NAPA COUNTY

Planning, Building and Environmental Services

A Tradition of Stewardship
A Commitment to Service

SMALL WINERY EXEMPTION APPLICATION
EXISTING WINERY USES

Before you file an application…

Before you submit your application materials, and generally as early in the process as possible, you may want to schedule a Pre-Application Review Meeting (or Pre-App) with a member of the Planning Department Staff.

Pre-Application Meetings

Pre-application meetings are an opportunity to meet with staff from all Divisions and receive valuable feedback on your project. In particular, staff can identify the type of application and related permits that may be necessary, permit processing steps and timelines, and pertinent information and technical studies that will be required to submit a complete application.

To schedule a pre-application meeting, please complete the pre-application meeting form and submit with payment to the Planning Division at 1195 Third Street, Suite 210, Napa, CA 94559.

Contents

- ____ General Application Form
- ____ Small Winery Exemption (Existing Winery) Procedures
- ____ Small Winery Exemption (Existing Winery) Checklist of Required Application Materials
- ____ **Signed** Indemnification Form
- ____ **Signed** Hourly Fee Agreement
- ____ Supplemental Application for Winery Uses
- ____ Voluntary Best Management Practices Checklist for Development Projects Form
- ____ Adjoining Property Owner List Requirements

Clear Form

A Tradition of Stewardship
A Commitment to Service

Planning, Building, & Environmental Services
1195 Third Street, Suite 210
Napa, CA 94559
Main: (707) 253-4417
Fax: (707) 253-4336

PLANNING APPLICATION FORM

Applicant Information

Applicant Contact

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-Mail Address: _____

Property Owner Contact

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-Mail Address: _____

Agent Contact

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-Mail Address: _____

Other Representative Contact

☐ Engineer ☐ Architect ☐ Agent

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-Mail Address: _____

Property Information

Project Name: _____

Project Address: _____

Assessor's Parcel Number(s): _____

Size of site (acreage and/or square footage): _____

General Plan Designation: _____ Zoning: _____

Application Type[1]

File No(s) _____

Administrative	Planning Commission/ALUC/BOS	Zoning Administrator
Erosion Control Plan: ☐ Track I ☐ Track II ☐ Admin Viewshed ☐ Fence Entry Structure Permit ☐ Land Division/Mergers ☐ Site Plan Approval/Modification ☐ Winery Administrative Permit ☐ Other Very Minor Modification ☐ Addressing ☐ Signs **Temporary Event:** ☐ 51-400 ☐ 401+ ☐ Late Application Submittal ☐ Application Entitled to Fee Waiver ☐ Other: _____	**Major Modification:** ☐ Winery ☐ Other **Use Permit:** ☐ Winery ☐ Other ☐ Viewshed ☐ AG Preserve Contract ☐ Development Agreement ☐ Airport Land Use Consistency Determination ☐ General, Specific or Airport Land Use Plan Amendment ☐ Variance ☐ Zoning Map/Text Amendment ☐ Road Exception ☐ Con. Reg. Exception ☐ Other: _____	☐ Certificate of Legal Non Conformity ☐ Other Minor Modification ☐ Road Exception ☐ Small Winery Exemption ☐ Winery Minor Modification ☐ Variance ☐ Viewshed ☐ Other: _____ **Misc. Services** ☐ Use Determination ☐ Status Determination ☐ Other: _____

[1]: Include corresponding submittal requirements for each application type.

Detailed Project Description (required): A typed, detailed project description is required that describes the proposed development or use(s); the existing site conditions/uses; the number, size, type and nature of any proposed residential dwelling units or total amount of new non-residential square-footage by type of use. Please refer to specific Supplemental Application submittal handouts for details to describe the project and required special studies.

Conditions of Application

1. All materials (plans, studies, documents, etc.) and representations submitted in conjunction with this form shall be considered a part of this application and publicly available for review and use, including reproduction.
2. The owner shall inform the Planning Division in writing of any changes.
3. Agent authorization: The property owner authorizes the listed agent(s) and/or other representative(s) to appear before staff, the Director, the Zoning Administrator, and Planning Commission to represent the owner's interests and to file applications, plans and other information on the owner's behalf.
4. Certification and Indemnification Form: Refer to attached form for notifications and required signature.
5. Fees: The applicant agrees to pay the County any and all processing fees imposed by the Board of Supervisor's current Fee Resolution including the establishment of an hourly fee application agreement and initial deposit. Applicant understands that fees include, but not limited to: Planning, Engineering, Public Works, and County Counsel staff time billed at an hourly rate; required Consultant service billed rates; production or reproduction of materials and exhibits; public notice advertisements; and postage. In the event the property owner is different than the applicant, the property owner must sign to indicate consent to the filing and agreement to pay fees in the event of the applicant's failure to pay said fees. Failure to pay all accumulated fees by the time of public hearing will result in a continuance.
6. This form, together with the corresponding application forms for specific permits, will become the Permit Document.

I have read and agree with all of the above. The above information and attached documents are true and correct to the best of my knowledge. All property owners holding a title interest must sign the application form. If there are more than two property owners, list their names, mailing addresses, phone numbers and signatures on a separate sheet of paper.

If you wish notice of meetings/correspondence to be sent to parties other than those listed on Page 1, please list them on a separate piece of paper.

_____ _____

Property Owner's Signature and Date Property Owner's Signature and Date

Applicant/Agent Statement

I am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application.

_____

Applicant's Signature and Date

	Application Fees	
Date Received: _____	**Deposit Amount**	**$**
Received by: _____	**Flat Fee Due**	**$**
Receipt No._____	**Total**	**$**
File No._____	**Check No**	

SMALL WINERY EXEMPTION PROCEDURES

TITLE 18 ZONING

CHAPTER 18.10 ZONING ADMINISTRATOR

Sections:

18.10.010 General powers and duties.

18.10.020 Duties—Specific subjects.

The zoning administrator shall hear and decide all applications for the following unless, in the zoning administrator's sole discretion, the zoning administrator determines that the matter (1) is of a size, importance, or unique nature such that it is judged not to be a routine matter; (2) involves potentially significant environmental impacts; or (3) is such that the public interest would be furthered by having a particular application heard and decided by the planning commission:

A. Permits and modifications thereof for the following:

10. Following a public hearing noticed in accordance with Section 18.136.040, use permits for small wineries as defined by Section 18.08.600 of this code that were issued a certificate of exemption prior to February 22, 1990, recognizing the extent of existing legal entitlements or allowing the following uses provided the application meets all of the following qualifications:

a. Has an annual maximum of 20,000 gallons or less of wine production;

b. Generates no more than forty (40) Average Daily Trips (ADT) (twenty daily round trips) by tasting room visitors, all winery employees including seasonal employees, and deliveries to the winery. The use permit will not trigger application of the Napa County Road and Street Standards unless the total ADT from all uses exceeds forty (40) ADT or the inspection authority determines that improvements are required to comply with the State Fire Code, State Responsibility Area Fire Safe Regulations, or adopted left-turn lane warrants required for all projects;

c. Has a maximum of 10,000 square feet of occupied space, including buildings, caves, and cut and cover caves, but excluding unenclosed space, such as covered crush pads;

d. Conducts a maximum of eleven marketing events per year. Ten such events may allow attendees up to a total amount of vehicle trips that does not exceed twenty-four ADT (twelve daily round trips,) and one such event may allow attendees up to a total amount of vehicle trips that does not exceed forty ADT (twenty daily round trips). The ADT for all winery uses, including deliveries, tours and tastings, and employees, on days when a marketing event occurs shall not exceed forty ADT; and

e. Following approval of a use permit under this subsection, no subsequent application for an increase in production of wine, tasting room visitation, or marketing events shall be considered within two years after approval.

California Environmental Quality Act (CEQA) Review:

Depending on the site-specific circumstances associated with a particular winery, the project under this Small Winery Exemption Procedure will be subject to CEQA, however, could be treated as exempt under Napa County's Local Procedures for Implementing the California Environmental Quality Act, Appendix B: Additional Categorically Exempt Projects in Napa County.

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 Planning, Building and Environmental Services (PBES) Department will make an application completeness determination within thirty days of application submittal and the payment of all required initial fees.

☐ **General Application Form:** The attached General Application Form must be completed in full and signed by the property owner or their authorized agent. Corporations, partnership, and the like have special signature requirements as noted on the Form.

☐ **Application Fee:**

Use Permit/Major Modification (All Uses): Total Fees are based on actual time and materials and flat fees. A deposit in the amount of **$10,000. Check made payable to County of Napa.**

Small Winery Exemption (Winery Uses): Total fees are based on actual time and materials and flat fees. A deposit in the amount of $5,000. Check made payable to County of Napa.

Minor Modification (Winery Uses): Total fees are based upon flat rates with exception to Engineering Services which are based on actual time and materials over 3 hours for Roads & Street Standards evaluation. All County Counsel fees are based on actual time and materials. Check made payable to County of Napa.

Administrative Permit (Winery Uses): Total Fees are based on actual time and materials and flat fees. A deposit in the amount of $1,500. Check made payable to County of Napa.

Minor Modification (Non-Residential & Residential Uses): Total fees are based upon flat rates. All County Counsel fees are based on actual time and materials. Check made payable to County of Napa.

Very Minor Modification (Non-Residential & Residential Uses): Total fees are based upon flat rates. All County Counsel fees are based on actual time and materials. Check made payable to County of Napa.

☐ **Read and Sign the Hourly Fee Agreement**

☐ **Detailed Project Description: T**he Project Description should address all of the applicable items listed below:

1. Existing site conditions and uses.
2. Proposed type of development and size, proposed uses/business, development phases, changes or alterations to the property or building including new/modified improvements and off-site improvements.
3. Days of the week and hours of operation.
4. Maximum number of employees per shift and hours of shifts.
5. Are there additional licenses and/or approvals from outside agencies needed from a Special District, Regional, State, Federal?
6. What is your water supply? How/where is liquid/solid waste disposed?

☐ **To-Scale Site Development Plans (ALL plans must be to an identified architect's or engineer's scale and shall be legible):**

Submit **three (3)** 24″ X 36″ and **one** 11″ x 17″copies of plans consistent with information contained in the ***Building Division – Design Information - Sample Site Plan Handout:*** https://www.countyofnapa.org/1890/Building-Documents .

☐ **To-Scale Floor Plans (ALL plans must be to an identified architect's or engineer's scale, shall show the existing and proposed conditions of the building and shall be legible):**

Submit **three (3)** 24″ X 36″ and **one** 11″ x 17″copies of plans with the following information and details:

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

☐ **To-Scale Building Elevations (ALL plans must be to an identified architect's or engineer's scale, shall show the existing and proposed conditions of the building and shall be legible):**

Submit **three (3)** 24″ X 36″ and **one** 11″ x 17″ copies of plans with the following information and details:

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.

☐ **Technical Information and Reports**

The following technical information and 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. FOR WINERY PROJECTS: Additional submittal information is necessary and should be included with the submittal packet consistent with the Winery Use Permit Supplemental Submittal Requirements.
2. Traffic Study consistent with Traffic Impact Study Preparation Requirements Please fill out the enclosed current Trip Generation Sheet for existing and proposed project to determine the need for the preparation of a Traffic Impact Study.
3. Archeological/Cultural Resources Study (consistent with *Guidelines for Preparing Cultural Resource Surveys* and State of California requirements)
4. Historic Resources Study (consistent with State Office of Historic Preservation requirements)
5. Biological Study – Includes Special Status Survey (consistent with *Guidelines for Preparing Biological Resources Reconnaissance Surveys* and *Guidelines for Preparing Special-Status Plant Studies*)
6. Water Availability/Groundwater Study (consistent with the *WAA Guidance Document* adopted by the Board 5/12/2015). Please refer to the following link: https://www.countyofnapa.org/876/Water-Availability-Analysis .
7. For projects located within Sensitive Domestic Water Supply Drainages and/or within the Agricultural Watershed (AW) zoning district, please provide vegetation coverage removal and retention information/analysis based on 1993 Vegetation totals and parcel configuration, including a map or figure that includes the following information:

   Tree canopy coverage:

   Tree canopy cover (1993): _____acres

   Tree canopy cover to be removed: _____acres _____%

   Tree canopy cover to be retained: _____acres _____%

   Understory (i.e. brush, shrubs, grasses):

   Understory cover (1993): _____acres

   Understory to be removed: _____acres _____%

   Understory to be retained: _____acres _____%

   This information may be provided as part of the Biological Report if one is required for your project. Guidance on how to prepare vegetation removal and retention calculations can be found in the County's Water Quality & Tree Protection Ordinance Implementation Guide, located on our website: https://www.countyofnapa.org/DocumentCenter/View/12882/WQTPO-implementation-guide?bidId=
8. Special Studies (The following may be required on a project-specific basis at the discretion of the PBES Director.)
   - ☐ Noise Study (demonstrating consistency with Napa County Code Chapter 8.16).
   - ☐ Aviation Compatibility Study (consistent with Airport Land Use Compatibility Plan requirements)
   - ☐ Visual Impacts Study (Photographic simulations)
   - ☐ Geological/Geotechnical Hazard Report – Alquist Priolo Act
   - ☐ Hydraulic Analysis (flood impact) if within Floodplain and/or Floodway
   - ☐ Stormwater Control Plan (consistent with Napa County BASMAA Post Construction Manual)
   - ☐ Other: _____
   - ☐ Other: _____

☐ **Additional Information Required by the Environmental Health Department:**

1. Soil Evaluation Report if an on-site septic system is proposed.
2. Septic Feasibility Report for any new or upgraded septic systems or any expansion of use relying on an existing septic system.
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 provided by Environmental Services.
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/.
7. Cave setback plan if a cave is proposed. See handout provided by Environmental Services.

Please click on Other Information tab at https://www.countyofnapa.org/1904/Environmental-Health-Division for forms and handouts related to use permit application submittal.

☐ **Additional Information Required by the Engineering Services:**

2020 Napa County Road & Street Standards
https://www.countyofnapa.org/DocumentCenter/View/3787/Napa-County-Road-and-Street-Standards---2020-PDF

Project Guidance for Stormwater Compliance
https://www.countyofnapa.org/DocumentCenter/View/3778/Project-Guidance-for-Stormwater-Quality-Compliance-PDF

BASMAA Post-Construction Stormwater Management Manual
https://www.countyofnapa.org/DocumentCenter/View/3780/Bay-Area--Stormwater-Management-Agencies-Association-BASMAA-Post-Construction-Manual-PDF

Napa Countywide Stormwater Pollution Prevention Program (NCSPPP) Erosion and Sediment Control Plan Guidance
https://www.countyofnapa.org/DocumentCenter/View/3780/Bay-Area--Stormwater-Management-Agencies-Association-BASMAA-Post-Construction-Manual-PDF

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

☐ **Plans and Studies provided electronically via file share (coordinated at intake).**

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

Hourly Fee Agreement

PROJECT File: _____; request for _____
_____. I, _____,
the undersigned, hereby authorize the County of Napa to process the above referenced permit request in accordance with the Napa County Code. I am providing $ _____ as a deposit to pay for County staff review, coordination and processing costs related to my permit request based on actual staff time expended and other direct costs. **In making this deposit, I acknowledge and understand that the deposit may only cover a portion of the total processing costs. Actual costs for staff time are based on hourly rates adopted by the Board of Supervisors in the most current Napa County fee schedule. I also understand and agree that I am responsible for paying these costs even if the application is withdrawn or not approved.**

I understand and agree to the following terms and conditions of this Hourly Fee Agreement:

1. Time spent by Napa County staff in processing my application and any direct costs will be billed against the available deposit. "Staff time" includes, but is not limited to, time spent reviewing application materials, site visits, responding by phone or correspondence to inquiries from the applicant, the applicant's representatives, neighbors and/or interested parties, attendance and participation at meetings and public hearings, preparation of staff reports and other correspondence, or responding to any legal challenges related to the application during the processing of your application. "Staff" includes any employee of the Planning, Building and Environmental Services Department (PBES), the Office of the County Counsel, or other County staff necessary for complete processing of the application. "Direct costs" include any consultant costs for the peer review of materials submitted with the application, preparation of California Environmental Quality Act (CEQA) documents, expanded technical studies, project management, and/or other outside professional assistance required by the County and agreed to by the applicant. The cost to manage consultant contracts by staff will also be billed against the available deposit.

2. Staff will review the application for completeness and provide me with a good faith estimate of the full cost of processing the permit. Any requested additional deposit shall be submitted to PBES to allow continued processing of the project.

3. I understand that the County desires to avoid incurring permit processing costs without having sufficient funds on deposit. If staff determines that inadequate funds are on deposit for continued processing, staff shall notify me in writing and request an additional deposit amount estimated necessary to complete processing of my application. I agree to submit sufficient funds as requested by staff to process the project through the hearing process within 30 days of the request.

4. I understand that if the amount on deposit falls below zero, staff will notify me and stop work on the application until sufficient additional funds are provided

5. If the final cost is less than the amount remaining on deposit, the unused portion of the deposit will be refunded to me. If the final cost is more than the available deposit, I agree to pay the amount due within 30 days of billing.

6. If I fail to pay any invoices or requests for additional deposits within 30 days, the County may either stop processing my permit application, or after conducting a hearing, may deny my permit application. If I fail to pay any amount due after my application is approved, I understand that my permit may not be exercised, or may be subject to revocation. I further agree that no building, grading, sewage, or other project related permits will be issued if my account is in arrears.

7. I may file a written request for a further explanation or itemization of invoices, but such a request does not alter my obligation to pay any invoices in accordance with the terms of this agreement.

Name of Applicant responsible for payment of all County processing fees (Please Print):

_____

Mailing Address of the Applicant responsible for paying processing fees:

_____

_____

_____

Signature:*_____

Email Address:_____

Date:_____

Phone Number:_____

*ATTENTION - The applicant will be held responsible for all charges.

Supplemental Application for Winery Uses

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*

Planning, Building & Environmental Services

Winery Production Process

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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)).[1]

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 Alcohol and Tobacco Tax and Trade Bureau (TTB). 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 consecutive years of data.

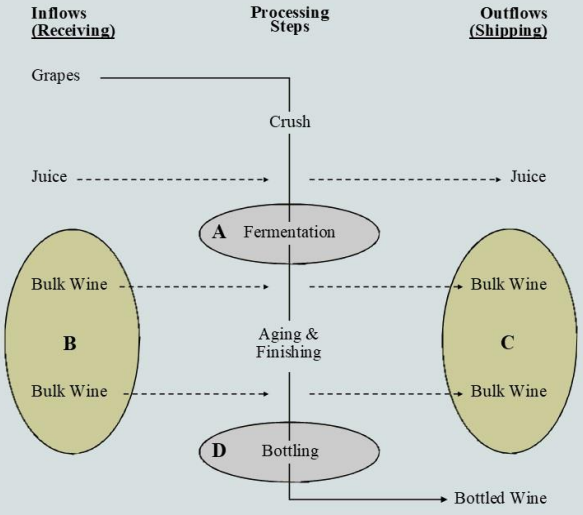

Figure 1. Winery Production Process

[1] 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.

February 2019

WINERY 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	☐ Existing	☐ Expanded	☐ Newly Proposed	☐ None
Tours and Tasting- Open to the Public	☐ Existing			
Tours and Tasting- By Appointment	☐ Existing	☐ Expanded	☐ Newly Proposed	☐ None
Food at Tours and Tastings	☐ Existing	☐ Expanded	☐ Newly Proposed	☐ None
Marketing Events*	☐ Existing	☐ Expanded	☐ Newly Proposed	☐ None
Food at Marketing Events	☐ Existing	☐ Expanded	☐ Newly Proposed	☐ None
Will food be prepared…	☐ On-Site?	☐ Catered?		
Public display of art or wine-related items	☐ Existing	☐ Expanded	☐ Newly Proposed	☐ None
Wine Sales/Consumption – AB 2004	☐ Existing		☐ Proposed	☐ 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 permitted production capacity: _____gal/y Per permit : _____ Permit date: _____

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

Average 3 year production: _____gal/y

Proposed production capacity: _____

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

Visitation and Operations

Please identify the winery's…

Maximum daily tours/tastings visitation: _____existing _____proposed

Maximum weekly tours/tastings visitation: _____existing _____proposed

Visitation hours (e.g. M-Sa, 10am-4pm): _____existing _____proposed

Production days and hours[1]: _____existing _____proposed

[1] 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). The project description should include information on location and quantity of grapes.

Marketing Program

Please describe the winery's proposed marketing program. Include event type, maximum attendance, hours, location/facilities to be used, food service details, etc. Provide a site plan showing where the marketing event activities will occur, including overflow/off-site parking. Differentiate between existing and proposed activities. (Attach additional sheets as necessary.)

On-Site Consumption

If requesting On-Site Consumption, please provide a site plan showing where such activities will occur.

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 and existing type of commercial kitchen (low, medium or high risk) and/or food preparation areas authorized by the County Environmental Health Division. (Attach additional sheets as necessary.)

Winery Coverage and Accessory/Production Ratio

Winery Development Area. Consistent with the definition at "a.," 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.," 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.," 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.," 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 Crush pads

If new or expanded caves are proposed, please indicate which of the following best describes the public accessibility of the proposed and existing cave space: Please denote on cave floor plans the location of existing and proposed cave type/activities and identify location of on-site cave spoils on a site plan.

Existing Cave:

☐ None – no visitors/tours/events (**Class I**) ☐ Guided Tours Only (**Class II**) ☐ Public Access (**Class III**)

☐ Marketing Events and/or Temporary Events (**Class III**)

Expanded or New Cave:

☐ 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 (total) Existing:_____sq. ft. Proposed:_____sq. ft.

Cave area (Production) Existing:_____sq. ft. Proposed:_____sq. ft.

Cave area (Accessory) 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.

Cave Spoils total: Proposed:_____cy.

Cave Spoils Use: ☐ Onsite ☐ Offsite

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.

Existing Conditions Winery Traffic Information / Trip Generation

***Determine Winery Daily Trips*. Complete Sections A through I below to determine your winery project's estimated baseline daily, peak hour trips, and annual trips.**

Section A. Maximum Daily Weekday Traffic (Friday, non-harvest season)

1. Total number of FT employees[1]:_____ x 3.05 one-way trips per employee =_____daily trips
2. Total number of PT employees[1]:_____ x 1.90 one-way trips per employee =_____daily trips
3. Maximum weekday visitors[2]:_____/2.6 visitors per vehicle x 2 one-way trips =_____daily trips
4. Gallons of production:_____/1,000 x 0.009 daily truck trips[3] x 2 one-way trips =_____daily trips
5. **TOTAL =_____daily trips**

Section B. Maximum Daily Weekday Traffic (Friday, harvest season)

6. Total number of FT employees[1]:_____ x 3.05 one-way trips per employee =_____daily trips
7. Total number of PT employees[1]:_____ x 1.90 one-way trips per employee =_____daily trips
8. Maximum weekday visitors[2]:_____/2.6 visitors per vehicle x 2 one-way trips =_____daily trips
9. Gallons of production:_____/1,000 x 0.009 daily truck trips x 2 one-way trips =_____daily trips
10. Avg. annual tons of grape on-haul:_____ / 144 truck trips x 2 one-way trips =_____daily trips
11. **TOTAL =_____daily trips**

Section C. Maximum Daily Weekend Traffic (Saturday, non-harvest season)

12. Total number of FT Sat. employees[1]:_____ x 3.05 one-way trips per employee =_____daily trips
13. Total number of PT Sat. employees[1]:_____ x 1.90 one-way trips per employee =_____daily trips
14. Maximum Saturday visitors[2]:_____/2.8 visitors per vehicle x 2 one-way trips =_____daily trips
15. Gallons of production:_____/1,000 x 0.009 daily truck trips[3] x 2 one-way trips =_____daily trips
16. **TOTAL =_____daily trips**

Section D. Maximum Daily Weekend Traffic (Saturday, harvest season)

17. Total number of FT Sat. employees[1]:_____ x 3.05 one-way trips per employee =_____daily trips
18. Total number of PT Sat. employees[1]:_____ x 1.90 one-way trips per employee =_____daily trips
19. Maximum Saturday visitors[2]:_____/2.8 visitors per vehicle x 2 one-way trips =_____daily trips
20. Gallons of production:_____/1,000 x 0.009 daily truck trips x 2 one-way trips =_____daily trips
21. Avg. annual tons of grape on-haul:_____ / 144 truck trips x 2 one-way trips =_____daily trips
22. **TOTAL =_____daily trips**

---

[1] Full-Time and part-time employees that staff the largest of any event that is proposed to occur two or more times in a month, on average.

[2] The number of weekday visitors shall include guests of the largest of any event that is proposed to occur two or more times in a month, on average.

[3] Assumes 1.47 materials and supplies trips + 0.8 case goods trips per 1,000 gallons of production / 250 days per year

Existing Conditions Winery Traffic Information / Trip Generation (continued)

Section E. PM Peak Hour Trip Generation (Friday, non-harvest season)

(Sum of daily trips from Sec. A, lines 3 and 4) x 0.38 + (No. of FTE) + (line 2 / 2) =_____PM peak trips

Section F. PM Peak Hour Trip Generation (Friday, harvest season)

(Sum of daily trips, Sec. B, lines 8, 9, 10) x 0.38 + (No. of FTE) + (line 7 / 2) =_____PM peak trips

Section G. PM Peak Hour Trip Generation (Saturday, non-harvest season)

(Sum of daily trips from Sec. C, line 14 and 15) x 0.57 + (No. of FTE) + (line 13 / 2) =_____PM peak trips

Section H. PM Peak Hour Trip Generation (Saturday, harvest season)

(Sum of daily trips Sec. D, lines 19, 20, and 21) x 0.57 + (No. of FTE) + (line 18 / 2) =_____PM peak trips

Section I. Maximum Annual Trips

(Sec. A, line 5 x 206) + (Sec. B, line 11 x 55) + (Sec. C, line 16 x 82) + (Sec. D, line 22 x 22) =_____Annual trips

Proposed Project Winery Traffic Information / Trip Generation

Determine Winery Daily Trips. Complete Sections J through R below to determine your winery project's estimated future daily, peak hour trips, and annual trips.

Section J. Maximum Daily Weekday Traffic (Friday, non-harvest season)

1. Total number of FT employees[1]:_____ x 3.05 one-way trips per employee =_____daily trips
2. Total number of PT employees[1]:_____ x 1.90 one-way trips per employee =_____daily trips
3. Maximum weekday visitors[2]:_____/2.6 visitors per vehicle x 2 one-way trips =_____daily trips
4. Gallons of production:_____/1,000 x 0.009 daily truck trips[3] x 2 one-way trips =_____daily trips
5. **TOTAL =_____daily trips**

Section K. Maximum Daily Weekday Traffic (Friday, harvest season)

6. Total number of FT employees[1]:_____ x 3.05 one-way trips per employee =_____daily trips
7. Total number of PT employees[1]:_____ x 1.90 one-way trips per employee =_____daily trips
8. Maximum weekday visitors[2]:_____/2.6 visitors per vehicle x 2 one-way trips =_____daily trips
9. Gallons of production:_____/1,000 x 0.009 daily truck trips x 2 one-way trips =_____daily trips
10. Avg. annual tons of grape on-haul:_____ / 144 truck trips x 2 one-way trips =_____daily trips
11. **TOTAL =_____daily trips**

Section L. Maximum Daily Weekend Traffic (Saturday, non-harvest season)

12. Total number of FT Sat. employees[1]:_____ x 3.05 one-way trips per employee =_____daily trips
13. Total number of PT Sat. employees[1]:_____ x 1.90 one-way trips per employee =_____daily trips
14. Maximum Saturday visitors[2]:_____/2.8 visitors per vehicle x 2 one-way trips =_____daily trips
15. Gallons of production:_____/1,000 x 0.009 daily truck trips[3] x 2 one-way trips =_____daily trips
16. **TOTAL =_____daily trips**

Section M. Maximum Daily Weekend Traffic (Saturday, harvest season)

17. Total number of FT Sat. employees[1]:_____ x 3.05 one-way trips per employee =_____daily trips
18. Total number of PT Sat. employees[1]:_____ x 1.90 one-way trips per employee =_____daily trips
19. Maximum Saturday visitors[2]:_____/2.8 visitors per vehicle x 2 one-way trips =_____daily trips
20. Gallons of production:_____/1,000 x 0.009 daily truck trips x 2 one-way trips =_____daily trips
21. Avg. annual tons of grape on-haul:_____ / 144 truck trips x 2 one-way trips =_____daily trips
22. **TOTAL =_____daily trips**

---

[1] Full-Time and part-time employees that staff the largest of any event that is proposed to occur two or more times in a month, on average.

[2] The number of weekday visitors shall include guests of the largest of any event that is proposed to occur two or more times in a month, on average.

[3] Assumes 1.47 materials and supplies trips + 0.8 case goods trips per 1,000 gallons of production / 250 days per year

Proposed Project Winery Traffic Information / Trip Generation (continued)

Determine Winery Peak Hour Trips. If the number of daily trips on either Section K, line 11, or Section M, line 21, is greater than 20, or Public Works Director determines that other circumstances such as access safety or other potential network impacts warrant further analysis, then the potential transportation impacts of your project must be evaluated in a traffic impact study (TIS) prepared in accordance with **Napa County Public Works TIS Guidelines.** ***Follow the direction outlined in*** **Traffic Impact Study Analysis*****, below. If the number of daily trips on either Section K, line 11, or Section M, line 22, is equal to or less than 20, complete Sections N through R below to determine your project's estimated peak hour trips and annual trips. In lieu of completing Sections N through R, you may opt to prepare a project-specific traffic impact analysis if you anticipate the number of peak hour trips from your proposal is different from that estimated here.***

Section N. PM Peak Hour Trip Generation (Friday, non-harvest season)
(Sum of daily trips from Sec. J, lines 3 and 4) x 0.38 + (No. of FTE) + (line 2 / 2) =_____PM peak trips

Section O. PM Peak Hour Trip Generation (Friday, harvest season)
(Sum of daily trips from Sec. K, lines 8, 9, 10) x 0.38 + (No. of FTE) + (line 7 / 2) =_____PM peak trips

Section P. PM Peak Hour Trip Generation (Saturday, non-harvest season)
(Sum of daily trips from Sec. L, line 14 and 15) x 0.57 + (No. of FTE) + (line 13/ 2) =_____PM peak trips

Section Q. PM Peak Hour Trip Generation (Saturday, harvest season)
(Sum of daily trips, Sec. M, lines 19, 20, and 21) x 0.57 + (No. of FTE) + (line 18 / 2) =_____PM peak trips

Section R. Maximum Annual Trips
(Sec. J, line 5 x 206) + (Sec. K, line 11 x 55) + (Sec. L, line 16 x 82) + (Sec. M, line 22 x 22) =_____Annual trips

Traffic Impact Study Analysis. If the number of daily trips on either Section K, line 11, or Section M, line 22, is greater than 20, then the potential transportation impacts of your project must be evaluated in a traffic impact study (TIS) prepared in accordance with **Napa County Public Works TIS Guidelines.** ***Existing trip counts on the transportation network should be collected during the harvest season (August 16 – October 31). If collected outside of the harvest season, during the months of November through February, counts shall be adjusted upward by 15 percent to estimate harvest season network volumes. If collected during the weeks between March 1 and August 15, counts shall be adjusted upward by seven percent.***

For peak hour analysis in the TIS, the County will allow any one of the following methodologies:

a) Use the peak hour factors in Sections E through I, above, to estimate the peak hour trips and annual trips generated by the project. To determine the potential peak hour impacts of the project, apply the harvest season estimated peak hour project trips (Sections F and H for the existing condition, and Sections O and Q for the proposed project) to roadway volumes during the hour between 3:00 p.m. and 4:00 p.m. on Fridays and Saturdays; or

b) For New Wineries use peak hour trip counts as projected using the Institute for Transportation Engineers' (ITE) peak hour factors for winery land uses from the most current version of ITE Trip Generation***. To determine the potential peak hour impacts of the project, apply the estimated peak hour project trips from ITE to roadway volumes during the hour between 4:00 p.m. and 5:00 p.m. on a Friday and 1:45 p.m. and 2:45 p.m. on a Saturday; or***

c) Conduct a site-specific analysis informed by actual trip counts at the driveway of the project (for winery use permit modifications) or at the driveway of a project with comparable operating characteristics to that proposed (for new winery use permits). To determine the potential peak hour impacts of the project, apply the site-specific peak hour of generator to the peak hour of the network on a Friday and the peak hour of the roadway on a Saturday, based on the assembled trip count data.

For Average Daily Traffic (ADT) analysis in the TIS, the County will utilize one of the following methodologies:

a) Average of the Maximum Daily Weekday Traffic and the Maximum Daily Weekend Traffic during the harvest season, as given in the Winery Traffic Information / Trip Generation worksheet.

b) A site specific analysis which at a minimum 24-hour vehicle counts shall be collected during a continuous week period (7-days) for which traffic count data is collected for each day of the week. Existing trip counts should be collected during the harvest season (August 16 – October 31). If collected outside of the harvest season, during the months of November through February, counts shall be adjusted upward by 15 percent to estimate harvest season network volumes. If collected during the weeks between March 1 and August 15, counts shall be adjusted upward by seven percent. Projected daily trip counts shall be based on total number of full-time employee, part-time employees, daily visitors, gallons of production, grape on-haul and the factors identified in the Proposed Winery Traffic Information and Trip Generation worksheet, respectively.

c) For land uses other than wineries, the ADT shall be determined using the most current version of ITE Trip Generation.

Planning, Building & Environmental Services - Hillary Gitelman, Director
1195 Third Street, Napa, CA 94559 - (707) 253-4417 - www.countyofnapa.org

A Tradition of Stewardship
A Commitment to Service

Project name & APN:
Project number if known:
Contact person:
Contact email & phone number:
Today's date:

Voluntary Best Management Practices Checklist for Development Projects

Napa County General Plan Policy CON-65 (e) and Policy CON-67 (d) requires the consideration of Greenhouse Gas (GHG) emissions in the review of discretionary projects and to promote and encourage "green building" design. The below Best Management Practices (BMPs) reduce GHG emissions through energy and water conservation, waste reduction, efficient transportation, and land conservation. The voluntary checklist included here should be consulted early in the project and be considered for inclusion in new development. It is not intended, and likely not possible for all projects to adhere to all of the BMPs. Rather, these BMPs provide a portfolio of options from which a project could choose, taking into consideration cost, co-benefits, schedule, and project specific requirements. Please check the box for all BMPs that your project proposes to include and include a separate narrative if your project has special circumstances.

Practices with Measurable GHG Reduction Potential

The following measures reduce GHG emissions and if needed can be calculated. They are placed in descending order based on the amount of emission reduction potential.

Already Doing	Plan To Do	ID #	BMP Name
☐	☐	BMP-1	**Generation of on-site renewable energy** *If a project team designs with alternative energy in mind at the conceptual stage it can be integrated into the design. For instance, the roof can be oriented, sized, and engineered to accommodate photovoltaic (PV) panels. If you intend to do this BMP, please indicate the location of the proposed PV panels on the building elevations or the location of the ground mounted PV array on the site plan. Please indicate the total annual energy demand and the total annual kilowatt hours produced or purchased and the potential percentage reduction of electrical consumption. Please contact staff or refer to the handout to calcuate how much electrical energy your project may need.* _____ _____ _____ _____
☐	☐	BMP-2	**Preservation of developable open space in a conservation easement** *Please indicate the amount and location of developable land (i.e.: under 30% slope and not in creek setbacks or environmentally sensitive areas for vineyards) conserved in a permanent easement to prohibit future development.* _____ _____

Already Doing	Plan To Do		
☐	☐	**BMP-3**	**Habitat restoration or new vegetation (e.g. planting of additional trees over 1/2 acre)**

Napa County is famous for its land stewardship and preservation. Restoring areas within the creek setback reduces erosion potential while planting areas that are currently hardscape (such as doing a bio-retention swale rather than underground storm drains) reduces storm water and helps the groundwater recharge. Planting trees can also increase the annual uptake of CO2e and add the County's carbon stock.

_____

_____

☐ ☐ **BMP-4** **Alternative fuel and electrical vehicles in fleet**

The magnitude of GHG reductions achieved through implementation of this measure varies depending on the analysis year, equipment, and fuel type replaced.

Number of total vehicles _____

Typical annual fuel consumption or VMT _____

Number of alternative fuel vehicles _____

Type of fuel/vehicle(s) _____

Potential annual fuel or VMT savings _____

☐ ☐ **BMP-5** **Exceed Title 24 energy efficiency standards: Build to CALGREEN Tier 2**

The California Building Code update effective January 1, 2011 has new mandatory green building measures for all new construction and has been labeled CALGREEN. CALGREEN provides two voluntary higher levels labeled CALGREEN Tier I and CALGREEN Tier II. Each tier adds a further set of green building measures that go above and beyond the mandatory measures of the Code. In both tiers, buildings will use less energy than the current Title 24 California Energy Code. Tier I buildings achieve at least a 15% improvement and Tier 2 buildings are to achieve a 30% improvement. Both tiers require additional non-energy prerequisites, as well as a certain number of elective measures in each green building category (energy efficiency, water efficiency, resource conservation, indoor air quality and community).

_____

_____

☐ ☐ **BMP-6** **Vehicle Miles Traveled (VMT) reduction plan**

Selecting this BMP states that the business operations intend to implement a VMT reduction plan reducing annual VMTs by at least 15%.

Tick box(es) for what your Transportation Demand Management Plan will/does include:

- ☐ employee incentives
- ☐ employee carpool or vanpool
- ☐ priority parking for efficient transporation (hybrid vehicles, carpools, etc.)
- ☐ bike riding incentives
- ☐ bus transportation for large marketing events
- ☐ Other:

_____

_____

Estimated annual VMT _____

Potential annual VMT saved _____

% Change _____

Already Doing	Plan To Do		
☐	☐	**BMP-7**	**Exceed Title 24 energy efficiency standards: Build to CALGREEN Tier 1** *See description below under BMP-5.*
☐	☐	**BMP-8**	**Solar hot water heating** *Solar water heating systems include storage tanks and solar collectors. There are two types of solar water heating systems: active, which have circulating pumps and controls, and passive, which don't. Both of them would still require additional heating to bring them to the temperature necessary for domestic purposes. They are commonly used to heat swimming pools.*
☐	☐	**BMP-9**	**Energy conserving lighting** *Lighting is approximately 25% of typical electrical consumption. This BMP recommends installing or replacing existing light bulbs with energy-efficient compact fluorescent (CF) bulbs or Light Emitting Diode (LED) for your most-used lights. Although they cost more initially, they save money in the long run by using only 1/4 the energy of an ordinary incandescent bulb and lasting 8-12 times longer. Typical payback from the initial purchase is about 18 months.*
☐	☐	**BMP-10**	**Energy Star Roof/Living Roof/Cool Roof** *Most roofs are dark-colored. In the heat of the full sun, the surface of a black roof can reach temperatures of 158 to 194 °F. Cool roofs, on the other hand, offer both immediate and long-term benefits including reduced building heat-gain and savings of up to 15% the annual air-conditioning energy use of a single-story building. A cool roof and a green roof are different in that the green roof provides living material to act as a both heat sink and thermal mass on the roof which provides both winter warming and summer cooling. A green (living) roof also reduces storm water runoff.*
☐	☐	**BMP-11**	**Bicycle Incentives** *Napa County Zoning Ordinance requires 1 bicycle rack per 20 parking spaces (§18.110.040). Incentives that go beyond this requirement can include on-site lockers for employees, showers, and for visitor's items such as directional signs and information on biking in Napa. Be creative!*
☐	☐	**BMP-12**	**Bicycle route improvements** *Refer to the Napa County Bicycle Plan (NCPTA, December 2011) and note on the site plan the nearest bike routes. Please note proximity, access, and connection to existing and proposed bike lanes (Class I: Completely separated right-of-way; Class II: Striped bike lane; Class III: Signed Bike Routes). Indicate bike accessibility to project and any proposed improvements as part of the project on the site plan or describe below.*

Already Doing	Plan To Do		
☐	☐	**BMP-13**	**Connection to recycled water**

Recycled water has been further treated and disinfected to provide a non-potable (non-drinking water) water supply. Using recycled water for irrigation in place of potable or groundwater helps conserve water resources.

_____

_____

☐ ☐ **BMP-14 Install Water Efficient fixtures**

WaterSense, a partnership program by the U.S. Environmental Protection Agency administers the review of products and services that have earned the WaterSense label. Products have been certified to be at least 20 percent more efficient without sacrificing performance. By checking this box you intend to install water efficient fixtures or fixtures that conserve water by 20%.

_____

_____

☐ ☐ **BMP-15 Low-impact development (LID)**

LID is an approach to land development (or re-development) that works with nature to manage storm water as close to its source as possible. LID employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that treat storm water as a resource rather than a waste product. There are many practices that have been used to adhere to these principles such as bioretention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements. By implementing LID principles and practices, water can be managed in a way that reduces the impact of built areas and promotes the natural movement of water within an ecosystem or watershed. Please indicate on the site or landscape plan how your project is designed in this way.

_____

_____

☐ ☐ **BMP-16 Water efficient landscape**

If your project is a residential development proposing in excess of 5,000 sq. ft. or a commercial development proposing in excess of 2,500 sq. ft. The project will be required to comply with the Water Efficient Landscape Ordinance (WELO).

Please check the box if you will be complying with WELO or If your project is smaller than the minimum requirement and you are still proposing drought tolerant, zeroscape, native plantings, zoned irrigation or other water efficient landscape.

_____

_____

☐ ☐ **BMP-17 Recycle 75% of all waste**

Did you know that the County of Napa will provide recycling collectors for the interior of your business at no additional charge? With single stream recycling it is really easy and convenient to meet this goal. To qualify for this BMP, your business will have to be aggressive, proactive and purchase with this goal in mind.

_____

_____

Already Doing	Plan To Do		
☐	☐	**BMP-18**	**Compost 75% food and garden material** *The Napa County food composting program is for any business large or small that generates food scraps and compostable, including restaurants, hotels, wineries, assisted living facilities, grocery stores, schools, manufacturers, cafeterias, coffee shops, etc. All food scraps (including meat & dairy) as well as soiled paper and other compostable - see http://www.naparecycling.com/foodcomposting for more details.* _____ _____
☐	☐	**BMP-19**	**Implement a sustainable purchasing and shipping programs** *Environmentally Preferable Purchasing (EPP) or Sustainable Purchasing refers to the procurement of products and services that have a reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. By selecting this BMP, you agree to have an EPP on file for your employees to abide by.* _____ _____
☐	☐	**BMP-20**	**Planting of shade trees within 40 feet of the south side of the building elevation** *Well-placed trees can help keep your building cool in summer. If you choose a deciduous tree after the leaves drop in autumn, sunlight will warm your building through south and west-facing windows during the colder months. Well-designed landscaping can reduce cooling costs by 20%. Trees deliver more than energy and cost savings; they are important carbon sinks. Select varieties that require minimal care and water, and can withstand local weather extremes. Fruit or nut trees that produce in your area are great choices, providing you with local food as well as shade. Please use the site or landscape plan to indicate where trees are proposed and which species you are using.* _____ _____
☐	☐	**BMP-21**	**Electrical Vehicle Charging Station(s)** *As plug-in hybrid electric vehicles (EV) and battery electric vehicle ownership is expanding, there is a growing need for widely distributed accessible charging stations. Please indicate on the site plan where the station will be.* _____ _____
☐	☐	**BMP-22**	**Public Transit Accessibility** *Refer to http://www.ridethevine.com/vine and indicate on the site plan the closest bus stop/route. Please indicate if the site is accessed by transit or by a local shuttle. Provide an explanation of any incentives for visitors and employees to use public transit. Incentives can include bus passes, informational hand outs, construction of a bus shelter, transportation from bus stop, etc.* _____ _____

Already Doing	Plan To Do		
☐	☐	**BMP-23**	**Site Design that is oriented and designed to optimize conditions for natural heating, cooling, and day lighting of interior spaces, and to maximize winter sun exposure; such as a cave.** *The amount of energy a cave saves is dependent on the type of soil, the microclimate, and the user's request for temperature control. Inherently a cave or a building burned into the ground saves energy because the ground is a consistent temperature and it reduces the amount of heating and cooling required. On the same concept, a building that is oriented to have southern exposure for winter warmth and shading for summer cooling with an east-west cross breeze will naturally heat, cool, and ventilate the structure without using energy. Please check this box if your design includes a cave or exceptional site design that takes into consideration the natural topography and sitting. Be prepared to explain your approach and estimated energy savings.*
☐	☐	**BMP-24**	**Limit the amount of grading and tree removal** *Limiting the amount of earth disturbance reduces the amount of CO2 released from the soil and mechanical equipment. This BMP is for a project design that either proposes a project within an already disturbed area proposing development that follows the natural contours of the land, and that doesn't require substantial grading or tree removal.*
☐	☐	**BMP-25**	**Will this project be designed and built so that it could qualify for LEED?**

BMP-25 (a)	☐	**LEED™ Silver** (check box BMP-25 and this one)
BMP-25 (b)	☐	**LEED™ Gold** (check box BMP-25, BMP-25 (a), and this box)
BMP-25 (c)	☐	**LEED™ Platinum** (check all 4 boxes)

Practices with Un-Measured GHG Reduction Potential

☐	☐	**BMP-26**	**Are you, or do you intend to become a Certified Green Business or certified as a"Napa Green Winery"?** *As part of the Bay Area Green Business Program, the Napa County Green Business Program is a free, voluntary program that allows businesses to demonstrate the care for the environment by going above and beyond business as usual and implementing environmentally friendly business practices. For more information check out the Napa County Green Business and Winery Program at www.countyofnapa.org.*
☐	☐	**BMP-27**	**Are you, or do you intend to become a Certified "Napa Green Land"?** *Napa Green Land, fish friendly farming, is a voluntary, comprehensive, "best practices" program for vineyards. Napa Valley vintners and growers develop farm-specific plans tailored to protect and enhance the ecological quality of the region, or create production facility programs that reduce energy and water use, waste and pollution. By selecting this measure either you are certified or you are in the process of certification.*

Already Doing	Plan To Do		
☐	☐	**BMP-28**	**Use of recycled materials** *There are a lot of materials in the market that are made from recycled content. By ticking this box, you are committing to use post-consumer products in your construction and your ongoing operations.*
☐	☐	**BMP-29**	**Local food production** *There are many intrinsic benefits of locally grown food, for instance reducing the transportation emissions, employing full time farm workers, and improving local access to fresh fruits and vegetables.*
☐	☐	**BMP-30**	**Education to staff and visitors on sustainable practices** *This BMP can be performed in many ways. One way is to simply put up signs reminding employees to do simple things such as keeping the thermostat at a consistent temperature or turning the lights off after you leave a room. If the project proposes alternative energy or sustainable winegrowing, this BMP could include explaining those business practices to staff and visitors.*
☐	☐	**BMP-31**	**Use 70-80% cover crop** *Cover crops reduce erosion and the amount of tilling which is required, which releases carbon into the environment.*
☐	☐	**BMP-32**	**Retain biomass removed via pruning and thinning by chipping the material and reusing it rather than burning on-site** *By selecting this BMP, you agree not to burn the material pruned on site.*
☐	☐	**BMP-33**	**Are you participating in any of the above BMPS at a 'Parent' or outside location?**
☐	☐	**BMP-34**	**Are you doing anything that deserves acknowledgement that isn't listed above?**

Comments and Suggestions on this form?

Sources:

1. Napa County Bicycle Plan, NCTPA, December 2011

2. California Air Pollution Control Officers Associate (CAPCOA). January 2008. CEQA and Climate Change

3. Napa County General Plan, June 2008.

4. California Office of the Attorney General. 2010. Addressing Climate Change at at the Project Level available at http: //ag.ca.gove/global warming/pdf/GW_mitigation_measures.pdf

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14. http://www.countyofnapa.org/pages/departmentcontent.aspx?id=4294971612

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Adjoining Property Owner List Requirements

All applications shall include a list of the current owners of all the properties whose outer perimeters are within **1,000 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 Planning, Building & Environmental Services 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 Planning, Building & Environmental Services Department at (707) 253-4417.