

# NAPA COUNTY

## Conservation, Development, and Planning Department



A Tradition of Stewardship  
A Commitment to Service

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## USE PERMIT APPLICATION

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### ***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](mailto: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 application process; they also help the County provide you with a more thorough and efficient review.

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## **Contents**

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### **Page(s)**

<b>3-4</b>	Use Permit Checklist of Required Application Materials
<b>5-8</b>	Use Permit Application Forms
<b>9-12</b>	Supplemental Application for Winery Uses
<b>13</b>	Initial Statement of Grape Source
<b>14</b>	Water Supply/Waste Disposal Information Sheet
<b>15-16</b>	Traffic Information Sheet
<b>17-18</b>	Green House Gas Reduction Worksheet
<b>19-21</b>	Water Availability Analysis - Phase I Study
<b>22-27</b>	Additional Environmental Management Information
<b>28</b>	Glassy-Winged Sharpshooter Requirements*
<b>29</b>	Adjoining Property Owner's List Requirements*

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

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## Checklist of Required Application Materials

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*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](mailto: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 the proposed solid waste and recycling storage area.
13. Location and dimensions of all existing and proposed easements.
14. 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.*
15. All existing trees with diameters at breast height (dbh) ≥ 6", with dbh, species, and whether the tree is to be removed or preserved indicated for each.
16. Temporary and/or permanent grading spoils storage/disposal areas.

**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 proposed.
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 employees, visitors, and residents or if kitchen is proposed. See enclosed handout.
4. Water and/or Sewage Disposal Easement if an off-site spring, well, reservoir, storage tank, or individual sewage disposal system is proposed.
5. Completed Business Activities form, enclosed.
6. Solid Waste & Recycling Storage area location and size included on overall site plan. See guidelines at [www.countyofnapa.org/DEM/](http://www.countyofnapa.org/DEM/).
7. Cave setback plan if a cave is proposed. See enclosed handout.

☐ **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 Nº \_\_\_\_\_

## Napa County Conservation, Development, and Planning Department

1195 Third Street, Suite 210, Napa, California, 94559 *phone* (707) 253-4417

*web* [www.countyofnapa.org/cdp/](http://www.countyofnapa.org/cdp/) *email* [cdp@countyofnapa.org](mailto: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 Nº: \_\_\_\_\_ 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 Nº(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Applicant** (if other than property owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
No. Street City State Zip

Telephone Nº(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Representative** (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
No. Street City State Zip

Telephone Nº(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

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## Use Permit Information Sheet

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### 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    ☐ 11-24    ☐ 25 or greater (specify number) \_\_\_\_\_

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

☐ other (specify number) \_\_\_\_\_

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## Certification and Indemnification

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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.

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Print Name of Property Owner

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Print Name Signature of Applicant (if different)

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Signature of Property Owner

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Date

---

Signature of Applicant

---

Date



## Supplemental Application for Winery Uses

### Operations

Please indicate whether the activity or uses below are already legally **EXISTING**, 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

\* For reference please see definition of "Marketing," at Napa County Code §18.08.370 - <http://library.municode.com/index.aspx?clientId=16513>

### 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 <sup>1</sup> :	_____ existing	_____ proposed
Visitation hours (e.g. M-Sa, 10am-4pm):	_____ existing	_____ proposed
Non-harvest Production hours <sup>2</sup> :	_____ existing	_____ proposed

<sup>1</sup> 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.

<sup>2</sup> 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. (Attach additional sheets as necessary.)

## **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.)

## 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*

### Conservation Development and Planning

## Winery Production Process



The Napa County Code contains various references to winery production and refers to production capacity as “the wine bottled or received” at a winery and refers to “bottling and storage of bottled wine and shipping and receiving of bulk and bottled wine” (Code Section 18.16.030(G)(4)).<sup>1</sup>

This handout was developed by the County planning staff with the assistance of a number of local industry representatives to assist property owners and other interested parties in interpreting Napa County Code references to winery production. It does not create a new definition or regulation.

A winery’s total annual production equals either (1) the sum of all wine created through fermentation in a given year, plus the net total of all fermented bulk wine received and shipped in the same year, including all bottled wine received on the premises during the same year; or (2) the amount of wine bottled on the premises in the same given year, *whichever is greater*.

Using the diagram on the right, this means the greater of  $A+(B-C)$ , or D. If  $B-C$  is a negative number, total production is equal to either A or D, whichever is greater

This interpretation holds true for all physical winery facilities regardless of the number of business entities (e.g. Alternating Proprietors/Custom Crush) they accommodate or the date that their production capacity was established or recognized. However, wineries occupying multiple facilities are governed by the specific terms of their use permit or Certificate of Legal Non-conformity (CLN), which may vary.

Quantities represented by items A through D on the diagram can be determined by reviewing a winery’s annual submittals to the federal Bureau of Alcohol, Tobacco and Firearms (ATF). The County may periodically request a copy of these submittal(s) as a way to monitor compliance with previously adopted conditions/requirements. The County recognizes that annual variations can occur due to the grape harvest and the timing of finishing/bottling, and will generally review and average three to five consecutive years of data.

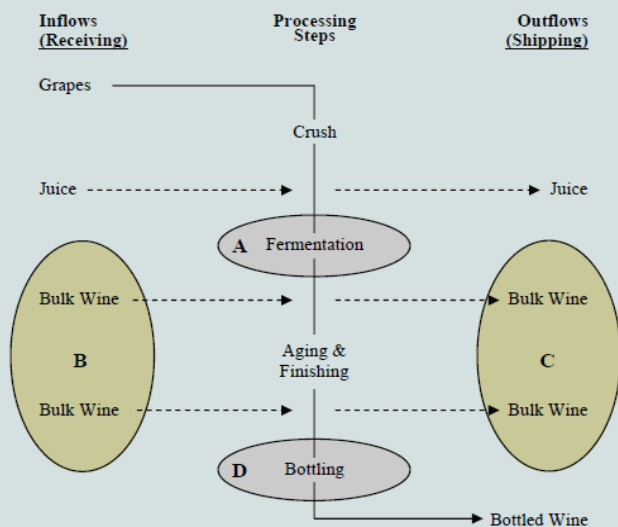


Figure 1. Winery Production Process

<sup>1</sup> The complexity of these statements can be attributed to the authors’ desire to avoid “double counting” bulk wine that is both received and bottled at a winery, and the fact that multiple vintages are present within a winery at any given time.

## 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.

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## Initial Statement of Grape Source

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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.

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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.*

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## Water Supply/ Waste Disposal Information Sheet

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### 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> 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

Please attach Septic Feasibility Report

	Domestic	Other
Type of waste:	_____ <b>sewage</b> _____	_____
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> 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

### Solid Waste and Recycling Storage and Disposal

Please include location and size of solid waste and recycling storage area on site plans in accordance with the guidelines available at [www.countyofnapa.org/dem](http://www.countyofnapa.org/dem).

### Hazardous and/or Toxic Materials

If your facility generates hazardous waste or stores hazardous materials above threshold planning quantities (55 gallons liquid, 500 pounds solid or 200 cubic feet of compressed gas) then a hazardous materials business plan and/or a hazardous waste generator permit will be required.

### Grading Spoils Disposal

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

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## Winery Traffic Information / Trip Generation Sheet

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### 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 daily<sup>3</sup> x 2 one-way trips = \_\_\_\_\_ daily trips.

**Total** = \_\_\_\_\_ **daily trips.**

(No of FT employees) + (No of PT employees/2) + (sum of visitor and truck 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 Saturday visitors: \_\_\_\_\_ / 2.8 visitors per vehicle x 2 one-way trips = \_\_\_\_\_ daily trips.

**Total** = \_\_\_\_\_ **daily trips.**

(No of FT employees) + (No of PT employees/2) + (visitor 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 Saturday 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: \_\_\_\_\_ / 144 truck trips daily<sup>4</sup> x 2 one-way trips = \_\_\_\_\_ daily trips.

**Total** = \_\_\_\_\_ **daily 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.

---

<sup>3</sup> 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).

<sup>4</sup> 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?<br>If yes, please include a copy of their required spreadsheets. |     |    |              |
| 2 Do you have an integrated design team?<br>if yes, please list: _____  |     |    |              |

## 3 SITE DESIGN

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

## 4 ENERGY PRODUCTION & EFFICIENCY

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

## 5 WATER CONSERVATION

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

	yes	no	I don't know
<b>6 MATERIAL RECYCLING</b>			
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?			
<b>7 NATURAL RESOURCES</b>			
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?			
<b>8 INDOOR AIR QUALITY</b>			
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?			
<b>9 TRANSPORTATION DEMAND MANAGMENTMENT</b>			
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 filled out by: _____			

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



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**Department of Public Works**

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**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

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## Additional Environmental Management Information

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### Environmental Management

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[www.co.napa.ca.us](http://www.co.napa.ca.us)

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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.*

## BUSINESS ACTIVITIES

Page 1 of \_

## I. FACILITY IDENTIFICATION

FACILITY ID # (Agency Use Only)																	EPA ID # (Hazardous Waste Only)
BUSINESS NAME (Same as Facility Name of DBA-Doing Business As)																	
BUSINESS SITE ADDRESS																	
BUSINESS SITE CITY															CA	ZIP CODE	
CONTACT NAME															PHONE		

## II. ACTIVITIES DECLARATION

**NOTE: If you check YES to any part of this list, please submit the Business Owner/Operator Identification page.**

Does your facility...	If Yes, please complete these pages of the UPCF....	
<b>A. HAZARDOUS MATERIALS</b> Have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70?	<input type="checkbox"/> YES <input type="checkbox"/> NO   4	<b>HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION</b>
<b>B. REGULATED SUBSTANCES</b> Have Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accidental Release prevention Program (CalARP)?	<input type="checkbox"/> YES <input type="checkbox"/> NO   4a	Coordinate with your local agency responsible for CalARP.
<b>C. UNDERGROUND STORAGE TANKS (USTs)</b> Own or operate underground storage tanks?	<input type="checkbox"/> YES <input type="checkbox"/> NO   5	<b>UST FACILITY</b> (Formerly SWRCB Form A) <b>UST TANK</b> (one page per tank) (Formerly Form B)
<b>D. ABOVE GROUND PETROLEUM STORAGE</b> Own or operate ASTs above these thresholds: Store greater than 1,320 gallons of petroleum products (new or used) in aboveground tanks or containers.	<input type="checkbox"/> YES <input type="checkbox"/> NO   8	<b>NO FORM REQUIRED TO CUPAs</b>
<b>E. HAZARDOUS WASTE</b> Generate hazardous waste?	<input type="checkbox"/> YES <input type="checkbox"/> NO   9	<b>EPA ID NUMBER</b> – provide at the top of this page
Recycle more than 100 kg/month of excluded or exempted recyclable materials (per HSC 25143.2)?	<input type="checkbox"/> YES <input type="checkbox"/> NO   10	<b>RECYCLABLE MATERIALS REPORT</b> (one per recycler)
Treat hazardous waste on-site?	<input type="checkbox"/> YES <input type="checkbox"/> NO   11	<b>ON-SITE HAZARDOUS WASTE TREATMENT – FACILITY</b> <b>ON-SITE HAZARDOUS WASTE TREATMENT – UNIT</b> (one page per unit)
Treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)?	<input type="checkbox"/> YES <input type="checkbox"/> NO   12	<b>CERTIFICATION OF FINANCIAL ASSURANCE</b>
Consolidate hazardous waste generated at a remote site?	<input type="checkbox"/> YES <input type="checkbox"/> NO   13	<b>REMOTE WASTE / CONSOLIDATION SITE ANNUAL NOTIFICATION</b>
Need to report the closure/removal of a tank that was classified as hazardous waste and cleaned on-site?	<input type="checkbox"/> YES <input type="checkbox"/> NO   14	<b>HAZARDOUS WASTE TANK CLOSURE CERTIFICATION</b>
Generate in any single calendar month 1,000 kilograms (kg) (2,200 pounds) or more of federal RCRA hazardous waste, or generate in any single calendar month, or accumulate at any time, 1 kg (2.2 pounds) of RCRA acute hazardous waste; or generate or accumulate at any time more than 100 kg (220 pounds) of spill cleanup materials contaminated with RCRA acute hazardous waste.	<input type="checkbox"/> YES <input type="checkbox"/> NO   14a	Obtain federal EPA ID Number, file Biennial Report (EPA Form 8700-13A/B), and satisfy requirements for RCRA Large Quantity Generator.
Household Hazardous Waste (HHW) Collection site?	<input type="checkbox"/> YES <input type="checkbox"/> NO   14b	See CUPA for required forms.

## F. LOCAL REQUIREMENTS

(You may also be required to provide additional information by your CUPA or local agency.)

UPCF Rev. (12/2007)



## Business Activities

Please submit the Business Activities page, the Business Owner/Operator Identification page, and Hazardous Materials Inventory - Chemical Description pages for all submissions. (Note: the numbering of the instructions follows the data element numbers that are on the Unified Program Consolidated Form (UPCF) pages. These data element numbers are used for electronic submission and are the same as the numbering used in Division 3, Electronic Submittal of Information). Please number all pages of your submittal. This helps your CUPA or AA identify whether the submittal is complete and if any pages are separated.

1. FACILITY ID NUMBER - Leave this blank. This number is assigned by the Certified Unified Program Agency (CUPA) or Administering Agency (AA). This is the unique number which identifies your facility.

2. EPA ID NUMBER - If you generate, recycle, or treat hazardous waste, enter your facility's 12-character U.S. Environmental Protection Agency (U.S. EPA) or California Identification number. For facilities in California, the number usually starts with the letters "CA". If you do not have a number, contact the Department of Toxic Substances Control (DTSC) Telephone Information Center at (916) 324-1781, (800) - 61-TOXIC or (800) 61-86942, to obtain one.

3. BUSINESS NAME - Enter the full legal name of the business. This is the same as the terms "Facility Name" or "DBA - Doing Business As" that might have been used in the past.

103. BUSINESS SITE ADDRESS - Enter the street address where the facility is located. No post office box numbers are allowed. This information must provide a means to geographically locate the facility.

104. BUSINESS SITE CITY - Enter the city or unincorporated area in which business site is located.

105. ZIP CODE - Enter the zip code of business site. The extra 4 digit zip may also be added.

106. CONTACT- Enter a contact person's name.

107. PHONE- Enter a contact phone number

### 4. HAZARDOUS MATERIALS -

Check the box to indicate whether you have a hazardous material onsite. You have a hazardous material onsite if:

- It is handled in quantities equal to or greater than 500 pounds, 55 gallons, or 200 cubic feet of compressed gas (calculated at standard temperature and pressure),
- It is handled in quantities equal to or greater than the applicable federal threshold planning quantity for an extremely hazardous substance listed in 40 CFR Part 355, Appendix A,
- Radioactive materials are handled in quantities for which an emergency plan is required to be adopted pursuant to Part 30, Part 40, or Part 70 of Chapter 10 of 10 CFR, or pursuant to any regulations adopted by the state in accordance with these regulations.

If you have a hazardous material onsite, then you must complete the Business Owner/Operator Identification page and the Hazardous Materials Inventory - Chemical Description page, as well as an Emergency Response Plan and Training Plan.

Do not answer "YES" to this question if you exceed only a local threshold, but do not exceed the state threshold.

4a. REGULATED SUBSTANCES - Refer to 19 CCR 2770.5 for regulated substances. Check the box to indicate whether your facility has CalARP regulated substances stored onsite.

5. OWN OR OPERATE UNDERGROUND STORAGE TANK (UST) - Check the appropriate box to indicate whether you own or operate USTs containing hazardous substances as defined in Health and Safety Code (HSC) 25316. If "YES", then you must complete one UST Facility page and UST Tank pages for each tank. You must also submit a plot plan and a monitoring program plan.

8. OWN OR OPERATE ABOVEGROUND PETROLEUM STORAGE TANK OR CONTAINER - Check the appropriate box to indicate whether there are ASTs onsite which exceed the regulatory thresholds. (There is no UPCF page for ASTs.) This program applies to all facilities storing petroleum in aboveground tanks. Petroleum means crude oil, or any fraction thereof, which is liquid at 60 degrees Fahrenheit temperature and 14.7 pounds per square inch absolute pressure (HSC 25270.2 (g)). The facility must have a cumulative storage capacity greater than 1,320 gallons for all ASTs. NOT Subject to the Act (exemptions):

An aboveground petroleum storage tank (AST) facility with one or more of the following (see HSC 25270.2 (k)) is not subject to this act and is exempt:

- A pressure vessel or boiler which is subject to Division 5 of the Labor Code,
- A storage tank containing hazardous waste if a hazardous waste facility permit has been issued for the storage tank by DTSC,
- An aboveground oil production tank which is regulated by the Division of Oil and Gas,
- Certain oil-filled electrical equipment including but not limited to transformers, circuit breakers, or capacitors.

9. HAZARDOUS WASTE GENERATOR - Check the appropriate box to indicate whether your facility generates hazardous waste. A generator is the person or business whose acts or processes produce a hazardous waste or who causes a hazardous substance or waste to become subject to State hazardous waste law. If your facility generates hazardous waste, you must obtain and use an EPA Identification number (ID) in order to properly transport and dispose of it. Report your EPA ID number in #2. Hazardous waste means a waste that meets any of the criteria for the identification of a hazardous waste adopted by DTSC pursuant to HSC 25141. "Hazardous waste" includes, but is not limited to, federally regulated hazardous waste. Federal hazardous waste law is known as the Resource Conservation and Recovery Act (RCRA). Unless explicitly stated otherwise, the term "hazardous waste" also includes extremely hazardous waste and acutely hazardous waste.

10. RECYCLE - Check the appropriate box to indicate whether you recycle more than 100 kilograms per month of recyclable material under a claim that the material is excluded or exempt per HSC 25143.2. Check "YES" and complete the Recyclable Materials Report pages, if you either recycled onsite or recycled excluded recyclable materials which were generated offsite. Check "NO" if you only send recyclable materials to an offsite recycler. You do not need to report.

11. ONSITE HAZARDOUS WASTE TREATMENT - Check the appropriate box to indicate whether your facility engages in onsite treatment of hazardous waste.

"Treatment" means any method, technique, or process which is designed to change the physical, chemical, or biological character or composition of any hazardous waste or any material contained therein, or removes or reduces its harmful properties or characteristics for any purpose. "Treatment" does not include the removal of residues from manufacturing process equipment for the purposes of cleaning that equipment. Amendments (effective 1/1/99) add exemptions from the definition of "treatment" for certain processes under specific, limited conditions. Refer to HSC 25123.5 (b) for these specific exemptions. Treatment of certain laboratory hazardous wastes do not require authorization. Refer to HSC 25200.3.1 for specific information. Please contact your CUPA to determine if any exemptions apply to your facility. If your facility engages in onsite treatment of hazardous waste then complete the Onsite Hazardous Waste Treatment Notification - Facility page and one set of Onsite Hazardous Waste Treatment Notification - Unit pages with waste and treatment process information for each unit.

12. FINANCIAL ASSURANCE - Check the appropriate box to indicate whether your facility is subject to financial assurance requirements for closure of an onsite treatment unit. Unless they are exempt, Permit by Rule (PBR) and Conditionally Authorized (CA) operations are required to provide financial assurance for closure costs (per 22 CCR 67450.13 (b) and HSC 25245.4). If your facility is subject to financial assurance requirements or claiming an exemption, then complete the Certification of Financial Assurance page.

13. REMOTE WASTE CONSOLIDATION SITE - Check the appropriate box to indicate whether your facility consolidates hazardous waste generated at a remote site.

Answer "YES" if you are a hazardous waste generator that collects hazardous waste initially at remote sites and subsequently transports the hazardous waste to a consolidation site you also operate. You must be eligible pursuant to the conditions in HSC 25110.10. If your facility consolidates hazardous waste generated at a remote site, then complete the Remote Waste Consolidation Site Annual Notification page.

14. HAZARDOUS WASTE TANK CLOSURE - Check the appropriate box to indicate whether the tank being closed would be classified as hazardous waste after its contents are removed. Classification could be based on:

- Your knowledge of the tank and its contents
- Testing of the tank
- Inability to remove hazardous materials stored in the tank.
- The mixture rule
- The listed wastes in 40 CFR 261.31 or 40 CFR 261.32.

If the tank being closed would be classified as hazardous waste after its contents are removed, then you must complete the Hazardous Waste Tank Closure Certification page.

14a. RCRA LQG - Check the appropriate box to indicate whether your facility is a Large Quantity Generator. If YES, you must have or obtain a US EPA ID Number.

14b. HOUSEHOLD HAZARDOUS WASTE COLLECTION - Check the appropriate box to indicate whether your facility is a HHW Collection site.

15. LOCAL REQUIREMENTS - Some CUPAs or AAs may require additional information. Check with your CUPA before submitting the UPCF to determine if any supplemental information is required.



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## Environmental Management

1195 Third Street, Suite 101  
Napa, CA 94559  
[www.co.napa.ca.us](http://www.co.napa.ca.us)

Main: (707) 253-4471  
Fax: (707) 253-4545

**Steven Lederer**  
Director

### **Unified Programs (Hazardous Materials Business Plan, Hazardous Waste, Extremely Hazardous Substances, Aboveground Storage Tanks, and Underground Storage Tanks):**

Be sure to complete the Napa County Department of Environmental Management Business Activities Form included in the Use Permit Application Package. Essentially, facilities that store hazardous materials above threshold planning quantities (55 gallons of liquid, 200 cubic feet of compressed gas, or 500 pounds of a solid), generate hazardous waste(s), handle extremely hazardous substances (aqueous ammonia, anhydrous ammonia, peracetic acid, sulfur dioxide gas, etc), store petroleum products in excess of 1,320 gallons in aboveground tanks, and/or plan on storing hazardous substances in underground storage tanks shall contact the Napa County Department of Environmental Management at 707.253.4471 to obtain the required permits in addition to completing the required forms. Please keep in mind that facilities that are required to complete a Hazardous Materials Business Plan shall file said plan within 30 days of bringing above threshold planning quantities of hazardous materials onsite.

### **Stormwater:**

There are two different stormwater programs that facilities may qualify for in Napa County. The first program is based on the State of California Water Resources Board's (SWRCB) Industrial Permitting program. If a facility has a regulated Standard Industrial Classification (SIC) Code, it must register with the SWRCB by completing a Notice of Intent and complete a Stormwater Pollution Prevention Plan. Additional information, including a list of regulated SIC codes, may be found at:

[http://www.swrcb.ca.gov/water\\_issues/programs/stormwater/industrial.shtml](http://www.swrcb.ca.gov/water_issues/programs/stormwater/industrial.shtml)

The most prevalent regulated industry in Napa County is wineries with a SIC code of 2084.

The second program requires facilities that do not have a regulated SIC code but may still pose a threat to stormwater obtain a permit from Napa County, but the preparation of a SWPPP is not required.

*Please provide accurate information as this information will be used to determine what conditions, if any, will be placed on the Use Permit Application. If questions arise, you are encouraged to contact the Napa County Department of Environmental Management at 707.253.4471 for further assistance.*



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**Steven Lederer**  
Director

# MEMORANDUM

To:	All interested parties (applicants, engineers, property owners)	From:	Department of Environmental Management
Date:	Revised March 7, 2011 Revised November 2009 January 2004	Re:	Procedure to verify septic system and cave clearance distances

The clearance distances between caves and septic systems were established to ensure that appropriate health and safety considerations have been made with respect to the location of cave structures and septic systems. Napa County Code, Section 13.28.040 establishes minimum clearance distances between septic systems and cave structures and this memo describes the process for demonstrating the proposed cave meets the appropriate clearance. In developing the clearance distances and this procedure, the potential impact of cave drains on existing septic systems was considered as well as the potential impact of the septic system on a cave.

The following procedure will be used to verify distances between the cave and septic system(s) meet the minimum clearance distances specified in County Code, Section 13.28.040:

*Prior to this Department recommending approval of Use Permit applications and building permit applications not requiring a Use Permit, an accurate legible plan showing all existing septic systems within 1500 feet of the cave must be submitted for review and approval. Full scaled drawings of the cave structure must be submitted showing cave tunnel elevations. Additionally, if a cave is proposed upgradient of an existing or proposed septic system the plan must include details on cave drainage to evaluate the potential impact on existing or proposed septic systems located downgradient of the cave structures.*

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## Glassy-Winged Sharpshooter Requirements

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### **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

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## Adjoining Property Owner List Requirements

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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. The list may be expanded to include other affected property owners at the discretion of the Planning Director as well as individuals having a request for notice on file with the Commission Clerk.

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. While the mailing list is not necessarily required at initial project submittal, the project cannot be noticed for hearing without it.

### 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.*