



A Tradition of Stewardship  
A Commitment to Service

**Conservation Development and Planning**

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**Hillary Gitelman**  
Director

January 26, 2012

Winery Name  
Address  
City

**RE: Request for TTB Forms 5120.17 and Visitation Records for 2011**  
**APN: 000-000-000**

Dear Sir/Madame:

Winery Name was one of twenty wineries selected by the Napa County Planning Commission on July 20<sup>th</sup> 2011, for that year's wine production monitoring program.

The program began four years ago at the behest of the Board of Supervisors. 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.

Additionally, starting in 2010, the Napa County Planning Commission directed the Planning Department to determine an existing winery's compliance with their approved Tours and Tastings and Marketing programs. At this time we are also requesting your log book for the year 2011.

As discussed during our telephone conversation, 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) in February 2012. For this year's program, the TTB forms from January through December of 2011 will be requested. In order to verify tours and tastings and marketing programs I will need to collect copies of tours and tastings and marketing logs sheets. Attached is a document you may use to enter the numbers. Please return this with your 702 forms. We will also verify grape sourcing to determine compliance with the Winery Definition Ordinance, which requires at least 75% of the grapes used to produce your wine have been harvested in Napa County.

The department requests that you please send, fax or email the forms and log book within 10 days of receipt of this letter to:

Linda St. Claire, Planner  
Conservation Development & Planning Department  
1195 Third Street, Suite 210  
Napa, CA 94559  
Email: [Linda.stclaire@countyofnapa.org](mailto:Linda.stclaire@countyofnapa.org) Fax: 707.299.4270

**NOTE: I will also be visiting all of the wineries in the audit this year. Please call by February 17<sup>th</sup>, 2012 to set up an appointment. While there I am open to discuss any concerns you may have.**

Thank you in advance for your assistance in this matter. If you have any questions, please contact me at: 707-299-1348 or at [linda.stclaire@countyofnapa.org](mailto:linda.stclaire@countyofnapa.org).

Best Regards,

Linda St. Claire, Planner II  
for Hillary Gitelman  
Director of Conservation, Development & Planning

Attmts: (1)