio, and number of required and proposed parking spaces per requirements of BMC Chapter 17.74.
 - e. If off-site parking will be utilized, include a diagram demonstrating compliance with the standards of BMC Chapter 17.74.
 - f. If a reduction to the parking requirement is requested, or if it is deemed relevant by the Zoning Administrator, a parking study shall be prepared by a qualified professional.

Preliminary Grading and Drainage Plan (additional information may be required in association with a Grading Permit)

1. Grades and slopes for all accessible paths of travel (as required by the California Building Code).
2. Accurate contours and/or elevations of existing and finished grade within forty feet (40') of project property line.
3. Location and elevations of proposed retaining walls.
4. Grading quantities (excavation, fill and site balance) s. If any quantity of grading will occur, complete and submit a Grading Plans Checklist.
5. Best management practices for erosion and sediment control shown on plan. Complete an Erosion and Sediment Control Checklist.
6. Location of berms, swales, ridges, brow ditches, down drains and other surface and subsurface drainage facilities on plans
7. A water and sewer plan indicating the point of connection to the City's system and a preliminary design of the pipe locations and sizes.
8. Any natural features including: wetlands, streams, slopes, etc. For streams, the centerline and top of bank shall be indicated.
9. All existing trees with a trunk diameter of four inches or more, as measured 24 inches above existing grade. Include elevations and protected zones, and number trees to correspond with the Arborist Report.
10. Stormwater control plan based upon the [Bay Area Stormwater Management Agencies Association \(BASMAA\) Post Construction Manual: Design Guidance for Stormwater Treatment and Control for Projects in Marin, Sonoma, Napa and Solano Counties](#), available at City of Benicia Public Works Department, or online at <https://www.ci.benicia.ca.us/stormwater>

Landscape Plan

1. Location of all required landscaping pursuant to BMC Section 17.70.190.
2. Total area of existing and proposed landscaping, expressed in square feet.
3. Location of all existing and proposed trees.
4. A Plant Legend in table form for all trees, shrubs and ground cover. Include the following information in the Plant Legend:
 - a. Botanical & common name
 - b. Quantity

- c. Size
 - d. Water usage (L,M,H).
 - e. Total landscape coverage (square feet), and compliance with all landscape coverage, perimeter and parking lot landscape requirements.
5. Location of proposed turf (grass) areas.
 6. Height and spread of ultimate growth. Replace height & width with typical spacing for ground cover.
 7. Shading calculations for parking areas.
 8. All hardscape and screening features (perimeter fencing, enhanced paving, trash enclosures, etc.). Provide details for all features if not shown on site plan.
 9. Indicate whether site landscaping will be irrigated. Irrigation plans delineating coverage must be submitted with plans for building permits.

Elevations

1. Front, side, and rear elevations of all buildings and structures, drawn to scale with labeled dimensions.
 - a. Indicate the direction of each façade (e.g., north, south, east, west).
 - b. Detail the height of all structures, as measured per BMC 17.70.170.
 - c. Label all buildings and materials.
2. Description and details of all exterior building materials, treatment, and colors.
 - a. In a Historic District: Details, including cut sheets and/or section diagrams, shall be provided for proposed doors and windows, trim, sills, railings, stairways, handicap ramps, fascia, soffits, columns, all other exterior features.
3. Construction type (e.g., masonry, tilt-up, etc.) shall be specified.
4. Roof plan inclusive of ridgelines, valleys, and eave projections.
5. Proposed screening of all exterior equipment and mechanical equipment including rooftop and ground-mounted equipment, standpipes and backflow prevention devices.
6. All building accoutrements, including wall-mounted lights, access ladders, etc. These must be labeled on plans.
7. Building material samples may be submitted on 8.5 x 11 board or sheet (label manufacturer, type of material and color name).
8. For historic buildings, include photographs and details of all existing features and materials that may be removed or replaced.

Photographs

1. Photographs of existing building(s), adjacent buildings, and any building across the street from the subject property.
2. Identify the date, location, and aspect of the photograph.
3. Where possible, take wide-angle shots showing project site and adjacent buildings together.
4. Photographs may be submitted in .jpg or .png format only.

Floor Plan

1. Label floor area of each floor/structure, including attics, mezzanines, basements, garages and accessory structures
2. Include a small sized schematic diagram of the floor plan to indicate which areas were included in the floor area calculation.
3. Label each room by use (e.g., "office", "warehouse", "reception", etc.) and indicate the location of exterior wall openings.
4. Identify locations of existing and proposed fire protection equipment as applicable for the occupancy or use.
5. Identify the storage and use locations of any hazardous materials.
6. Demonstrate compliance with egress and accessibility requirements as applicable based upon the California Building Code. As feasible, identify the structure type classification (VB, IIB, etc.) and occupant load.
7. Provide existing ("as built") and proposed floor plans.

Arborist Report

1. May be required for any Planning Application resulting in site grading or removal of a protected or heritage tree, or as determined by the Planning Division or City Arborist.
2. The Arborist Report must include the following:
 - a. Botanical and common name of tree(s) by tree number.
 - b. Diameter at Breast Height (DBH, 24 inches above grade) by tree number.
 - c. Dripline radius (measure longest radius) by tree number.
 - d. Condition of tree by tree number (e.g., health, vigor and structure).
 - e. Care recommendations of arborist by tree number (e.g., fertilizing, cabling, pruning, watering, etc.).
 - f. Specific and general tree preservation measures recommended by arborist, by tree number for construction and post-construction activities.

Photometric (Lighting) Plan

1. Location and type of fixed exterior lighting, both fixed to the building and free standing, for circulation, security, landscaping/building accent purposes.
2. Photometric plan prepared by a qualified professional that indicates light levels (expressed in footcandles) on-site, on adjoining right-of-way and on adjoining properties.
3. Lighting (pole and fixture) cut sheets with specifications.

Visual Aid

1. A visual aid is a photo simulation, perspective diagram or other scaled graphic representation of the project based on a graphic image of the site and surroundings with the proposed facility superimposed or represented in a manner that accurately shows the scale, shape and color of the facility. The purpose of a visual aid is to assist in understanding the visual impact and/or final appearance of the facility.
2. A visual aid is required for any new primary structure that requires design review pursuant to BMC Chapter 17.108 and may be requested for additional project types as determined by the Planning Division.
 - a. A rendered streetscape elevation diagram is required for any new primary structure proposed in the Downtown Mixed Use Master Plan Area. A rendered streetscape must show all buildings on the block, including the proposed new building, with accurate proportions of building scale, massing and setbacks.
3. At minimum, the proposed project shall be shown as an overlay over the subject property, showing the relation of the project to adjacent and confronting properties.
4. Visual aids shall provide a clear representation of the project as viewed from eye level (appx. 5 feet above grade) from public vantage points.
5. At minimum, the visual aid must show the massing of the proposed building in relation to existing conditions. The City may request that the visual aid accurately depict the color, materials, eave lines and wall articulation of the proposed building elevations.
6. Landscaping shall be represented, including mature trees and proposed site landscaping at no more than five (5) years growth, unless plant maturity is indicated in various stages on separate overlays.
7. Include a map or plan showing the locations, direction and angle of the visual aid (e.g., with an arrow) keyed to the image.
8. Visual aids must be accompanied with a statement from a licensed architect or surveyor verifying that the image accurately depicts existing and proposed conditions.

Story Poles

1. Story poles delineate the location, height, and bulk of new construction in the field. Story poles are generally located at the building edge, exterior corners, or eave of the proposed structures, and points along the finished roof ridges, or any other locations deemed necessary by staff. The poles are normally constructed of wood with a colored vinyl tape running between each pole to indicate the roofline.
2. A story pole is required in association with a design review application for any new building or building addition in the Downtown Mixed Use Master Plan area. Story poles may be requested for other types of projects requiring design review or a zoning variance.
3. Story Pole Plan. Prior to installation, the applicant must submit a story pole plan that includes the following:
 - a. The location and height of each pole.
 - b. The location of major plate heights and ridgelines to be identified in the field. Focus on major ridgelines and wall plate lines along the building edges. The goal is to show a simple "box" that outlines the mass of the building. It is not necessary or appropriate to include all of the articulations. Do not forget to account for proposed changes in grade with depictions of proposed finished height and elevation notations.
 - c. The location of any stakes or chalk/string lines used to outline the building footprint.
 - d. A legend on the Story Pole Plan that shows the location of each story pole with a symbol for each story pole that includes its number, location and height. In addition, all stake locations and all chalk/string line locations shall be noted.
4. Story Pole Installation.
 - a. Materials: Story poles should be made of 2-inch lumber, PVC piping or other sturdy material and should be properly braced for safety purposes. The connections used to show ridgelines and plate heights should be made of bright construction tape or netting.
 - b. Placement: The major building corners, outer plate heights (not the outer edge of the eaves) and ridgelines should be shown. In addition, stake and string or chalk the property lines where they are not clear and outline the building footprint(s) with stakes and strings or chalk lines. Mark all trees to be removed. If there is substantial grading that will result in tall and/or long retaining walls, the Planning Division may request that their location and height be marked on the property. The number and placement of story poles may be reduced in order to reduce costs, subject to consultation with the Planning Division, Staff Hearing Officer or Board or Commission to assure that there will be sufficient story poles to illustrate the end product. Please

note that a licensed professional, such as a surveyor, engineer, architect, landscape architect or contractor, must either carry out or certify installation.

5. Story poles must be installed at least fourteen (14) calendar days prior to a public hearing. The poles must stay up through the appeal period, which is ten (10) business days after the final action taken on the project, and must be removed no later than fourteen (14) business days after the final action.
6. In the event that required story poles are not installed, or they are inadequate, it will be requested that the applicant install or improve the story poles and the project hearing will be continued to a future date.
7. Submit photographs of the story pole installation, including any angles from which it is visible to the public, to the Planning Division at least ten (10) days prior to the public hearing. Include a plan or map showing the locations from which the photos were taken and the direction of the photos (i.e., with an arrow); this is generally done by numbering the photos and photo points. It is recommended that at least one of the photos include a person next to a story pole to provide scale.

Proposed Text or Map Amendment

1. A written statement describing the reason for the proposed amendment and any pertinent information to support the request.
2. A proposed amendment to the General Plan or Zoning Ordinance:
 - a. Text amendments shall be shown in red-line strikeout format.
 - b. Tables within the document shall be created in Word. Tables created in Excel or other software will not be accepted.
3. An application for rezoning:
 - a. A map showing the location, boundaries, assessors parcel number and address of the property to be rezoned.
 - b. A description of the current zoning and proposed zoning designation for the parcel.

Traffic Analysis

1. Simple trip generation analysis (an estimate of daily trips from the site/development) is required for any planning application involving a change of use.
2. As determined by the Planning Division or City Engineer, the City may require submittal of a report analyzing a project's transportation impacts. The report shall document the project's estimated peak hour vehicle trips and total daily vehicle trips, it must be prepared by a transportation engineer or other qualified professional, consistent with the technical guidance from the California Office of Planning and Research. http://www.opr.ca.gov/docs/20190122-743_Technical_Advisory.pdf
3. The City may require that traffic analysis include modeling for intersection or roadway capacity, vehicle safety, or other elements of circulation.

Historic Resource Evaluation

1. Required for any proposed demolition of a building greater than 50 years old in an H- Overlay District.
2. May be required for a design review application resulting in partial demolition or substantial change to any building greater than 50 years old in an H-Overlay District. For example, this could be required by the Planning Division if the application does not comply with the adopted design guidelines or if existing documentation is inadequate to inform the project review pursuant to CEQA.
3. May be required for proposed demolition of a building greater than 50 years old outside of an H-Overlay District.
4. Submit a State of California Department of Parks and Recreation (DPR) 523 form prepared by a qualified historian, architectural historic or historic architect following guidance published by the California Office of Historic Preservation, *Instructions for Recording Historical Resources (1995)*.

Phase I Environmental Site Assessment (ESA)

1. Required for any project that involves a site with a history of soil and/or groundwater contamination, or as determined by the Planning Division or City Engineer.
2. The Phase I ESA shall be prepared by a qualified professional and shall comply with all applicable standards established by the US EPA.

Soils Report/Geotechnical Report

1. Prepared in accordance with generally accepted geotechnical practices and stamped by a professional engineer licensed in the State of California, which may include the following as determined by the Community Development Department or City Engineer:
 - a. Soils and slope stability analysis.
 - b. An evaluation of the nature and severity of seismic hazards.
 - c. Boring and test pit logs.
 - d. Recommendations on slope setbacks.

- e. Foundation design, retaining wall design, material selection, and all other pertinent elements.
2. If the evaluation involves geologic evaluations or interpretations, the report shall be reviewed and approved by a geologist.
3. Further recommendations, additions or exceptions to the original report based on the plans, site conditions, or other supporting data must be signed and sealed by the geotechnical engineer.

Housing Addendum

1. For a project creating ten (10) or more new dwelling units, submit a draft resale control agreement or affordable rental restriction agreement and a written statement describing the manner in which the project complies with the Inclusionary Housing Ordinance, BMC Section 17.70.320, including but not limited to:
 - a. Number, income category, and location of any affordable units provided; and/or request for in lieu fee in accordance with the provisions of the Benicia Municipal Code and applicable State law.
 - b. Size and amenities (bedrooms, bathrooms, parking facilities) of any affordable units.
2. For a project requesting a density bonus, submit plans showing a “base project” that complies with all applicable Zoning Ordinance requirements and a Density Bonus Eligibility Statement describing the manner in which the project complies with the Affordable Housing Density Bonus and Other Incentives Ordinance, BMC Section 17.70.270, including but not limited to:
 - a. Number of “base project” units.
 - b. Number and percent of affordable units and income category.
 - c. Percent density bonus requested and allowed pursuant to Government Code Section 65915.
 - d. Waivers or modifications of development standards necessary to physically accommodate “density bonus” units (e.g., increased height or FAR, reduced setbacks or parking, etc.).
 - e. Explanation of why each waiver or modification is needed to accommodate “density bonus” units.
 - f. If the project is requesting an incentive or concession, describe each incentive or concession being requested in addition to (or instead of) waivers or modifications necessary to accommodate density bonus.

Cannabis Addendum

1. Vicinity Map showing 600-foot buffer around subject property. Indicate all parcels within 600-feet of subject property and the location of all schools (kindergarten to grade twelve) in this area.
 - a. For cannabis retail businesses that were not included on the list of Qualified Cannabis Retail Applicants, the vicinity map shall also include any child care center, youth center, learning center, any residential district of the city, or public park within 600 feet of the subject property.
2. Cannabis Narrative (may be combined with Written Statement) including but not limited to the following:
 - a. Description of all proposed cannabis business operations and services, including distribution, delivery, retail, testing, cultivation, and manufacturing.
 - b. Awareness and understanding of applicable State laws including: Bureau of Cannabis Control, CDFA CalCannabis Cultivation Licensing, CDPH Manufactured Cannabis Safety Branch.
 - c. Demonstrate compliance with BMC Section 17.84.070 (Criteria to Review, Issuance, and/or Denial of Use Permit for Commercial Cannabis Activities) and BMC Section 17.84.100 Cannabis Business – Conditions of Operation.
 - d. Potential impacts to the neighborhood and how these impacts will be minimized. Potential impacts could include noise, odor, traffic, etc.
 - e. All plans, strategies, designs, and/or procedures to support internal and public health, safety, and welfare.
 - f. Air quality preservation plans and sustainability measures, as applicable.
 - g. Address neighborhood compatibility and ongoing community fit.
 - h. Applicant’s statement of findings in support of a cannabis use permit application as provided in BMC Chapter 17.84. These findings are separate from the typical use permit findings. If the type of cannabis business proposed requires additional supplemental findings, the applicant must also address these findings in their statement.
3. Provide evidence of HOA and/or property owner consent, if applicable.
4. Conceptual Design Plans of cannabis business premises that demonstrate compliance with applicable layout requirements in BMC Sections 9.60 and 17.84. Depending on the cannabis business type, layout requirements may include:
 - a. The primary entrance is clearly visible the street or site driveways.
 - b. The primary entrance is maintained clear of barriers, landscaping and other obstructions.
 - c. The lobby waiting area at the entrance to the business for screening people.
 - d. Separate and secure area(s) for dispensing cannabis and cannabis products.
 - e. Separate and secure area(s) for conducting other business operations.
5. Odor control plan.
6. Wastewater discharge application, if determined necessary in consultation with the Engineering Division.

Wireless Addendum

1. A written definition of the area of service desired for coverage or capacity.
2. Documentation showing that the proposed facility would provide the needed coverage or capacity.
3. A map showing all technically feasible alternative sites from which the desired coverage could also be provided, along with an analysis of the feasibility of those alternative sites that compares visual impact with that of the proposed project. At a minimum, this analysis shall identify the location of all existing monopoles within a quarter mile of the proposed site, provide an explanation of why collocation has not been proposed at each of these sites, and assess the potential for building-mounted alternatives.
4. Photo simulations of the proposed project.
5. Written documentation demonstrating that emissions from the proposed wireless communications facility are within the limits set by the FCC.
6. Design that proposes the smallest and least visible antennas possible that will reasonably accommodate the operator's objectives. The applicant shall disclose which antennas and support structures were evaluated and the process used to select the antenna and support structure.
7. For roof-mounted antennas, a diagram indicating that the height of the antenna will not exceed a 1:1 ratio, or would avoid aesthetic impacts as prescribed in BMC Section 17.70.250.
8. If the wireless facility would occupy off-street parking demonstrate that the proposed facility would not reduce existing parking on the site below the zoning district parking requirement. If the wireless facility would impede existing circulation patterns, indicate how functional circulation that complies with all city requirements will be achieved.
9. For a monopole adjoining a residential use or parcel, provide a diagram indicating that the wireless facility is set back from the nearest residential lot line a distance at least equal to its total height, and show that the facility does not exceed the following dimensions:
 - a. One and a half (1.5) feet in diameter at its base
 - b. One (1) foot diameter at its top
 - c. Antennas not extending more than three (3) feet from the center of the pole.

Tentative Subdivision or Parcel Map

1. A title including the subdivision number, name, and type of subdivision.
2. The name and address of the legal owner, subdivider, and person preparing the map, including registration or license number.
3. Sufficient legal description to define the boundary of the proposed subdivision.
4. The names and numbers of adjacent subdivisions, and the names of owners of adjacent unplotted land.
5. The date, north arrow, scale, contour interval, and source and date of existing contours.
6. A statement of the present zoning on the site, and the existing and proposed uses of the property, as well as any proposed zoning changes, either now or in the future.
7. A vicinity map showing roads, adjoining subdivisions, and other data sufficient to locate the proposed subdivision in relation to the community.
8. The existing topography of the proposed site and at least 100 feet beyond its boundary. The contours shall be shown at intervals of not more than five (5) feet, and, if the slope of the land is less than ten (10) percent, at intervals of not more than two (2) feet.
9. All natural features including wetlands and streams. Indicate the centerline and top of bank for streams.
10. All existing trees with a trunk diameter of four inches or more, measured 24 inches above existing grade. Elevations shall be provided and trees shall be numbered; trees to be removed shall be designed with an "X". An Arborist Report may be required.
11. The location and outline of existing structures, identified by type. Structures to be removed shall be noted on the map.
12. The approximate location of all areas subject to inundation or storm water overflow, and the location, width, and direction of flow of each watercourse.
13. The location, pavement, and right-of-way width, grade, and name of existing streets, alleys, or highways.
14. The widths, location, and identity of all existing easements.
15. The location and size of existing sanitary sewers, fire hydrants, water mains, and storm drains. The approximate slope of existing sewers and storm drains. The approximate slope of existing sewers and storm drains shall be indicated.
16. The location of existing overhead utility lines on peripheral streets.
17. If the site will be developed in phases, the proposed units and the sequence of construction shall be shown.
18. All proposed improvements shall be shown including, but not limited to:
 - a. The location, grade, centerline radius, and arc length of curves, pavement, right-of-way width, and name of all streets. Typical sections of all streets shall be shown, and proposed private streets shall be clearly indicated.
 - b. The location and radius of all curb returns and cul-de-sacs.
 - c. The location, width, and purpose of all easements.
 - d. The angle of intersecting streets, if the angle deviates from a right angle by more than four degrees.
 - e. The proposed use of each lot, approximate lot layout, and the approximate dimensions of each lot and each building site.
 - f. Post project elevations shown as contours & spot elevations both on site and on adjacent property

- g. Engineering data showing the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, grading quantities (excavation, fill and site balance) and the number of each lot.
- h. A water and sewer plan indicating the proposed location, size, slope, and approximate elevations of sanitary sewers, water mains, and storm drains, and location of fire hydrants.
- i. Any proposed recreation sites, trails, and parks for private or public use.
- j. Any proposed common areas and areas to be dedicated to public open space.
- k. A planting plan for slopes, erosion control, street trees, any other landscaping, and fencing.
- l. A list of potential street names for any unnamed streets in the subdivision.

Plat Map

1. The exterior boundaries of the existing parcels, labeled with the address and assessor's parcel number on each parcel. Number each parcel ("Parcel 1", "Parcel 2", etc.) to correspond with the parcel information on the application form.
2. The existing lot line(s) which is (are) proposed to be eliminated, shown as a dashed line and labeled as "existing lot line".
3. The new parcel(s) that will exist after approval of the application. A new lot line shall be shown as a solid line and labeled "new lot line".
4. The location of all buildings, structures, fences, walls, parking lots, and driveways on the parcel(s).
5. The location of any easements, rights-of-way, public streets, or public utilities on the parcel(s).
6. Legal description of parcel(s), existing and proposed.
7. The name, registration number, seal, and signature of the engineer or surveyor who prepared the plat map and legal description.

Owner/Agent Authorization Form Instructions

An "Applicant" is any person, firm, partnership, association, joint venture, corporation or any entity, combination of entities or consortium who seeks approval of a City permit or other Project entitlement for the use of property. The Applicant shall be the primary billing contact for all processing and development fees associated with the application. The Applicant may additionally identify an "Authorized Agent." An Authorized Agent is any person, 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. If identified in an application, 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. The Applicant shall receive all billing invoices for the project, and under the "Conditions" set forth below, shall be liable for the payment of all development and processing fees associated with the application.

The "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. Property Owner and Applicant may be the same person or legal entity, or may be different. For example, in the case of a person or entity holding an option on the land, or other contractual relationship with the property owner, the fee owner(s) of the property would be the Property Owner, and the person or entity seeking the approvals or permits and holding an option to purchase the property would be the Applicant. If Applicant and Property Owner are the same person or entity, please enter "Same as Applicant" in the area provided for Property Owner information. In the event that Applicant and Property Owner are different, all Property Owners must sign on the following page to authorize the Applicant to file an Application for the City permit or Project entitlement on his or her property.