

## NAPA COUNTY AIRPORT LAND USE COMMISSION (ALUC)

### APPLICATION CONTENTS

There is no required application form. A complete application consists of the following items:

1. Cover letter describing the development project applied for. Include all of the following information.
  - a. Size (square footage) of any parcel or building applied for;
  - b. Height of all buildings (measured above natural ground to peak of highest point on building or antenna);
  - c. Type of use or combination of uses proposed (warehouse, manufacturing, etc.);
  - d. Number of site occupants at the time when the most people would be present. Include at least **employees, suppliers and other service providers**, and **customers** and/or **visitors**. Do not underestimate potential site population unless you intend to restrict the numbers (such as by the number of parking spaces);
  - e. Nature of the business(es) if any;
  - f. A statement that the ALUC's failure to act on the referral within sixty (60) days of the date of receipt of the referral shall result in the proposed action being deemed consistent by operation of law.
2. Identify all specific potential aircraft hazards:
  - a. Electronic equipment that could interfere with airport or aircraft signal transmission or reception;
  - b. Smoke production;
  - c. Exterior lighting;
  - d. Reflective roof materials (e.g., uncoated metal);
  - e. Storage or use of explosive or other hazardous materials;
  - f. Height of any cranes to be used for tilt-up construction.
3. Copy of most comprehensive local planning agency staff report on the project.
4. Copy of final local government approval of the project, including any conditions of approval.
5. **One** of the following:
  - a. Certification by the local government that an aviation easement in favor of Napa County will be required at a certain time prior to commencement of construction; or
  - b. A recorded copy of an aviation easement over the property which has been executed by the landowner and accepted by the Napa County Board of Supervisors.
6. **One** full-sized copy of each of the following project plans:
  - a. Plot plan;
  - b. Elevations (at minimum, all elevations from the direction of the airport);
  - c. Floor plans of all occupied floors.
7. **One** legible 8 ½" x 11" copy each of 5a. or 5b., and 6. above.
8. Site location map (at least 1":800')
9. Mailing labels addressed to all parties notified of local government proceedings on the application.

**NOTE: IF LOCAL NOTICE WAS GIVEN TO ADJACENT PROPERTY OWNERS, THE PROPERTY OWNER LABELS ATTACHED TO THIS APPLICATION MUST BE CURRENT WITHIN THE SIX MONTHS PRIOR TO SUBMITTAL.**
10. Check for \$3,137.45 made payable to Napa County.

The Napa County ALUC meets the first Wednesday of February, May, August and November; *special meetings can be scheduled as needed*. Decisions of the ALUC are final, but may be overruled by the local governing body (City Council or Board of Supervisors) if required findings and a 2/3 vote are made. Contact Ronald Gee at the Napa County Conservation, Development and Planning Department at 707.253.4417 for more information.