



TEMPORARY USE PERMIT APPLICATION

Community Development Department
Planning Division
1088 College Ave.
St. Helena, CA 94574
(707) 968-2659

FILE NUMBER _____

For additional information, zoning, forms & documents please visit us on the web at: www.cityofstheleena.org/planning

PLEASE TYPE OR PRINT

Project Name _____

Project Site Address _____

APN _____ — _____ — _____ Additional APN _____ — _____ — _____

APPLICANT INFORMATION

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____

Email _____

PROPERTY OWNER INFORMATION

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____

Email _____

NOTE: Additional property owner(s) and/or applicant(s) information (name, address, phone number, email, and signature) shall be attached to the application. In the case of partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.

OFFICE USE ONLY

Related files _____

General Plan _____ Zoning _____

Application Fee \$ _____ Public Hearing / Mailing \$ _____

Bond / Deposit Received \$ _____ Received by _____

Staff Notes:

I, _____, hereby file this application for a development project and agree to pay any and all processing fees imposed by the St. Helena Municipal Code and City Council Resolution(s), or as they may be amended from time to time.

In the event the property owner is different from the applicant, the property owner must sign to indicate her/his/its consent to the filing and agreement to be liable with the applicant for the payment of processing fees.

In the event the City is required to take legal action to enforce any of the terms and conditions of this application, applicant and property owners agree to pay to City reasonable attorney fees and costs incurred in such action.

We, the owner and the applicant, will 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 an approval of the City concerning the project, as long as the City promptly notifies the applicant of any such claim, action, or proceedings and the City cooperates fully in the defense. We have also reviewed the requirement to disclose the complete list of partners and/or shareholders.

Date: _____ Applicant's Signature: _____

Date: _____ Owner's Signature: _____

Date: _____ Owner's Signature: _____

PROCESSING FEES:

- | | |
|---|---------|
| ☐ Temporary Use Permit | 500.00* |
| ☐ Bond / Deposit | TBD** |

ADDITIONAL SUBMITTAL FEES:

The City of St Helena development application fee schedule anticipates review of up to two submittals for each project. Full application fees are due upon the first submittal.

If after review of a second submittal, any department identifies additional issues or discrepancies which require further plan revision and resubmittal, the applicant may be required to pay an additional fee to cover the staff time involved to review these revised plans.

Any additional plan check fees are due at the time of resubmission and will be based on the hourly costs associated with the review of the plan revisions, typically resulting in an additional fee of approximately 25%-50% of the initial application fee.

Providing a complete resubmittal package which clearly responds to all identified issues and comments is the best way to avoid these additional fees being assessed.

Planning staff recommends scheduling a pre-submittal meeting to review the response package to ensure the proposed revisions adequately resolve the identified issues.

*** Application fee applies as of April 27, 2020.**

**** Determined on a case-by-case basis.**

NOTICE TO ANY APPLICANTS REQUIRING AN OFFSITE TYPE 20 WINE/ BEER ALCOHOL LICENSE:

Napa County is currently under a moratorium on new ABC licenses. Therefore the City is unable to currently approve any requests with offsite wine/beer alcohol sales unless you are able to obtain a surrendered Type 20 ABC license from another entity in Napa County. For more information about the moratorium please visit:

[2023 California Code Business and Professions Code– BPC Division 9— Alcoholic Beverages Chapter 5– Restrictions on Issuance of Licenses Article 2– Limitation on Number of Licensed Premises Section 23817.5](#)

For a list of active and surrendered licenses please visit:

[License Report Ad-Hoc | Alcoholic Beverage Control](#)

Any applications that require a Type 20 ABC license must include proof of obtaining a surrendered Type 20 ABC License from another business in Napa County before the application can be processed.

**** A COMPLETE APPLICATION MUST BE RECEIVED AT LEAST 6 WEEKS PRIOR TO THE EVENT/OPENING. TO ALLOW ADEQUATE TIME FOR REVIEW AND PROCESSING, APPLICANTS ARE ENCOURAGED TO SUBMIT APPLICATIONS 3 MONTHS IN ADVANCE. ****

REQUIREMENTS FOR A COMPLETE TEMPORARY USE PERMIT APPLICATION:

The following list is not exhaustive, some applications may require additional information. Consult with a planning staff member to determine whether additional materials are required for your project. **Incomplete applications will not be accepted.**

***NOTE:** Applications are submitted electronically to the Planning Division. Staff may require hard copies upon request.

- ☐ **APPLICATION FORM** - With all property owner's signatures, including all parties holding a title interest.
- ☐ **WRITTEN STATEMENT** - Description of the proposed temporary use including days and hours of operation, proposed installation of fencing and/or structures, any proposed exterior modifications to existing buildings, signs, location of parking to serve the proposed use, location of any generators or other equipment and any other information needed to clearly describe how the project will comply with the requirements and standards identified in Zoning Code Section 17.136.050 'Temporary Uses'.
- ☐ **BOND OR FINANCIAL DEPOSIT** - A bond or financial deposit to the City may be required to ensure the site is cleaned up and returned to its original state when temporary site modifications (such as the installation of a temporary structure) are proposed which have the potential to result in litter, debris or other long term site impacts.
- ☐ **LIGHTING PLAN** - Preliminary plan identifying any additional exterior lighting including the design, location and height of the proposed light fixtures, may be required.
- ☐ **SITE PLAN** - (Existing and proposed) fully dimensioned and scaled drawings showing, at a minimum, parcel boundaries, location of structure(s), parking, Fire Department circulation and staging areas, setbacks, sidewalk, driveway, existing and proposed topography, significant site features including a sketch of the project site in relation to the surrounding area, the location and names of adjacent and abutting streets.

- ☐ **FLOOR PLAN** - Scaled and fully dimensioned drawings of all floor plans as existing and proposed.
- ☐ **SITE PHOTOS** - Showing topography, vegetation, existing/adjacent structures, views of the project