



A Tradition of Stewardship
A Commitment to Service

Planning, Building & Environmental Services

1195 Third Street, Suite 210
Napa, CA 94559
www.countyofnapa.org

David Morrison
Director

Instructions for Submitting a Debris and Ash Removal Plan

Please review the instruction steps and requirements provided in their entirety to ensure you can prepare and submit a complete Debris and Ash Removal (DAR) Application and Plan for approval by Napa County Planning, Building and Environmental Services (PBES).

1. Review the DAR Application and Plan requirements and compile all the required information. Visit: countyofnapa.org/2074/Fire-Debris-Information for documents, resources, and FAQ's. (Note: be sure you are familiar with all the requirements and approved debris cleanup options for your property.)
2. Once your DAR Application and Plan are completed and ready for a review, please follow the steps (a-c, below) to use our online scheduling system to schedule a phone appointment with PBES (due to COVID social distancing protocols, in-person appointments are limited to submittal appointments only). The phone appointment will allow PBES to help ensure your DAR Application and Plan is complete and avoid any unnecessary visits to the PBES Office. **For general questions about the debris removal processes, please call 707-299-1350 before scheduling an appointment.**
 - a. From the [PBES Site](#) you can click the "Appointment Requests" button and follow the system prompts to enter your property information, contact information, then review and confirm.
 - b. Once completed, click the "Schedule Date/Time" button and follow the prompts to select a date/time, and confirm the contact information and appointment time.
 - c. Once you have finished and successfully scheduled your appointment, you will receive an email confirmation. If you cannot schedule online, please call (707) 299-1350 for assistance.
3. During your over-the-phone DAR Application and Plan review appointment, PBES staff will walk you through the application, and go over the required DAR Plan submittal documents so you will be ready to submit your fully completed documents. Following your phone appointment, compile all the required documents listed below, and then submit the fully completed, signed DAR Application and Plan either by email to Environmental-Fire@countyofnapa.org or in-person (by appointment, using steps a-c above for our online system).
 - ✓ **Fully completed DAR Application and Plan, including site plan(s), Stormwater Pollution Prevention Plan, and signed by the authorized property owner** (*a signed Authorized Agent Form may be necessary if a property owner is designating another party to act on their behalf or for instances when a property is owned by a Trust, LLC or other legal entity or there are multiple owners needing to designate one authorized agent*)
4. Upon submission of the DAR Application and Plan (either by email or in-person by appointment), PBES staff will conduct a final completeness review, verify owner/agent information for property, finish the intake processes, and approve the application. Staff will provide you a hardcopy (and/or email) of your entire approved DAR Plan for your records.