



A Tradition of Stewardship
A Commitment to Service

Conservation Development and Planning

1195 Third Street, Suite 210
Napa, CA 94559
www.co.napa.ca.us

Main: (707) 253-4417
Fax: (707) 253-4336

Hillary Gitelman
Director

March 30, 2010

Owner/Resident
Winery Name
Street Address
City, CA 99999

RE: Request for TTB Forms 5120.17 for 2008
APN: 999-999-999-000

Dear Sir/Madame:

Winery _____, located at _____ Rd., Napa, California, was one of twenty wineries selected by the Napa County Planning Commission on July 15th 2009, for this year's wine production monitoring program.

The program began three years ago at the bequest of the Board of Supervisors. As a follow-up, the Napa County Planning Commission at their meeting on December 6, 2006, directed the Planning Department to establish a wine production monitoring program. The program provides a means to determine whether a winery's existing wine production level is in compliance with its approved use permit. A formula to calculate existing wine production levels was established by members of Napa Valley's wine industry for this purpose. (See the attached, "Wine Production Flow Chart" for further explanation.) Each year a number of wineries are randomly selected by the Planning Commission for monitoring purposes. The names of the wineries selected remain confidential and are not divulged in the final report to the Commission.

I am the staff planner currently assigned to this project. In order to verify production levels, I will need to collect data from your existing Federal *Report of Wine Premises Operations* TTB Form 5120.17 (sometimes referred to as the 702 form). For this year's program, the TTB forms from January through December of 2008 are requested. (See the attached sample TTB Form for recognition purposes.)

The Department requests that you please send, fax or email the forms within ten days of receipt of this request to:

Ms. Patricia Hornisher, Planner III
Conservation, Development & Planning Department
1195 Third Street, Suite 210
Napa, CA 94559
Email: Trish.Hornisher@countyofnapa.org Fax: 707-299-4048

Thank you in advance for your assistance in this matter. If you have any questions, please contact me, Patricia Hornisher at: 707-299-1349 or at the above email.

Best Regards,
Patricia (Trish) Hornisher, Planner III
for Hillary Gitelman
Director of Conservation, Development & Planning

Attmts: (2)