

NAPA COUNTY

Conservation, Development, and Planning Department



A Tradition of Stewardship
A Commitment to Service

USE PERMIT APPLICATION

Before you file an application...

Before you submit your application materials, and generally as early in the process as possible, give the Planning Department a call at 707.253.4417 or send us an email at cdp@countyofnapa.org to schedule a Pre-Application Review Meeting. Pre-Application Meetings (or Pre-Apps) give you an opportunity to get initial feedback from County staff, to discuss the specific items which will need to be included in your submittal, and (as necessary) to review the property's history and the County's environmental sensitivity mapping. Pre-Application Meetings are a required part of the use permit review process; they also help the County provide a more thorough and efficient review process.

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**These sheets are informational and are for your use/ records. They need not be returned to the County with your application materials*

Checklist of Required Application Materials

Please make sure that the following documents are complete and legible. Consistent with the State Permit Streamlining Act and Departmental policy, the Conservation, Development, and Planning Department will make an application completeness determination within thirty days of application submittal and the payment of all required initial fees.

☐ **Pre-Application Review Meeting with Planning Division Staff**

Please call Supervising Planner Jessica Jordan at (707) 299-1355 or via email at jessica.jordan@countyofnapa.org to schedule.

☐ **Use Permit Application**

The attached Use Permit Application forms must be completed in full and signed by the property owner or their authorized agent. Corporations, partnerships, and the like have special signature requirements as follows:

Corporations (whether for- or non-profit)

The chairman of the board OR the president or vice president AND either the secretary, assistant secretary, chief financial officer, or treasurer. Alternately, the application may be signed by any person who is authorized to do so by a corporate resolution (a copy of the resolution should be provided).

General Partnership

Any partner of the general partnership.

Limited Partnership

A general partner of the limited partnership.

Association

The president or general manager of the association.

☐ **Application Fee**

Total Fees will be based on actual time and materials. A deposit (amount of deposit will be determined at the Pre Application meeting) in the amount of \$_____, **check made payable to County of Napa.**

☐ **To-Scale Plans**

Submit five 24" X 36", one 11" x 17" (or half-scale), and one 8½" x 11" copies of plans indicating the following. All plans must be to an identified architect's or engineer's scale and should legibly and comprehensively include the following details:

1. Name, address, and phone number of the owner of record, applicant, engineer, architect, and other project consultants as relevant.
2. Assessor's parcel numbers for all depicted parcels, north arrow (whenever possible, north should be at the top of the sheet), and graphic map scale.
3. Date of plan preparation (**revised plans must be clearly indicated with a new date and marked "revised"**)
4. All property lines of the subject parcel(s) and the dimensions thereof.

5. Location and names of all streets and right-of-ways serving the parcel(s).
6. Topography and elevation information in sufficient detail to properly assess the relationship of the proposed project and/or use to sea level and the contour of the land. Total project cut, fill, and off-haul should be indicated.
7. Location and top-of-bank of all ponds and/or reservoirs on or directly adjacent to the parcel(s).
8. Existing and proposed drainage patterns, drainage courses, and any other drainage improvements.
9. Limits of the FEMA 100-year floodplain and/or floodway if any portion of the parcel(s) is located within a mapped flood zone.
10. Location, dimensions, property-line setbacks, and road setbacks (as applicable) of all existing and proposed improvements, including, without limitation: all existing and proposed structures, caves, waste disposal systems, septic system reserve areas, wells, access roads, parking areas, ADA parking spaces, and outdoor work areas (whether covered or uncovered).
11. If the project requests a modification to the County's Road and Street Standards- detailed information on the proposed modification and its environmental context.
12. Location and dimensions of all existing and proposed easements.
13. The areas (if any) that will be landscaped, with a description of the plant varieties, size and location of the materials to be planted and a description of proposed irrigation. The total square footage of proposed landscape areas should be indicated. *Note- projects exceeding 5,000 sq.ft. (residential) or 2,500 sq.ft. (non-residential) of landscaping are subject to additional Water Efficient Landscape Ordinance requirements.*
14. All existing trees with diameters at breast height (dbh) ≥ 8", with dbh, species, and whether the tree is to be removed or preserved indicated for each.
15. Temporary and/or permanent grading spoils storage/disposal areas.
16. Additional information as may be deemed necessary by the Planning Director on a project-specific basis.

IF YOUR PROJECT IS A WINERY, please also submit a single 24" X 36" copy of plans indicating the following. All plans must be to an identified architect's or engineer's scale and should legibly and comprehensively include the following details:

17. Marked-up site plan(s) showing existing and proposed "winery development area" and "winery coverage" in square feet. Please show your work and see the *Supplemental Application for Winery Uses* for definitions.

☐ **To-Scale Floor Plans**

Submit five 24" X 36", one 11" x 17" (or half-scale), and one 8½" x 11" copies of all floor plans. All plans must be to an identified scale and should clearly indicate existing and proposed conditions. Floor plans should legibly and comprehensively include the following details:

1. Dimensions and area of all rooms, hallways, and covered or partially enclosed outdoor areas.
2. Use of each area within each structure.
3. Location of emergency exits.

IF YOUR PROJECT IS A WINERY, please also submit a single 24" X 36" copy of plans indicating the following. All plans must be to an identified architect's or engineer's scale and should legibly and comprehensively include the following details:

4. Marked-up plan(s) showing existing and proposed interior and exterior "production area" and "accessory area" in square feet. Please show your work and see p. 11 for definitions.

☐ **To-Scale Building Elevations**

Submit five 24" X 36", one 11" x 17" (or half-scale), and one 8½" x 11" copies of all elevations. Elevations should be to an identified architect's or engineer's scale and should clearly indicate the following existing and proposed information. If no elevation changes are proposed, photographs may be submitted in the place of scaled elevations.

1. All relevant dimensions.
2. Exterior materials.
3. Exterior colors.
4. Existing grade.
5. Finished grade.
6. Finished floor level.
7. Building height consistent with Figure 209-1 of the 1997 *UBC Handbook*.

☐ **Site photographs**

Submit color photographs of the site and its vicinity adequate to depict existing conditions at the time of application submittal.

☐ **Water Supply & Waste Disposal Information**

1. For projects using groundwater- the attached Department of Public Works Phase 1 water study.
2. For projects served by a water utility- Water service will-serve letter.
3. For projects served by a sewerage utility- Sewage disposal will-serve letter.

☐ **Technical Studies**

The following studies are generally required unless waived by County Planning Staff at or following a Pre-Application Review Meeting. Please see County Planning Staff for a list of pre-qualified consultants.

1. Traffic Study
2. Archeological/Cultural Resources Study
3. Historic Resources Study
4. Biological Study – Includes Spring Botanical Survey
5. Special Studies (The following may be required on a project-specific basis at the discretion of the Planning Director.)
 - _____ Noise Study
 - _____ Aviation Compatibility Study
 - _____ Visual Impacts Study (Generally includes photographic simulations)
 - _____ Geological/Geotechnical Hazard Report
 - _____ Hydrology (runoff pre- and post-project) Analysis
 - _____ Hydraulic (flood impact) Analysis
 - _____ Other: _____
 - _____ Other: _____

☐ **Additional Information Required by the Department of Environmental Management:**

1. Soil Evaluation Report if an on-site septic system is planned.
2. Engineering Feasibility Report if an on-site pond system or engineered septic system is proposed OR if peak waste flows exceed 1,500 gallons per day.
3. Water System Feasibility Report if the water supply system will serve 25 or more people inclusive of both employees and visitors.
4. Water and/or Sewage Disposal Easement if an off-site spring, well, reservoir, storage tank or individual sewage disposal system is proposed.
5. Toxic, Hazardous, or Highly Flammable Materials Use and/or Storage List.
6. Identify whether any proposed kitchen facilities will be for employees ONLY, low risk, or commercial.

☐ **Please Note**

While this checklist includes all information generally required to process a Use Permit application, it is primarily focused on winery uses. Additional information may be required at the discretion of the Planning Director, and in particular in those cases where non-winery commercial uses (such as restaurants) are proposed. **The Planning Division will make every effort to identify any additional required information at or directly following the Pre-application Review Meeting.**



A Tradition of Stewardship
A Commitment to Service

file № _____

Napa County
Conservation, Development, and Planning Department
1195 Third Street, Suite 210, Napa, California, 94559 *phone* (707) 253-4417
web www.countyofnapa.org/cdp/ *email* cdp@countyofnapa.org

Use Permit Application

To be completed by Planning staff...

Application Type: _____

Date Submitted: _____ Resubmittal(s): _____ Date Complete: _____

Request: _____

*Application Fee Deposit: \$ _____ Receipt No. _____ Received by: _____ Date: _____

**Total Fees will be based on actual time and materials*

To be completed by applicant...

Project Name: _____

Assessor's Parcel №: _____ Existing Parcel Size: _____ ac.

Site Address/Location: _____
No. Street City State Zip

Primary Contact: ☐ Owner ☐ Applicant ☐ Representative (attorney, engineer, consulting planner, etc.)

Property Owner: _____

Mailing Address: _____
No. Street City State Zip

Telephone №(____) _____ - _____ E-Mail: _____

Applicant (if other than property owner): _____

Mailing Address: _____
No. Street City State Zip

Telephone №(____) _____ - _____ E-Mail: _____

Representative (if applicable): _____

Mailing Address: _____
No. Street City State Zip

Telephone №(____) _____ - _____ E-Mail: _____

Use Permit Information Sheet

Use

Narrative description of the proposed use (please attach additional sheets as necessary):

What, if any, additional licenses or approvals will be required to allow the use?

District _____ Regional _____
State _____ Federal _____

Improvements

Narrative description of the proposed on-site and off-site improvements (please attach additional sheets as necessary):

Improvements, cont.

Total on-site parking spaces: _____ existing _____ proposed

Loading areas: _____ existing _____ proposed

Fire Resistivity (check one; if not checked, Fire Marshal will assume Type V – non rated):

☐ Type I FR ☐ Type II 1 Hr ☐ Type II N (non-rated) ☐ Type III 1 Hr ☐ Type III N

☐ Type IV H.T. (Heavy Timber) ☐ Type V 1 Hr. ☐ Type V (non-rated)

(for reference, please see the latest version of the California Building Code)

Is the project located in an Urban/Wildland Interface area? ☐ Yes ☐ No

Total land area to be disturbed by project (include structures, roads, septic areas, landscaping, etc): _____ acres

Employment and Hours of Operation

Days of operation: _____ existing _____ proposed

Hours of operation: _____ existing _____ proposed

Anticipated number of employee shifts: _____ existing _____ proposed

Anticipated shift hours: _____ existing _____ proposed

Maximum Number of on-site employees:

☐ 10 or fewer ☐ 11-25 ☐ greater than 25 (specify number) _____

Alternately, you may identify a specific number of on-site employees:

☐ other (specify number) _____

Certification and Indemnification

Applicant certifies that all the information contained in this application, including all information required in the Checklist of Required Application Materials and any supplemental submitted information including, but not limited to, the information sheet, water supply/waste disposal information sheet, site plan, floor plan, building elevations, water supply/waste disposal system site plan and toxic materials list, is complete and accurate to the best of his/her knowledge. Applicant and property owner hereby authorize such investigations including access to County Assessor's Records as are deemed necessary by the County Planning Division for preparation of reports related to this application, *including the right of access to the property involved*.

Pursuant to Chapter 1.30 of the Napa County Code, as part of the application for a discretionary land use project approval for the project identified below, Applicant agrees to defend, indemnify, release and hold harmless Napa County, its agents, officers, attorneys, employees, departments, boards and commissions (hereafter collectively "County") from any claim, action or proceeding (hereafter collectively "proceeding") brought against County, the purpose of which is to attack, set aside, void or annul the discretionary project approval of the County, or an action relating to this project required by any such proceeding to be taken to comply with the California Environmental Quality Act by County, or both. This indemnification shall include, but not be limited to damages awarded against the County, if any, and cost of suit, attorneys' fees, and other liabilities and expenses incurred in connection with such proceeding that relate to this discretionary approval or an action related to this project taken to comply with CEQA whether incurred by the Applicant, the County, and/or the parties initiating or bringing such proceeding. Applicant further agrees to indemnify the County for all of County's costs, attorneys' fees, and damages, which the County incurs in enforcing this indemnification agreement.

Applicant further agrees, as a condition of project approval, to defend, indemnify and hold harmless the County for all costs incurred in additional investigation of or study of, or for supplementing, redrafting, revising, or amending any document (such as an EIR, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding and if the Applicant desires to pursue securing approvals which are conditioned on the approval of such documents.

In the event any such proceeding is brought, County shall promptly notify the Applicant of the proceeding, and County shall cooperate fully in the defense. If County fails to promptly notify the Applicant of the proceeding, or if County fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the County. The County shall retain the right to participate in the defense of the proceeding if it bears its own attorneys' fees and costs, and defends the action in good faith. The Applicant shall not be required to pay or perform any settlement unless the settlement is approved by the Applicant.

Print Name of Property Owner

Print Name Signature of Applicant (if different)

Signature of Property Owner

Date

Signature of Applicant

Date

Supplemental Application for Winery Uses

Operations

Please indicate whether the activity or uses below already legally **EXIST**, whether they exist and are proposed to be **EXPANDED** as part of this application, whether they are **NEWLY PROPOSED** as part of this application, or whether they are neither existing nor proposed (**NONE**).

Retail Wine Sales	<input type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Tours and Tasting- Open to the Public	<input type="checkbox"/> Existing			
Tours and Tasting- By Appointment	<input type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Food at Tours and Tastings	<input type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Marketing Events*	<input type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Food at Marketing Events	<input type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Will food be prepared...	<input type="checkbox"/> On-Site?	<input type="checkbox"/> Catered?		
Public display of art or wine-related items	<input type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None

* Please see definition of "Marketing," at Napa County Code §18.08.370

Production Capacity *

Please identify the winery's...

Existing production capacity: _____ gal/y Per permit No: _____ Permit date: _____

Current maximum actual production: _____ gal/y For what year? _____

Proposed production capacity: _____ gal/y

* For this section, please see "Winery Production Process," at page 11.

Visitation and Hours of Operation

Please identify the winery's...

Maximum daily tours and tastings visitation:	_____ existing	_____ proposed
Average daily tours and tastings visitation ¹ :	_____ existing	_____ proposed
Visitation hours (e.g. M-Sa, 10am-4pm):	_____ existing	_____ proposed
Non-harvest Production hours ² :	_____ existing	_____ proposed

¹ Average daily visitation is requested primarily for purposes of environmental review and will not, as a general rule, provide a basis for any condition of approval limiting allowed winery visitation.

² It is assumed that wineries will operate up to 24 hours per day during crush.

Grape Origin

All new wineries and any existing (pre-WDO) winery expanding beyond its winery development area must comply with the 75% rule and complete the attached "Initial Statement of Grape Source". See Napa County Code §18.104.250 (B) & (C).

Marketing Program

Please describe the winery's proposed marketing program. Include event type, maximum attendance, food service details, etc. Differentiate between existing and proposed activities. Please also include a description of proposed *social*, *cultural*, or *business* marketing events should any be proposed. (Attach additional sheets as necessary.):

[illegible]

Food Service

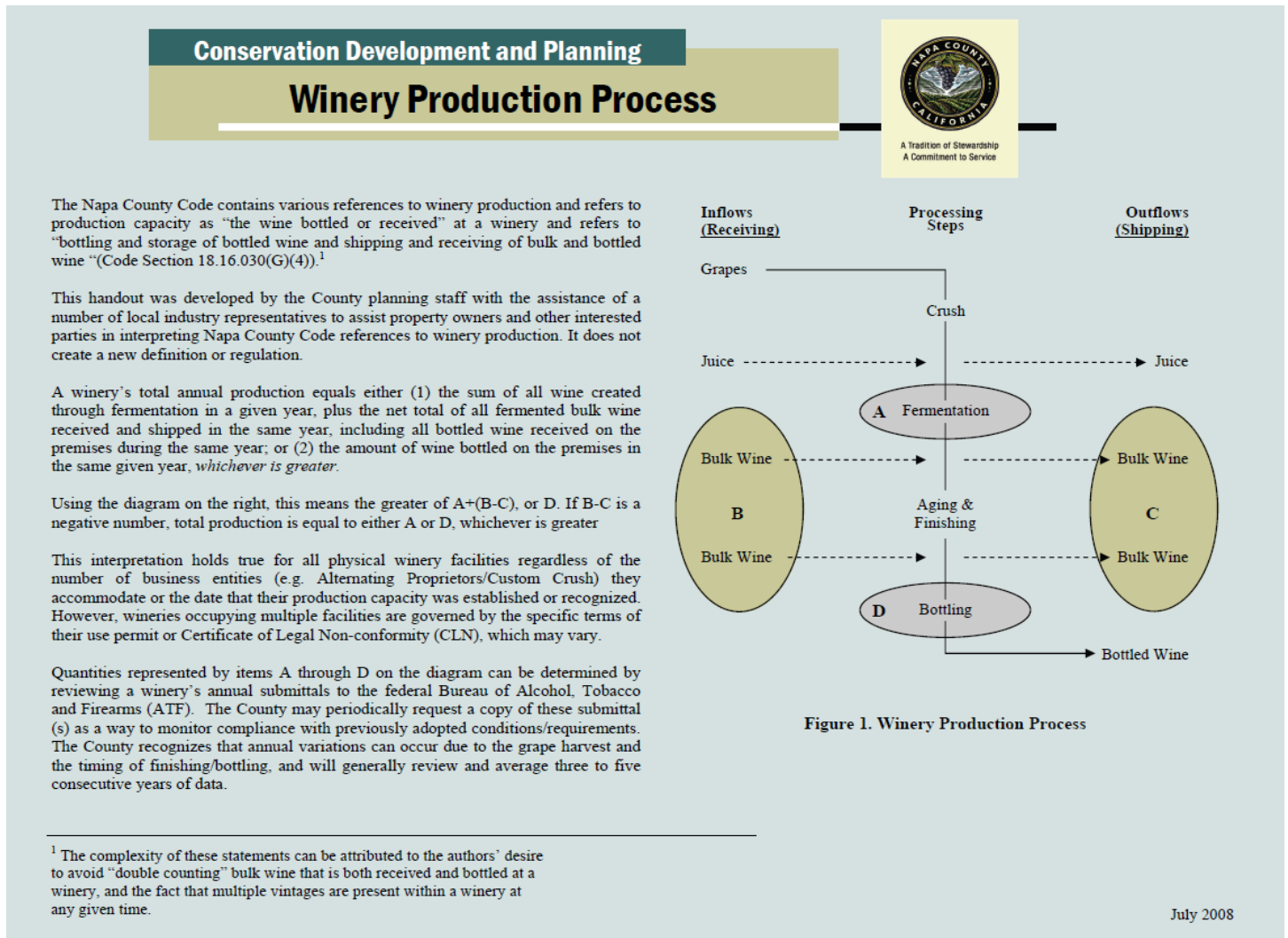
Please describe the nature of any proposed food service including type of food, frequency of service, whether prepared on site or not, kitchen equipment, eating facilities, etc. Please differentiate between existing and proposed food service. (Attach additional sheets as necessary.)

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Definitions

The below are paraphrased from County Code, please see referenced code sections for full text.

- a. **Winery Development Area** – All aggregate paved or impervious or semi-permeable ground surface areas of the production facility which includes all storage areas (except caves), offices, laboratories, kitchens, tasting rooms and paved parking areas for the exclusive use of winery employees. *See Napa County Code §18.104.210*
- b. **Winery Coverage** – The total square foot area of all winery building footprints, all aggregate paved or impervious ground surface areas of the production facility which includes all outside work, tank and storage areas (except caves); all paved areas including parking and loading areas, walkways, and access driveways to public or private roads or rights-of-way; and all above-ground wastewater and run-off treatment systems. *See Napa County Code §18.104.220*
- c. **Production Facility** – (For the purpose to calculate the maximum allowable accessory use) The total square footage of all winery crushing, fermenting, bottling, bulk and bottle storage, shipping, receiving, laboratory, equipment storage and maintenance facilities, and employee-designated restrooms but does not include wastewater treatment or disposal areas which cannot be used for agricultural purposes. *See Napa County Code §18.104.200*
- d. **Accessory Use** - The total square footage of area within winery structures used for accessory uses related to a winery that are not defined as “production facility” which would include offices, lobbies/waiting rooms, conference/meeting rooms, non-production access hallways, kitchens, tasting rooms (private and public areas), retail space areas, libraries, non-employee designated restrooms, art display areas, or any area within winery structures not directly related to wine production. *See Napa County Code §18.104.200*



Winery Coverage and Accessory/Production Ratio

Winery Development Area. Consistent with the definition at “a.,” at page 11 and with the marked-up site plans included in your submittal, please indicate your proposed winery development area. If the facility already exists, please differentiate between existing and proposed.

Existing _____ sq. ft. _____ acres

Proposed _____ sq. ft. _____ acres

Winery Coverage. Consistent with the definition at “b.,” at page 11 and with the marked-up site plans included in your submittal, please indicate your proposed winery coverage (maximum 25% of parcel or 15 acres, whichever is less).

_____ sq. ft. _____ acres _____ % of parcel

Production Facility. Consistent with the definition at “c.,” at page 11 and the marked-up floor plans included in your submittal, please indicate your proposed *production* square footage. If the facility already exists, please differentiate between existing and proposed.

Existing _____ sq. ft. Proposed _____ sq. ft.

Accessory Use. Consistent with the definition at “d.,” at page 11 and the marked-up floor plans included in your submittal, please indicate your proposed *accessory* square footage. If the facility already exists, please differentiate between existing and proposed. (maximum = 40% of the production facility)

Existing _____ sq. ft. _____ % of production facility

Proposed _____ sq. ft. _____ % of production facility

Caves and Crushpads

If new or expanded caves are proposed please indicate which of the following best describes the public accessibility of the cave space:

- ☐ None – no visitors/tours/events (**Class I**) ☐ Guided Tours Only (**Class II**) ☐ Public Access (**Class III**)
- ☐ Marketing Events and/or Temporary Events (**Class III**)

Please identify the winery’s...

Cave area Existing: _____ sq. ft. Proposed: _____ sq. ft.

Covered crush pad area Existing: _____ sq. ft. Proposed: _____ sq. ft.

Uncovered crush pad area Existing: _____ sq. ft. Proposed: _____ sq. ft.

Initial Statement of Grape Source

Pursuant to Napa County Zoning Ordinance Sections 12419(b) and (c),
I hereby certify that the current application for establishment or expansion of a winery
pursuant to the Napa County Winery Definition Ordinance will employ sources of
grapes in accordance with the requirements of Section 12419(b) and/or (c) of that
Ordinance.

Owner's Signature

Date

Letters of commitment from grape suppliers and supporting documents may be required prior to issuance of any building permits for the project. Recertification of compliance will be required on a periodic basis. Recertification after initiation of the requested wine production may require the submittal of additional information regarding individual grape sources. Proprietary information will not be disclosed to the public.

Water Supply/ Waste Disposal Information Sheet

Water Supply

Please attach completed Phase I Analysis sheet.

Domestic

Emergency

Proposed source of water
(e.g., spring, well, mutual water company, city, district, etc.):

Name of proposed water supplier
(if water company, city, district):

Is annexation needed?

☐ Yes ☐ No

☐ Yes ☐ No

Current water use:

_____ gallons per day (gal/d)

Current water source:

Anticipated future water demand:

_____ gal/d

_____ gal/d

Water availability (in gallons/minute):

_____ gal/m

_____ gal/m

Capacity of water storage system:

_____ gal

_____ gal

Type of emergency water storage facility if applicable
(e.g., tank, reservoir, swimming pool, etc.):

Liquid Waste

Domestic

Other

Type of waste:

_____ **sewage**

Disposal method (e.g., on-site septic system, on-site ponds,
community system, district, etc.):

Name of disposal agency
(if sewage district, city, community system):

Is annexation needed?

☐ Yes ☐ No

☐ Yes ☐ No

Current waste flows (peak flow):

_____ gal/d

_____ gal/d

Anticipated future waste flows (peak flow):

_____ gal/d

_____ gal/d

Future waste disposal design capacity:

_____ gal/d

_____ gal/d

Grading Spoils Disposal

Where will grading spoils be disposed of?
(e.g. on-site, landfill, etc. If off-site, please indicate where off-site):

Winery Traffic Information / Trip Generation Sheet

Traffic during a Typical Weekday

Number of FT employees: _____ x 3.05 one-way trips per employee = _____ daily trips.

Number of PT employees: _____ x 1.90 one-way trips per employee = _____ daily trips.

Average number of weekday visitors: _____ / 2.6 visitors per vehicle x 2 one-way trips = _____ daily trips.

Gallons of production: _____ / 1,000 x .009 truck trips daily³ x 2 one-way trips = _____ daily trips.

Total = _____ **daily trips.**

Number of total weekday trips x .38 = _____ **PM peak trips.**

Traffic during a Typical Saturday

Number of FT employees (on Saturdays): _____ x 3.05 one-way trips per employee = _____ daily trips.

Number of PT employees (on Saturdays): _____ x 1.90 one-way trips per employee = _____ daily trips.

Average number of weekend visitors: _____ / 2.8 visitors per vehicle x 2 one-way trips = _____ daily trips.

Total = _____ **daily trips.**

Number of total Saturday trips x .57 = _____ **PM peak trips.**

Traffic during a Crush Saturday

Number of FT employees (during crush): _____ x 3.05 one-way trips per employee = _____ daily trips.

Number of PT employees (during crush): _____ x 1.90 one-way trips per employee = _____ daily trips.

Average number of weekend visitors: _____ / 2.8 visitors per vehicle x 2 one-way trips = _____ daily trips.

Gallons of production: _____ / 1,000 x .009 truck trips daily x 2 one-way trips = _____ daily trips.

Avg. annual tons of grape on-haul: _____ x .11 truck trips daily⁴ x 2 one-way trips = _____ daily trips.

Total = _____ **daily trips.**

Number of total Saturday trips x .57 = _____ **PM peak trips.**

Largest Marketing Event- Additional Traffic

Number of event staff (largest event): _____ x 2 one-way trips per staff person = _____ trips.

Number of visitors (largest event): _____ / 2.8 visitors per vehicle x 2 one-way trips = _____ trips.

Number of special event truck trips (largest event): _____ x 2 one-way trips = _____ trips.

³ Assumes 1.47 materials & supplies trips + 0.8 case goods trips per 1,000 gallons of production / 250 days per year (see *Traffic Information Sheet Addendum* for reference).

⁴ Assumes 4 tons per trip / 36 crush days per year (see *Traffic Information Sheet Addendum* for reference).

Traffic Information Sheet Addendum

Information for Caltrans Review

Application should include:

Project Location

- Site Plan showing all driveway location(s)
- Show detail of Caltrans right-of-way
- Aerial photo at a readable scale

Trip Generation Estimate

- Please provide separate **Winery Traffic Information / Trip Generation Sheets** for existing and proposed operations.

Napa County Winery Traffic Generation Characteristics

Employees

Half-hour lunch: All - 2 trips/day (1 during weekday PM peak)
Hour lunch: Permanent Full-Time – 3.2 trips/day (1 during weekday PM peak)
Permanent Part-Time – 2 trips/day (1 during weekday PM peak)
Seasonal: 2 trips/day (0 during weekday PM peak)—crush
see full time above—bottling
Auto Occupancy: 1.05 employees/auto

Visitors

Auto occupancy:
Weekday = 2.6 visitors/auto
Weekend = 2.8 visitors/auto

Peaking Factors:

Peak Month: 1.65 x average month
Average Weekend: 0.22 x average month
Average Saturday: 0.53 x average weekend
Peak Saturday: 1.65 x average Saturday
Average Sunday: 0.8 x average Saturday
Peak Sunday: 2.0 x average Sunday

Peak Weekend Hour: Winery (3-4 PM) - 0.57 x total for weekend day involved

Average 5-Day Week (Monday-Friday) - 1.3 x average weekend

Average Weekday: 0.2 x average 5-day week

Peak Weekday Hour: Winery (3-4 PM) - 0.57 x total for weekday involved

Roadway PM Peak(4-5 PM?) - 0.38 x total for weekday involved

Service Vehicles

Grapes (36 days (6weeks)/season): 1.52 trips/1000 gals/season (4 ton loads assumed)

Materials/Supplies (250 days/yr): 1.47 trips/1000 gals/yr

Case Goods (250 days/yr): 0.8 trips/1000 gal/yr

Checklist of Voluntary Greenhouse Gas Emission Reduction Measures



**A Tradition of Stewardship
A Commitment to Service**

An addendum to the Entitlement Application and a supplement for Initial Studies as required by CEQA

PROJECT NAME		
PROJECT ADDRESS		
APPLICANT		
CONTACT INFO	email	phone

- | | yes | no | I don't know |
|---|--------------------------|--------------------------|--------------------------|
| 1 Have you designed to U.S.G.B.C.™ LEED™ or Build It Green™ standards?
If yes, please include a copy of their required spreadsheets. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Do you have an integrated design team?
if yes, please list: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3 SITE DESIGN

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 3.1 Does your design encourage community gathering and is it pedestrian friendly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2 Are you building on existing disturbed areas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.3 Landscape Design | | | |
| 3.31 native plants? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.32 drought tolerant plants? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.33 Pierce Disease resistant planting? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.34 Fire resistant planting? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.35 Are you restoring open space and/or habitat? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.36 Are you harvesting rain water on site? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.37 planting large trees to act as carbon sinks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.38 using permeable paving materials for drive access and walking surfaces? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.4 Does your parking lot include bicycle parking? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.5 Do you have on-site waste water disposal? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.6 Do have post-construction stormwater on site detention/filtration methods designed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.7 Have you designed in harmony with existing natural features, such as preserving existing trees or rock outcroppings? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.8 Does the project minimize the amount of site disturbance, such as minimizing grading and/or using the existing topography in the overall site design (such as cave design)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.9 Is the structure designed to take advantage of natural cooling and passive solar aspects? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4 ENERGY PRODUCTION & EFFICIENCY

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 4.1 Does your facility use energy produced on site?
If yes, please explain the size, location, and percentage of off-set: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2 Does the design include thermal mass within the walls and/or floors? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.3 Do you intend to commission the performance of the building after it is built to ensure it performs as designed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4 Will your plans for construction include: | | | |
| 4.41 High density insulation above Title 24 standards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.42 Zones for heating and cooling to provide for maximum efficiency? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.43 Energy Star™ or ultra energy efficient appliances? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.44 A "cool" (lightly colored or reflective) or a permeable/living roof? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.45 Timers/time-outs installed on lights (such as the bathrooms)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, please explain: _____ | | | |

5 WATER CONSERVATION

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 5.1 Does your landscape include high-efficiency irrigation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.2 Does your landscape use zero potable water irrigation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.3 Is your project in the vicinity to connect to the Napa Sanitation reclaimed water? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.4 Will your facility use recycled water? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.41 If no, will you prepare for it by pre-installing dual pipes and/or purple lines? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.5 Will your plans for construction include: | | | |
| 5.51 a meter to track your water usage? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.52 ultra water efficient fixtures and appliances? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.53 a continuous hot water distribution method, such as an on-demand pump? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.54 a timer to insure that the systems are run only at night/early morning? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

	yes	no	I don't know
6 MATERIAL RECYCLING			
6.1 Are you using reclaimed materials?			
If yes, what and where: _____			
6.2 Are you using recycled construction materials-			
6.21 finish materials?			
6.22 aggregate/concrete road surfaces?			
6.23 fly ash/slag in foundation?			
6.3 Will your contractor be required to recycle and reuse construction materials as part of your contract?			
6.4 Does your facility provide access to recycle-			
6.41 Kitchen recycling center?			
6.42 Recycling options at all trash cans?			
6.43 Do you compost green waste?			
6.44 Provide recycling options at special events?			
7 NATURAL RESOURCES			
7.1 Will you be using certified wood that is sustainably harvested in construction?			
7.2 Will you be using regional (within 500 miles) building materials?			
7.3 Will you be using rapidly renewable materials, such as bamboo?			
7.4 Will you apply optimal value engineering (studs & rafters at 24" on center framing)?			
7.5 Have you considered the life-cycle of the materials you chose?			
8 INDOOR AIR QUALITY			
8.1 Will you be using low or no emitting finish and construction materials indoors-			
8.11 Paint?			
8.12 Adhesives and Sealants?			
8.13 Flooring?			
8.14 Framing systems?			
8.15 Insulation?			
8.2 Does the design allow for maximum ventilation?			
8.3 Do you plan for a wood burning fireplace (US EPA Phase II certified)?			
8.4 Does your design include dayling, such as skylights?			
9 TRANSPORTATION DEMAND MANAGMENTMENT			
9.1 After your project is complete, will you offer your employees incentives to carpool, bike, or use transit?			
9.2 After your project is complete, will you allow your employees to telecommute or have alternative work schedules?			
9.3 Does your project include design features that encourage alternatives modes of transportation, such as			
preferred parking for carpooling, ridesharing, electric vehicles?			
secured bicycle parking, safe bicycle access?			
loading zones for buses/large taxi services?			
9.4 How close is your facility to public transportation?			

10 Are there any superior environmental/sustainable features of your project that should be noted?	_____		

11 What other studies or reports have you done as part of preparing this application?	_____		
1	_____		
2	_____		
3	_____		
4	_____		
12 If your project involves an addition or modification to an existing building, are you planning to improve energy conservation of existing space (such as insulation, new windows, HVAC, etc.)?			
If yes, please describe: _____			
13 Once your facility is in operation, will you:			
13.1 calculate your greenhouse gas emissions?			
13.2 implement a GHG reduction plan?			
13.3 have a written plan to reduce your vehicle miles traveled of your operations and employee's commute?			
14 Does your project provide for education of green/sustainable practices?			
If yes, please describe: _____			
15 Any comments, suggestions, or questions in regards to the County's efforts to reduce greenhouse gases?	_____		

Form filed out by: _____			

Please feel free to include additional sheets of paper as necessary.



A Tradition of Stewardship
A Commitment to Service

Department of Public Works

1195 Third Street, Suite 201
Napa, CA 94559-3092
www.co.napa.ca.us/publicworks

Main: (707) 253-4351
Fax: (707) 253-4627

Donald G. Ridenhour, P.E.
Director

WATER AVAILABILITY ANALYSIS - PHASE ONE STUDY

Introduction: As an applicant for a permit with Napa County, It has been determined that Chapter 13.15 of the Napa County Code is applicable to approval of your permit. One step of the permit process is to adequately evaluate the amount of water your project will use and the potential impact your application might have on the static groundwater levels within your neighborhood. The public works department requires that a Phase 1 Water Availability Analysis (WAA) be included with your application. The purpose of this form is to assist you in the preparation of this analysis. You may present the analysis in an alternative form so long as it substantially includes the information required below. Please include any calculations you may have to support your estimates.

The reason for the WAA is for you, the applicant, to inform us, to the best of your ability, what changes in water use will occur on your property as a result of an approval of your permit application. By examining the attached guidelines and filling in the blanks, you will provide the information we require to evaluate potential impacts to static water levels of neighboring wells.

Step #1:

Provide a map and site plan of your parcel(s). The map should be an 8-1/2"x11" reproduction of a USGS quad sheet (1:24,000 scale) with your parcel outlined on the map. Include on the map the nearest neighboring well. The site plan should be an 8-1/2"x11" site plan of your parcel(s) with the locations of all structures, gardens, vineyards, etc in which well water will be used. If more than one water source is available, indicate the interconnecting piping from the subject well to the areas of use. Attach these two sheets to your application. If multiple parcels are involved, clearly show the parcels from which the fair share calculation will be based and properly identify the assessor's parcel numbers for these parcels. Identify all existing or proposed wells

Step #2: Determine total parcel acreage and water allotment factor. If your project spans multiple parcels, please fill a separate form for each parcel.

Determine the allowable water allotment for your parcels:

Parcel Location Factors

The allowable allotment of water is based on the location of your parcel. There are 3 different location classifications. Valley floor areas include all locations that are within the Napa Valley, Pope Valley and Carneros Region, except for areas specified as groundwater deficient areas. Groundwater deficient areas are areas that have been determined by the public works department as having a history of problems with groundwater. All other areas are classified as Mountain Areas.

Please underline your location classification below (Public Works can assist you in determining your classification if necessary):

Valley Floor	1.0 acre feet per acre per year
Mountain Areas	0.5 acre feet per acre per year
MST Groundwater Deficient Area	0.3 acre feet per acre per year

Assessor's Parcel Number(s)	Parcel Size (A)	Parcel Location Factor (B)	Allowable Water Allotment (A) X (B)

Step #3:

Using the guidelines in Attachment A, tabulate the existing and projected future water usage on the parcel(s) in acre-feet per year (af/yr). Transfer the information from the guidelines to the table below.

EXISTING USE:

Residential	_____ af/yr
Farm Labor Dwelling	_____ af/yr
Winery	_____ af/yr
Commercial	_____ af/yr
Vineyard*	_____ af/yr
Other Agriculture	_____ af/yr
Landscaping	_____ af/yr
Other Usage (List Separately):	
_____	_____ af/yr
_____	_____ af/yr
_____	_____ af/yr

PROPOSED USE:

Residential	_____ af/yr
Farm Labor Dwelling	_____ af/yr
Winery	_____ af/yr
Commercial	_____ f/yr
Vineyard*	_____ af/yr
Other Agriculture	_____ af/yr
Landscaping	_____ af/yr
Other Usage (List Separately):	
_____	_____ af/yr
_____	_____ af/yr
_____	_____ af/yr

TOTAL: _____ af/yr
 _____ gallons**

TOTAL: _____ af/yr **TOTAL:**
TOTAL: _____ gallons**

Is the proposed use less than the existing usage? () Yes () No () Equal

Step #4:

Provide any other information that may be significant to this analysis. For example, any calculations supporting your estimates, well test information including draw down over time, historical water data, visual observations of water levels, well drilling information, changes in neighboring land uses, the usage if other water sources such as city water or reservoirs, the timing of the development, etc. Use additional sheets if necessary.

Conclusion: Congratulations! Just sign the form and you are done! Public works staff will now compare your projected future water usage with a threshold of use as determined for your parcel(s) size, location, topography, rainfall, soil types, historical water data for your area, and other hydrogeologic information. They will use the above information to evaluate if your proposed project will have a detrimental effect on groundwater levels and/or neighboring well levels. Should that evaluation result in a determination that your project may adversely impact neighboring water levels, a phase two water analysis may be required. You will be advised of such a decision.

Signature: _____ **Date:** _____ **Phone:** _____

WATER AVAILABILITY ANALYSIS - PHASE ONE STUDY

Attachment A: Estimated Water Use Guidelines

Typical Water Use Guidelines:

Primary Residence	0.5 to 0.75 acre-feet per year (includes some landscaping)
Secondary Residence	0.20 to 0.30 acre-feet per year
Farm Labor Dwelling	0.06 to 0.10 acre-feet per person per year

Non-Residential Guidelines:

Agricultural:

Vineyards	
Irrigation only	0.2 to 0.5 acre-feet per acre per year
Heat Protection	0.25 acre feet per acre per year
Frost Protection	0.25 acre feet per acre per year
Farm Labor Dwelling	0.06 to 0.10 acre-feet per person per year
Irrigated Pasture	4.0 acre-feet per acre per year
Orchards	4.0 acre-feet per acre per year
Livestock (sheep or cows)	0.01 acre-feet per acre per year

Winery:

Process Water	2.15 acre-feet per 100,000 gal. of wine
Domestic and Landscaping	0.50 acre-feet per 100,000 gal. of wine

Industrial:

Food Processing	31.0 acre-feet per employee per year
Printing/Publishing	0.60 acre-feet per employee per year

Commercial:

Office Space	0.01 acre-feet per employee per year
Warehouse	0.05 acre-feet per employee per year



TRENT CAVE, R.E.H.S.
Director

NAPA COUNTY DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

1195 THIRD STREET, SUITE 101
NAPA, CALIFORNIA 94559-3082
(707) 253-4471 • FAX (707) 253-4545

DEPARTMENT OF ENVIRONMENTAL MANAGEMENT PLANNING APPLICATIONS – SUPPLEMENTAL INFORMATION SHEET

Solid Waste Disposal:

Identify the use and feasibility of the following items:

1. Source reduction of solid waste (any action that causes a net reduction in the generation of solid waste, such as using recyclable materials).
2. Recycling and composting to reduce the solid waste stream (such as collecting, sorting, cleansing, treating and reconstituting materials that would otherwise become solid waste).
3. Transformation and disposal of solid wastes (such as incineration or biological conversions other than composting).
4. Designated wastes/special disposal problems.

Hazardous Materials:

Be sure to fill out the Napa County CUPA related Business Activities Form included in your Use Permit package. This information will be used to determine what conditions, if any, will be placed on the use permit application.

All facilities that handle a hazardous material, acutely hazardous material or hazardous waste in quantities exceeding statutory reporting requirements must develop and implement a Hazardous Materials Business Plan within 60 days of commencing use. Facilities that typically store or handle hazardous materials below threshold quantities must submit a Negative Declaration Response to the Hazardous Materials Section. This also must be submitted within 60 days of commencing use.

Additional information on these requirements can be obtained from the Hazardous Materials team in the Department of Environmental Management by calling (707) 253-4471.



**Napa County Department of Environmental Management
CUPA-Related Business Activities Form**

Business Name: _____

Business Address: _____

Contact: _____ **Phone #:** _____

A. HAZARDOUS MATERIALS

Have on site (for any purpose) hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in AST's and UST's or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70?

☐ YES ☐ NO

B. UNDERGROUND STORAGE TANKS (UST's)

1. Own or operate underground storage tanks?

☐ YES ☐ NO

2. Intend to upgrade existing or install new UST's?

☐ YES ☐ NO

C. ABOVE GROUND STORAGE TANKS (AST's)

Own or operate AST's above these thresholds:

- Any tank capacity with a capacity greater than 660 gallons, or
- The total capacity for the facility is greater than 1,320 gallons?

☐ YES ☐ NO

D. HAZARDOUS WASTE

1. Generate hazardous waste?

☐ YES ☐ NO

2. Recycle more than 220 lbs/month of excluded or exempted recyclable materials (per H&SC §25143.2)?

☐ YES ☐ NO

3. Treat hazardous waste on site?

☐ YES ☐ NO

4. Treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)?

☐ YES ☐ NO

5. Consolidate hazardous waste generated at a remote site?

☐ YES ☐ NO

E. OTHER

1. Does the business activity include car/fleet washing, mobile detailing, auto-body related activities?

☐ YES ☐ NO

2. Does the business handle Extremely Hazardous Substances in amounts that would qualify for the Risk Management Program? Some examples and their thresholds common to Napa County include: Ammonia - 500 lbs, Sulfur Dioxide - 500 lbs, Chlorine - 500 lbs.

☐ YES ☐ NO



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A Commitment to Service

Environmental Management

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Steven Lederer
Director

Memorandum

DATE: January 5, 2005
TO: All interested parties
FROM: Department of Environmental Management
SUBJECT: Use Permits and Regulated Water Systems

The purpose of this memo is to provide information regarding the current requirements for regulated water system permitting. The Department of Environmental Management has a contract with the State to administer the small water system program. County Code Chapter 13.08 addresses the requirements for local public water systems and includes the definition of a "public water system". This definition states that a public water system is one that is required to be permitted or approved by the Department of Health Services (DHS) Office of Drinking Water or the environmental management director pursuant to the California Safe Drinking Water Act and related laws (which contain selected portions of the Health and Safety Code, Water Code, Business and Professions Code and the California Code of Regulations, Titles 17 and 22). The State regulates the large public water systems and as stated above, this department regulates the small water systems.

The most common new small water system is that serving a winery. During the use permit process, this department reviews the numbers of anticipated visitors and employees and makes a determination if the proposed winery will meet the threshold for a regulated water system. In general, we are looking for either (1) a combined number of peak users (visitors and employees) greater than 25 on a daily basis or (2) the total number of employees equal to or greater than 25. If either of these thresholds is met, the water system will be regulated. If you have questions on whether your proposed project will be regulated as a small water system, you may contact this department as discuss this with the district inspector. If you do not meet these thresholds, but will have a regulated kitchen used for food service for marketing events, you will be regulated as a different type of water system. You will need to submit bacteriological quality sample results from your source(s) with your use permit application, but not the full feasibility report as discussed below.

If your project will be regulated as a small water system, a water system feasibility report will be required as a completeness item at the time of a Use Permit application. This report will ensure that the proposed project can satisfy the technical, managerial and financial requirements of this department and DHS and must include the information listed on the attached worksheet. There is a good chance that existing wells will not meet the construction requirements for a regulated water system. As such, a new supply will have to be developed. If this is the case, the information provided in the feasibility report must reflect this fact. Prior to issuance of a building permit the new water supply must be developed and full plans for the water system must be submitted to and approved by this department.

New Community and Non-Community Water Systems

Technical, Managerial and Financial Capacity Worksheet (Use Permit Applications and Water System Feasibility Reports)

1. **Water system name**
2. **Name of person who prepared the report**
3. **Technical Capacity:**
 - System description-from source to point of use-what is expected (including treatment, etc).
 - One year projection for water demand and an analysis of the water system to meet the projected demand (project expansion and improvements for a ten year period).
 - Source adequacy:
 - Groundwater: Does the well have a 50-foot seal with a 3-inch annular space? Is a well log available?
 - Surface water treatment: Can the water system comply with the Surface Water Treatment Rule?
 - Water supply capacity. Can the water system (including all sources and storage facilities) supply a minimum of three gallons per minute for at least 24 hours for each service connection served?
 - Provide a characterization of the water quality (or expected water quality if a new source is required), including a comparison with established or proposed drinking water standards and the feasibility of meeting these standards.
 - An evaluation of the feasibility of consolidation with other (existing) water systems.
4. **Managerial:**
 - Description of the organization's ability to manage a water system (personnel to be hired and/or job descriptions for water system maintenance responsibilities). For systems that use land that is not owned by the water system, the terms for a long-term agreement for use of the land/facilities must be disclosed.
 - Document the system's water rights.
5. **Financial:**
 - Budget projection and description of system's financial capacity (your ability to financially support the operation of a water system).

Please address and questions on this worksheet or the information required to the water specialist in the Department of Environmental Management.

Glassy-Winged Sharpshooter Requirements

A NEW REQUIREMENT FOR ALL DEVELOPERS AND LANDSCAPE CONTRACTORS FROM THE COUNTY AGRICULTURAL COMMISSIONER

Please notify our office of all impending deliveries of live plants with points of origin outside Napa County.

Napa County needs your help in preventing the introduction of the Glassy-Winged Sharpshooter (GWSS) into our area. The magnitude of the threat that this half-inch long leafhopper insect poses to our local economy, the environment and our quality of life cannot be overstated.

GWSS feeds off a wide variety of plants and possesses the capability of transmitting a bacterium that causes Pierce's Disease (PD). Grapevines are highly susceptible to a particular strain of this bacterium, which chokes off the water and nutrient flow and eventually kills the plant. GWSS is a stronger flier and a more voracious eater than the common native vectors of PD, and it can quickly spread to all types of habitats in a given location. Ornamental plants and native vegetation may not show any symptoms, but they can serve as reservoirs of PD for many years. GWSS picks up the disease from these infected plants and transmits it to the vineyards while feeding on the grapevines. No other county has as much at risk economically from the threat of PD spread by GWSS.

To combat this threat, Napa County has gone beyond the standard state quarantine regulations in implementing the most rigorous inspection program of any county in the state for incoming plant shipments. *We are asking for your cooperation to purchase plant materials locally when possible and notify our office of all impending deliveries of live plants with points of origin outside Napa County.* An evaluation based on the origin and contents of each shipment will then be made, and, if necessary, trained personnel will be promptly dispatched to perform an inspection upon its arrival at your destination site. When you purchase ornamental plants from local nurseries, the special restrictions imposed by this county program would not apply.

In conjunction with these plant inspections, the Napa County Agricultural Commissioner's Office has developed an extensive year 'round pest detection program aimed at discovering any possible existing GWSS infestations. Thousands of traps have been set up throughout the county and are routinely monitored by staff members and with the help of vineyards personnel. Sweep surveys are conducted at developments which have been landscaped within the last few years as well as at other high-risk locations. We also participate in meetings, discussions and the distribution of informational materials to educate the public and members of the industry about this matter. Please look over the attached brochures, share them with your employees and contact us if you have any training needs, questions or concerns. Our goal is to have everyone in the community aware and helping us look for GWSS!

Thank you for your continued assistance in providing a greater level of protection to safeguard our community from this serious menace.

Sincerely,

David R. Whitmer
Napa County Agricultural Commissioner

Adjoining Property Owner List Requirements

All applications shall include a list of the current owners of all the properties whose outer perimeters are within **300 feet** of the property boundary of the project site. The list shall include the property owner's names, their addresses and the assessor's parcel numbers of the property owned.

Preparation, verification and submission of this list of property owners is the responsibility of the applicant. Lists of the property owners appearing on County tax rolls in the form required are available from all local title insurance companies. Each such list must be certified by a title insurance company as reflecting the most recent County tax roll information.

Instructions to the Title Company

Please prepare the property owners' list as follows:

1. Type the property owners' names, parcel numbers and mailing addresses on an 8½" by 11" sheet of Avery #5160 Laser Labels so that this information can be readily used in mailing by the Conservation, Development and Planning Department.
2. Submit a full page copy of the assessors' parcel book page(s) and a copy of the latest equalized assessment roll used to compile the property owners' list. Please indicate the location of all parcels listed, by check mark or colored parcel number circled on the pages.

If you have any questions, please contact the Conservation, Development, and Planning Department at (707) 253-4417.