

COUNTY OF NAPA
PLANNING, BUILDING & ENVIRONMENTAL SERVICES

EROSION CONTROL PLAN (ECP) REVIEW
APPLICATION PACKET

For
General Land Clearing &
Agricultural Projects

Section 18.108.070 of the Napa County Zoning Ordinance requires that prior to commencement of a project involving grading, earthmoving, or land disturbance of any kind on slopes greater than 5% an erosion control plan must be prepared by a qualified professional and approved by the County **UNLESS** the project is specifically exempt from review under Sections 18.108.070(A) or 18.108.050 of the Napa County Code.

This packet is provided to assist you with the process of preparing the necessary erosion control plan and obtaining the County approval required. It contains a:

- Checklist for a Complete Application
- Basic Application Form
- Supplemental Information Sheet
- Environmental Supplemental Information Sheet
- Indemnification Agreement
- County Agricultural Commissioner Requirements
- Erosion Control Plan Contents
- Slope Determination Methodologies for:
Structures, Roads & Driveways
Agriculture & General Land Clearing
- Review Procedures for:
Structures, Roads & Driveways
Agriculture & General Land Clearing
- Hourly Fee Agreement

The intake planner will determine the processing fee(s) due at the pre-application submittal meeting required.

PRE-SUBMITTAL REQUIREMENTS

YOU MUST, PRIOR TO THE SUBMISSION OF YOUR APPLICATION PACKET, SCHEDULE AND ATTEND A PRE-SUBMITTAL APPLICATION REVIEW MEETING. THE PURPOSE OF THIS MEETING IS TO REVIEW YOUR SUBMITTAL TO ASSURE IT IS NOT OBVIOUSLY INCOMPLETE FOR PROCESSING.

PLEASE CALL THE PLANNING DIVISION @ 253-4417 TO OBTAIN AN APPOINTMENT. YOU MUST SUBMIT A CHECK IN THE AMOUNT OF \$_____ (PAYABLE TO THE NAPA COUNTY) THREE DAYS PRIOR TO APPOINTMENT, AND THE REQUIRED LOCATION MAP (IE, ITEM 4 ON THE CHECKLIST) ONE WEEK BEFORE YOUR SCHEDULED MEETING.



A Tradition of Stewardship
A Commitment to Service

<u>Staff Use</u>
APN: _____ - _____ - _____
Owner: _____
PreApp Mtg. Date ____ / ____ / ____
Planner(s): _____

EROSION CONTROL PLAN CHECKLIST FOR A COMPLETE APPLICATION

{to be filled out during the required pre-submittal meeting by the pre-application planner}

1. **Completely Filled-Out and Signed Erosion Control Plan Application**
2. **Completely Filled-Out Supplemental Project Information Sheet (Attachment A)**
3. **Completely Filled-Out and Signed** [by the property owner(s)] **Environmental Information Sheet**
4. **Topographic Map** showing accurately the subject parcel(s) boundaries, all lands within a half mile thereof, and the boundaries of the area(s) actually to be disturbed. A recent aerial photo may in addition be provided.
5. **Erosion Control Plan Narrative (5 sets)** containing all the information specified in the "Erosion Control Plan Contents" portion of this application packet, including but not limited to, the following:
 - description/discussion of existing site and/or environmental conditions, including but not limited to,
 - topography/slopes, vegetation types and coverage, trees species and coverage, structures, roads/access, and date of site visit [include list of any references used]
 - directions to the site (including contact person, maps, gate codes, etc.);
 - soil types generated from project specific soil report;
 - source and quantity of irrigation water required;
 - location of any off-site spoils disposal site(s) to be utilized;
 - 60/40 clearing retention analysis (for Municipal Watersheds only);
 - associated projects or other projects on the same parcel(s);
 - implementation schedule;
 - estimated cost of the erosion measures undertaken
6. **Erosion Control Plans FOLDED to no larger than 8½" x 11" (5 sets).** The plan(s) shall include, but not be limited to, the following information:
 - property owner's name, contact person for site visits/inspections name & telephone number, property address, assessor's parcel number, vicinity map, north arrow, map scale, contour interval, date plan last revised (*if applicable*),
 - delineation of all Class I-IV watercourses and streams within 150 feet of the project area with applicable setbacks labeled from the top of the bank (tob) to the nearest point of earth disturbance;
 - trees larger than **6"** DBH and/or groves of trees identified by number and specie of trees with an indication of those that are to be removed and are adjacent to the proposed development (± 150 feet);
 - other existing vegetation with an indication of that which is to be removed;
 - 60/40 clearing retention analysis for projects located within Municipal Watersheds (via use of aerial, survey or appropriate methodology accompanied by supporting data, i.e. table of survey results);
 - slope determination including cross section locations (for Structural plans only);
 - existing & proposed contours [roads/bldg plans must show all areas $\geq 100'$ from cut/fill edge];
 - quantity of any cuts and fills, indicating on-site and/or off-site spoils disposal location(s);
 - all improvements planned including but not limited to structures, roads, stream crossings, parking areas, swimming pools, wells, water tanks, septic systems, water and sewer lines, walls, etc;
 - location of the temporary erosion control measures proposed and the details therein including temporary re-vegetation [seed mix (species & lbs/acre), fertilizer (type & lbs/acre), and mulch (type & lbs/acre)];

____ location of the permanent erosion control measures and the details therefore including, if applicable, ____ seed mix(species & lbs/acre), ____ fertilizer(type), and ____ mulch(type & lbs/acre)

- 7. ____ **Recent Photos** of the site (dated) documenting pre-project conditions
- 8. ____ **Complete** copies of the following project-specific surveys and reports (*as applicable*):
 - ____ Aerial/Ground Topographic Survey ____ Landslide Hazard Evaluation (**Attachment F**)
 - ____ Special Status Species Survey (**Attachments B & C**) ____ Archeological Survey (**Attachment E**)
 - ____ Wildlife Population Effect Evaluation ____ Historical Resources Evaluation
 - ____ Phase I Water Availability Analysis (**Attachment D**)
 - ____ Runoff/Sedimentation/Groundwater Studies (**Attachments G, H, & I**)
- 9. ____ **Complete** copies of the following permits and an associated environmental documents:
 - ____ Timber Harvest/Conversion ____ Permit issued or ____ Application filed (*if applicable*)
 - ____ Water Rights ____ Permit issued or ____ Application filed (*if applicable*)
 - ____ Fish & Game (1603) Permit issued or ____ Application filed (*if applicable*)
 - ____ Associated CEQA Document(s)
- 10. ____ Other necessary permits filed (*if applicable*):
 - ____ Use Permit/Variance ____ Septic System Permit
 - ____ Groundwater Permit ____ Grading Permit ____ Other (_____ Permit)
- 11. ____ **Pre-Submittal Application Review Meeting** With Planning Division Staff [date: _____]
- 12. ____ **Signed** Indemnification Agreement Form
- 13. ____ **Correct Application Fees (including environment review fees)** in the amount of \$ _____
[please make check payable to "Napa County"]

Notes:

Missing Items:

Follow-Up/Action/Recommendation:

In Attendance During Pre-Application Mtg.:



A Tradition of Stewardship
A Commitment to Service

Napa County PLANNING, BUILDING & ENVIRONMENTAL SERVICES

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

BASIC APPLICATION FOR EROSION CONTROL PLAN REVIEW

FOR OFFICE USE ONLY

SUBMITTAL DATE: _____

FILE #: _____ APN #: _____ USGS QUAD: _____

[] STRUCTURAL [] AGRICULTURAL TOWNSHIP/RANGE: _____

REQUEST: _____

PROJECT TYPE: Agriculture: New ___ Vineyard Replant (Process I: ___ II: ___) Other: _____

Non-Agriculture: Structure ___ Driveway ___ Road ___ Reservoir ___ Other _____

PERCENT SLOPE: Cropland: _____ Structure: _____ Pad: _____ Driveway: _____ Road: _____

OTHER PERMITS: Grading Permit ___ Use Permit: ___ Variance: ___ Septic System Permit: ___ Groundwater Permit: ___

REVIEW AGENCIES: CDPD: County Consultant: ___ OR RCD: ___

FINAL APPROVAL: CDPD: Date: _____

TO BE COMPLETED BY APPLICANT

(Please type or print legibly)

Applicant's Name: _____

Telephone #: (____) _____ Fax#: (____) _____ E-Mail: _____

Mailing Address: _____

No Street City State Zip

Status of Applicant's Interest in Property: _____

Property Owner's Name: _____

Telephone #: (____) _____ Fax#: (____) _____ E-Mail: _____

Mailing Address: _____

No Street City State Zip

Site Address/Location: _____

No Street City

Assessor's Parcel #: _____ Existing Parcel Size: _____ acres Development Area Size: _____ acres

Slope Range: ___% to ___% Total Acreage ≥ 30%: _____ acres Estimated Total Amount of Cut & Fill: _____ cubic yards

Land or Aerial Survey Prepared By _____ Date: _____

(NOTE: Contour map/survey is required for all development areas with an estimated slope of 15% or greater and for all road/driveway projects, Contour map must include all areas within 100' of the cut and fill edges. Percent slope shall be calculated and presented as whole numbers.)

Source(s) of Water: _____

Related Permits Filed: Water Rights Groundwater Well Sewage Disposal Use Permit/Variance?
 Timber Harvest Stream Alteration Others: _____

I hereby certify that all the information contained in this application, including but not limited to, this application form, the supplemental information sheets, site plan, plot plan, cross sections/elevations, is complete and accurate to the best of my knowledge. I hereby authorize such investigations including access to County Assessor's Records as are deemed necessary by the County Planning Division for evaluation of this application and preparation of reports related thereto, including the right of access to the property involved.

Signature of Applicant

Date

Signature of Property Owner

Date

TO BE COMPLETED BY PLANNING, BUILDING & ENVIRONMENTAL SERVICES DEPARTMENT

\$ _____ Fee Receipt Number: _____ Received By _____ Date _____

Streams, Watercourses, & Streambed Alteration Agreements

17. All streams and watercourses in vicinity of project area(s) shown and the required setback(s) indicated with the distance and slope? Yes No
18. Is there a State Dept of Fish & Game Streambed Alteration (1603) Permit associated with the project or parcel? Yes No
- (a) Copy of State Dept of Fish & Game Permit attached? Yes **OR**
- (b) Date application for necessary permit submitted to this agency: _____
- (c) Copy of CEQA document prepared attached? Yes No

Environmental Setting

19. Is any portion of the project located on or within 500' of a landslide? Yes No
Cite source _____
20. Is any portion of the project located in the vicinity of rare/endangered species, species of special concern (plant, animal), wetland (type), riparian habitat, critical habitat, etc.? Yes No
If yes, list _____
Cite source/reference(s): _____
Specific study prepared: _____ by _____ date: _____
21. Is any portion of the project located on or within 500' of an archeological or historic site? Yes No
Cite source _____
Specific study prepared: _____ by _____ date: _____

Grading Information

22. Are any new roads/driveways associated with the project? Yes No
23. Are any new vineyard avenues associated with the project? Yes No
24. Will the project involve any recontouring of the land? Yes No
25. Will there be any excavation or fill deeper than 12 inches? Yes No
26. Total cubic yards of cut & fill: _____
Cubic yards of cut: _____ fill: _____
Spoils location: on-site _____ off-site _____
27. Has a grading permit been filed with the Engineering Division? Yes No
28. Will the project involve repair of a landslide? Yes No
Location _____ Size _____ Report _____

TIMBER HARVEST/TIMBER CONVERSION PERMITS

29. Is there a Timber Harvest or Conversion permit associated with the project/parcel? Yes No
Number of Acres: _____
- a) Copy of State Dept of Forestry Permit attached? Yes **OR**
- b) Date application for necessary permit submitted to this agency: _____
- c) Copy of associated CEQA document attached? Yes No
- d) Date other County erosion control plan(s) submitted if different than the application date for this plan: _____
30. Is there a Timberland Conversion Exception associated with the project or parcel? Yes No

SUPPLEMENTAL ENVIRONMENTAL INFORMATION (ECP)

To be provided by Property Owner: _____

Attach response sheets to this page.

A. GENERAL INFORMATION

1. Name, address, telephone number of property owner.
2. Address of project.
3. APN.
4. Name, Address and telephone number of person to be contacted concerning this project, if different than owner.
5. Indicate type or number of the permit application for the project to which this form pertains.
6. List and describe any other related permits and/or other public approvals required for this project or parcel, including those required by city, regional, state and federal agencies.
7. Existing zoning district.
8. Proposed use of entire site and/or parcel. List and describe any other projects or improvements with site locations anticipated within the next several years (1-3-5 years).

B. PROJECT DESCRIPTION

9. Parcel(s) size(s), acres per parcel.
10. Project(s) size(s), acres per project.
11. Attach plans.
12. Proposed scheduling.
13. Anticipated incremental or phased development.
14. If the project involves Napa County grading permit, use permit, variance or rezoning application, state this and indicate clearly why the application is required.

Discuss and check yes the following items which are applicable to your project or its effects (attach additional sheets)

YES NO

15. Change in existing features of any watercourses, wetlands, tidelands, beaches, hills or alteration of ground contours.
16. Change in scenic views or vistas from existing residential areas or public lands or roads.
17. Change in the pattern, scale or character of general area of project.
18. Change in bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.
19. Site on filled land or on slopes of 5% or more.
20. Substantial change in demand for Napa County services (police, fire, water, sewage, etc.)
21. Relationship to a larger project or series of projects.

C. ENVIRONMENTAL SETTING

22. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, wetlands (types), riparian habitat and any cultural, historical or scenic aspects. Describe any/all existing structures on the site, and the use of the structures. Attach photographs of the site, could include current aerial photo.
23. Describe the surrounding properties (approximately ¼ mile radius from parcel boundary), including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (agriculture, residential, commercial, etc.), intensity of land use (vineyards, winery, one-family, multi-family, industry, etc.), and scale of development (acres, height, setback, yard, etc.). Attach photographs of the vicinity, could include current aerial photo.

D. CERTIFICATION

I hereby certify that the statements furnished responding to the above and in the attached sheets present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date

Signature of Property Owner

INDEMNIFICATION AGREEMENT

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.

Applicant

Property Owner (if other than Applicant)

Date

Project Identification

**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 vineyard 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

EROSION CONTROL PLAN

CONTENTS

These standards are intended to supplement the Napa County Conservation Regulations, Section 18.108 et. Seq. of the Napa County Code and Resolution 94-19, and provide guidelines for fulfilling the requirements of Section 18.108.080(B) of the Code. Within the standards are specific details for the erosion and sediment control plans required for land clearing, grading or any other earth moving projects which take place within the unincorporated portion of the County of Napa on slopes over 5%, as calculated **in whole numbers** via the procedure set forth in the attached slope determination methodology (Resolution 94-19, exhibit A). If the slope is over 5%, but does not exceed 15%, then Standard Erosion Control Measures may be submitted for structures but not roads, driveways, agricultural projects, or mass grading (see Guidelines for Application of Standard Erosion Control Measures).

The erosion control plan shall be prepared by a person or firm authorized to prepare plans per Section 18.108.080(D) of the Code.

For any project the following persons are authorized to prepare plans:

- A licensed civil engineer; or
- A licensed architect; or
- A licensed landscape architect; or
- A registered professional forester (RPF); or
- A certified engineering geologist; or
- A certified professional soil erosion and sediment control specialist (CPSESCS); or
- A NRCS employee working under the direction of a CPSESCS

For agricultural projects the following **additional** people may prepare plans:

- The property owner or his designee (only if the plan has been reviewed and recommended for approval in writing by the Napa County Resource Conservation district prior to its submittal to the Napa County Planning, Building and Environmental Services Department); or
- A vineyard replant track II plan preparer

COMPONENTS OF PLAN:

A. **Narrative:** The narrative section shall provide a comprehensive description of the following items:

- 1) The nature and purpose of the all/any land clearing, grading or earthmoving activity, the amount of cut & fill, the location of spoils storage and disposal areas, the total number of acres of grading involved including but not limited to roads, vineyards avenues, trenching for irrigation or pipes, reservoirs, wells, water tanks, septic systems, etc. Indicate the acres of land clearing, grading or earthmoving activity that will occur on 30% or greater slopes. (Note: slopes shall be calculated in whole percent)
- 2) Comprehensive description of existing site conditions, including topography, vegetation (including under-story and canopy cover), and soils. Provide extent of tree canopy covered and shrub and brush without a tree canopy covered areas in acres for each parcel. Identify and indicate the project boundaries in watersheds, including municipal watersheds, and in the water

deficient area. The plan preparer is required to visit the site¹ and the narrative must include the date, purpose, and persons making each site visit. The description shall verify the source or validity of the topographic map. Wide angle or panoramic photographs documenting existing site conditions shall be provided. A photo location map indicating the date of the site visit and by whom it was made shall accompany such documentation.

- 3) All natural and man-made features on-site including but not limited to, streams, watercourses (drainage, channels, etc.), wetlands, riparian habitat, lakes, reservoirs, roads, water tanks, septic systems, reservoirs, ponds, etc. Indicate which ones may be affected by the proposed activity. For blue line and County-definitional streams indicate top, toe, and slope of bank, channel depth, and existing and proposed setback conditions. The entire length of blue line streams & 41 County-named streams on the parcel(s) shall be included in photo documentation (a recent aerial may be included). Provide the name and distance of the nearest blue line and/or County-definitional stream(s) to the project site.
- 4) Location and source of water for irrigation or other uses. Provide copies of all necessary permits.
- 5) Soil types/soil series identified in the Soil Conservation Service (SCS) Napa County Soil Survey, or, if prepared, a site-specific soils report.
- 6) Critical areas of erosion and slope instability such as gullies, landslides, etc. within or potentially effecting the "development site" (ie, the area disturbed by the project) or potentially effected by the work to be undertaken within the development site. In the case of landslides a report indicating the probable effects of the planned work on slope stability and erosion levels shall be prepared and submitted by a registered geologist.
- 7) Any erosion calculations prepared.
- 8) Any/all proposed erosion control methods including, but not limited to:
 - a. all drainage systems and facilities, walls, cribbing or other erosion protection devices to be constructed with, or as a part of the proposed work.
 - b. Proposed vegetative erosion control measures including maintenance of plant material and slopes until a specified percentage of plant coverage is uniformly established.
 - c. proposed erosion control measures for vineyard avenues to accommodate farm or vineyard equipment and materials storage locations
- 9) Storm water stabilization measures to handle any increased peak rates of runoff from the development of the site that would result in flooding or channel degradation downstream. Include calculations of estimated increased runoff and/or explanation of why an increase is/is not expected.
- 10) An implementation schedule indicating

Process (Track) II preparers are required to have a **minimum** 5 documented site visits:

- At the beginning of project with the property owner/vineyard manager,
- At the beginning of construction with the property owner/vineyard manager and contractor,
- During construction with the contractor,
- At the beginning of each winter shutdown period while the project is under construction with the property owner/vineyard manager and contractor,
- At the end of construction with the property owner/vineyard manager and contractor, AND
- 1 year after the end of construction with the property owner/vineyard manager

- a. The proposed vegetation clearing, earth moving/grading, and construction/planting schedule.
 - b. The proposed schedule for winterizing the site (by October 15th of each year the permit is in effect except in a municipal watershed where it is by September 1st).
 - c. The proposed schedule for installation of all interim erosion and sediment control measures (including vegetative measures) and the state of completion of such devices/measures at the end of the grading season (ie, on October 15th [except in 5 designated municipal watersheds where it is September 1st] of each year the permit will be in effect).
 - d. The proposed schedule for installation of any permanent erosion and sediment control devices required.
- 11) The estimated cost of implementation of the erosion and sediment control measures.

B. **Site Plan:** The site plan shall be prepared by one of the professionals indicated in section 18.108.080(D) of the Napa County Code. It shall be neat and legible and shall be drawn on a 24" X 36" sheet at the scale and with the contour interval specified in Subsection C below. Plans shall be folded to 8 ½" by 11" prior to submittal. The entire parcel shall be identified on the plan. If only a portion of the site will be developed, the entire parcel may be shown as a detail, with the area to be developed, cleared, and/or graded drawn to the appropriate scale as identified in Section C. The site plan shall include all of the following:

- 1) Property owner's name and address
- 2) Contact person for inspections, etc. name and telephone number
- 3) Name, signature, and where applicable, the license number of the professional under whose direction the erosion control plan was prepared. Where a geological or geotechnical report has been done on the site, a signed certification on the plan by the geologist or geotechnical engineer involved confirming that the applicable portions of the plan are in accordance with the recommendation in his/her report shall in addition be provided.
- 4) Date plan initially prepared and last revised
- 5) Site address of the project and the assessor's parcel number
- 6) Vicinity map showing the site in relation to the surrounding area. USGS Quad and township/range shall be specified
- 7) Location of the access from the nearest public road. Indicate if the access is gated and provide source for site access
- 8) Legend, north arrow, scale accuracy must be maintained when reducing or enlarging any portion of the drawing. The symbols shall be uniquely and readily distinct with no possibility of being confused with another symbol. For example, blue line streams shall be the USGS symbol.
- 9) Location and boundaries of soil types, and identification of potentially serious erosion problem areas within and adjacent to the development area. Provide reference or site specific soil report
- 10) Location, width, direction of flow, and location of any/all watercourses (tops and toes of banks) and drainages, including slope from top of bank for blue line and County-definitional streams. Provide the name and distance of the nearest blue line stream(s) or County identified streams to the project site.

- 11) Location and type of all existing vegetation, wetlands, riparian habitat and trees with a trunk diameter of 6 inches or more DBH on the project site and within 100 feet of the project/development site (land clearing, grading or earthmoving activities). Clearly identify by genus and species any/all trees and vegetation types that are to be removed and any/all trees and vegetation types to remain. Groves of trees (or canopy cover) shall be identified by size and/or density of the grove and species types. Shrub and brush type vegetation shall be identified by density
- 12) Location of existing and proposed buildings, structures, reservoirs, water/storage tanks, on-site sewage disposal facilities, wells, etc., easements, or underground utilities on the property where the work is to be performed
- 13) Existing and proposed contours drawn in such a manner so as to be legible and clearly distinguishable. They shall be field verified, and prepared to the appropriate scale (identified in Section C below). For slopes estimated to be of $\geq 15\%$, a registered professional land surveyor or California-registered professional civil engineer licensed to perform surveying must prepare the contours provided. Aerial surveying may not be acceptable if the canopy or vegetative cover is dense. For roads and driveways, the existing and proposed contours shown shall extend 100 feet from the edge of the proposed cut and/or fill
- 14) Locations of the sections used to determine the slope reported, average slope calculation, and any cross sections produced.
- 15) Location, description, and details of any/all irrigation systems
- 16) Vineyard layout including location, spacing and direction of vine rows and terraces, location of vineyard avenues, and location of access roads
- 17) Location and details of any/all surface drainage systems and facilities, walls, cribbing, or other erosion protection devices to be constructed in connection with, or as a part of, the proposed work
- 18) Specifications, cross sections, profiles, elevations, dimensions, and construction detail of all erosion control measures based on accurate field data
- 19) Location of vegetative erosion control measures including proposed planting areas and irrigation (if applicable)

C. **Scale and Contour Intervals for Erosion Control Plans:** All plans shall be legible and existing and proposed contours shall be easily discernable.

- 1) Structures: Map scale shall be 1"=20' for the area(s) disturbed with a contour interval of between 2' to 5'.
- 2) Roads & Driveways: Map scale shall be 1"=100' for the area disturbed with a contour interval of 5' or less.
- 3) Agriculture & General Land Clearing: on clearings of less than 30 acres, map scale shall be 1"=200' with a contour interval of 20'. Where clearings exceed 30 acres, map scale shall be 1"=200' with a contour interval of 5' or that acceptable to the CDPD/RCD.

SUBMITTAL OF PLANS

Five copies of the Erosion Control Plan and **five** copies of the Narrative shall be submitted for review and approval to the Napa County Planning, Building & Environmental Services Department (PBES)²

Upon PBES plan approval, one copy of the approved/filed plan will be returned to the applicant for placement on-site.

In the case of Track II vineyard replant plans, only **two** copies of the plans and narrative need be provided.

GENERAL GRADING/CONSTRUCTION STANDARDS

1. One copy of the approved/filed erosion/grading plan and related specifications shall be kept and available on site at all times during any land clearing, earth moving, or land disturbing activities and throughout the entirety of the construction phase of the project.
2. All exposed or finished banks or slopes of any fill or excavation shall be protected from erosion by approved planting, hydro-seeding, cribbing, walls, terracing or other suitable method or a combination thereof. It is the intent of this section to prohibit the abandonment of graded areas or slopes, which are not provided with erosion and rock fall protection and adequate drainage facilities, even though all other requirements herein have been provided and approved.

GRADING DEADLINES

“Non-Municipal” Watersheds: Clearing of vegetation, grading of land, and/or any other soil disturbing activities shall only take place between April 1st and October 15th of any given year. Moreover, all disturbed areas must be “winterized” by October 15th of each year within which work takes place. Finally, when the approved plan requires the installation of sediment retention devices, installation of these devices must be completed no later than October 1st of that year.

Extensions of the October 15th winter shut-down deadline may be authorized by the PBES Director upon written request pursuant to Section 18.108.070 of the Conservation Regulations if all of the following conditions are met: (1) the project is substantially complete, (2) the work remaining can be finished in a short period of time, (3) completion of the work involved will lessen the amount of erosion and/or sedimentation expected in the future, (4) the temporary erosion control measures specified on the approved erosion control plan have been installed prior to October 1st, (5) they have been inspected and found adequate, **and** (6) weather permits.

“Municipal” Watersheds: Clearing of vegetation, grading of land, and/or any other soil disturbing activities in the 5 designated municipal watersheds (ie, Bell Canyon, Kimball, Milliken, Lake Hennessey, and Rector) must cease by September 1st. Moreover, winterization must be complete and all required sediment retention devices installed each year by this date. **NO** extensions of the winter shutdown deadlines can be granted in these watersheds.

SLOPE DETERMINATION METHODOLOGY

Slope is the ratio of the vertical distance to the horizontal distance, or the elevation change in feet divided by the distance in feet. The percent slope of a development area (ie, the entire contiguous area that will be disturbed by the land clearing, grading, or other earthmoving activities) **is the natural slope of the existing terrain, NOT** the finished or proposed percent slope resulting from the project.

Structures & Related Improvements: The percent slope of each contiguous development area shall be measured perpendicular to the contours across the area being disturbed including the driveway when the driveway is less than 50 feet in length. Its average slope shall be determined by averaging at least 3 typical cross sections. The slope determination will be made using a site plan with a contour interval of 2 to 5 feet and a scale of 1"=20' or better.

When a driveway exceeds 50 feet in length, the slope of the "structural development area" is measured perpendicular to the contours across the area being disturbed excluding the driveway. The driveway slope is measured separately as identified in the Roads and Driveways category below.

If the average slope of each development area is less than 30%, an administrative approval may be granted. If the average slope of any development area is 30% or greater, work in that area cannot be undertaken unless a use permit is approved by the Napa County Zoning Administrator or Planning Commission. If the average slope is greater than 50%, approval of a variance will be required (*For further information regarding a variance please contact a planner*).

Roads & Driveways: The percent slope of a road or driveway longer than 50 feet shall be measured using the following procedure:

- a) Stations will be established on the plan along the centerline of the proposed roadway at 100 foot intervals with 0+00 being assigned to the point where grading commences (at the new roads juncture with the existing road).
- b) Cross sections at a scale of 1"=10' horizontal and vertical extending **100 feet** from outer limits (edges) of the grading shall be taken at each station (i.e. at 0+00, 1+00, 2+00 etc). When the roadway is less than 200' long, 3 equally spaced cross sections shall be taken. **The axis of each cross section shall be perpendicular to the existing contours pertinent to that section.** The average slope of each cross section shall be calculated by dividing the difference in elevation of the cut and/or fill catch points by the intervening distance.
- c) The average slope of the roadway shall be determined by averaging all these cross sections **excluding** those measured at less than 5% slope.

This slope determination will be made by evaluating a site plan with a contour interval of 5 feet or less and a scale of 1"=100' or better.

If the average slope calculated is less than 30%, an administrative approval may be issued. If the average is 30% or greater **OR** if three (3) or more cross sections exceeds 50%, road development cannot be undertaken unless a use permit is approved by the Napa County Planning Commission. If the average slope is greater than 50%, approval of a variance will be required (*For further information regarding a variance please contact a planner*).

Agriculture: The percent slope of each contiguous area cleared (ie, each area not separated by roads, streams, or non-cleared areas) shall be measured perpendicular to the contours across said area. Its average slope shall be determined by averaging at least 3 typical cross sections.

The slope determination will be made by evaluating a site plan with a scale of 1"=200' or greater. When the project involves less than 30 acres contour intervals of 20 feet or less shall be used. When the project involves more than 30 acres, contours intervals of 5 feet or an interval acceptable to the PBES and RCD shall be used.

If the slopes of all portions of each contiguous area are less than 30%, an administrative approval may be issued. However, if any portion within each contiguous area to be cleared is 30% or greater in slope, the following standards then apply:

- a) If the total area of the contiguous clearing is larger than 1 acre, sub-areas completely inside the boundaries of the area being cleared up to 1 acre in size in the 30%-50% slope range may **upon the recommendation of the Napa County Resource Conservation District or County Consultant AND written approval by the Planning Director or his or her designee** be cleared. Clearing of areas in the 30%-50% slope range (1) adjacent to the boundaries of the proposed clearing, or (2) exceeding 1 acre in size will require approval of a use permit by the Napa County Planning Commission.
- b) If the total contiguous area to be cleared or graded is less than 1 acre, up to 1/3 of the area to be cleared or graded may exceed 30% in slope **but only upon the recommendation of the Napa County Resource Conservation District or County Consultant AND written approval by the Planning Director or his or her designee.**
- c) Any area with a greater than 50% slope cannot be cleared or graded unless a variance is approved (*For further information please contact a planner*).

If the average slope of any area is 30% or greater development of that area cannot be undertaken unless a use permit is approved by the Napa County Planning Commission. Moreover, any area with an average slope greater than 50% cannot be cleared or graded unless a variance is approved (*For further information regarding a variance please contact a planner*).

General Land Clearing: The methodology for determining slope and the criteria applied thereto are the same as those utilized for agricultural projects (see section above).

REVIEW PROCEDURES FOR EROSION CONTROL PLANS

Any project whose development effects areas with average slopes of more than 5% is subject to the Napa County Conservation Regulations and therefore the requirements regarding the preparation of erosion control plans and the installation of erosion control measures. All such plans and related supplemental application materials must be submitted to the Napa County Planning, Building & Environmental Services Department (PBES) for review and approval.

- **For Structures & Related Improvements:** Submission of a standard measure or full erosion control plan or a letter from a qualified professional verifying that the slope of the area being disturbed is 5% or less and thus that installation of erosion control measures is not required must proceed or accompany any building permit application. In areas with average slopes over 5% but less than or equal to 15% all that is required is the incorporation of standard erosion control measures into the project. In areas with slopes greater than 15% but less than 30% a full erosion control plan and related application packet must be prepared and submitted to the Planning Division of the PBES, following a pre-submittal meeting with a Planner. If the average slope of the area to be disturbed is between 30% and 50% the filing of a use permit will in addition, be required. If average slopes are greater than 50%, a variance will instead have to be filed. The Planning Division will (1) review the packet submitted for completeness, (2) undertake a preliminary environmental review, and (3) forward the plan to the County Consultant for technical review and recommendations. If the County consultant recommends approval of the plan, it will be returned to the Planning division for (4) completion of the environmental review, and (5) processing of any related use permit or variance applications. If no related applications are involved the Division will (6) make the final environmental determination, and (7) approve (or reject on environmental grounds) the subject plan. If a use permit or variance is required a public hearing will be held before the Napa County Zoning Administrator or Planning Commission. The Zoning Administrator or Planning Commission will make the final environmental determination and decide whether or not the plan should be approved.

Following plan approval the County Consultant will (1) make an annual pre-winter inspection to assure that all temporary erosion control measures have been installed according to the **APPROVED** plan, and (2) make a final inspection to assure that the permanent erosion control measures required have been installed according to this plan.

- **Roads & Driveways:** Submission of a full erosion control plan or a letter from a qualified professional verifying that the slope of the area being disturbed is 5% or less and thus that installation of erosion control measures is not required must proceed or accompany any grading permit application. Any erosion control plan application packet prepared shall be submitted to the Planning Division of the PBES following a pre-submittal meeting with a Planner. If the average slope of the area to be disturbed is between 30% and 50% the filing of a use permit will in addition be required. If average slopes are greater than 50%, a variance will instead have to be filed. The Planning division will (1) review the packet submitted for completeness, (2) undertake a preliminary environmental review, and (3) forward the plan to the County Consultant for technical review and recommendations. If the County Consultant recommends approval of the plan, it will be returned to the Planning Division for (4) completion of the environmental review, and (5) processing of any related use permit or variance applications. If no related applications are involved the Division will (6) make the final environmental determination, and (7) approve (or reject on environmental grounds) the subject plan. If a use permit or variance is required a public hearing will be held before the Napa County Zoning Administrator or Planning Commission. The Zoning Administrator or Planning Commission will make the final environmental determination and decide whether or not the plan will be approved.

Following plan approval the County Consultant will (1) make an annual pre-winter inspection to assure that all temporary erosion control measures have been installed according to the **APPROVED** plan, and (2) make a final inspection to assure that the permanent erosion control measures required have been installed according to this plan.

- **For Agriculture³ & General Land Clearing:** The application packet prepared shall be submitted to the Planning Division of the PBES following a pre-submittal meeting with a Planner. If the average slope of the area to be disturbed is between 30% and 50% the filing of a use permit will in addition, be required. If average slopes are greater than 50%, a variance will instead have to be filed. The Planning division will (1) review the packet submitted for completeness, (2) undertake a preliminary environmental review, and (3) forward the plan to the Napa County Resource Conservation Board recommends approval of the plan, it will be returned to the Planning Division for (4) completion of the environmental review, and (5) processing of any related use permit or variance applications. If no related applications are involved the Division will (6) make the final environmental determination, and (7) approve or reject on environmental grounds) the subject plan. If a use permit or variance is required a public hearing will be held before the Napa County Planning Commission. The Planning Commission will make the final environmental determination and decide whether or not the plan will be approved.

Following plan approval the RCD will (1) undertake a site visit prior to any vegetation removal and/or grading (*a 48 hour advance request for said inspection must be made by the applicant*), (2) make an annual pre-winter inspection to assure the all temporary erosion control measures have been installed according to the **APPROVED** plan, and (3) make a final inspection to assure that the permanent erosion control measures have been installed according to the **PPROVED** plan

Track II vineyard replant erosion control plans are filed with the County but no County review or inspections are routinely undertaken. The pre-qualified engineer that prepares the plan is responsible for preparation of a complete and adequate plan meeting County specifications and assurance that the work undertaken is done in accordance with his/her plan.

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.