



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

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**MINISTERIAL GROUNDWATER PERMIT APPLICATION**

Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Site Address: \_\_\_\_\_ APN: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

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**PART I: Applicability of Ministerial Permit**

The ministerial groundwater permit may be used for a single-family dwelling or agricultural land re-development, provided the project meets the very specific requirements of the code. Review the requirements below, and if you meet the criteria and are willing to comply with the requirements in code, proceed to Part II.

SINGLE-FAMILY DWELLING

- The application must be for a well for single-family home and associated landscaping only (or if the well exists, the application is for the single family home and landscaping only). No other uses, such as a second dwelling unit, vineyard or any conditional use may exist on the parcel.
- A meter will be required on the well to measure all groundwater used on the parcel. The configuration of the meter installation shall comply with the technical standards set forth by the Director of Public Works.
- The permittee must read the meter at the first of every month, and provide the data to Public Works during the first weeks of April and October. Additionally, the permittee shall grant to the Director of Public Works the right to access and verify operation of the meters at any reasonable time during regular working hours.
- The permittee shall be limited to a total of 0.60 acre-feet of water per year.

AGRICULTURAL LAND RE-DEVELOPMENT

- The permittee shall install a meter on all wells or water supply and distribution systems serving the parcel to measure all groundwater used on the parcel. The configuration of the meter installation shall comply with the technical standards set forth by the Director of Public Works.
- The permittee must read the meter at the first of every month, and provide the data to Public Works during the first weeks of April and October. Additionally, the permittee shall grant to the Director of

Public Works the right to access and verify operation of the meters at any reasonable time during regular working hours.

- The permittee shall be limited to an average of 0.30 acre-feet of water per acre per year. This limitation shall be calculated as the average water used over a three-year period with no yearly use exceeding the acre-foot of water per acre per year allotment by more than fifteen percent (15%).

**PART II: Project Description**

Choose one:     Single Family Residence                       Agricultural Land Re-development

Considering the requirements in Part I, describe your project in detail. Include enough information to allow this department to make the determination that you meet the criteria above. For agricultural land re-development projects, include information on both what exists and what is proposed. **Include a site plan showing all existing and/or proposed improvements (e.g. structures, wells, septic systems, vineyards, pools, etc.).** Attach additional sheets as necessary.

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**PART III: Requirements Checklist**

The ministerial permit process requires application to meet the requirements as previously discussed. Please indicate your acceptance of these requirements by marking “yes.” If you are not willing to comply with these requirements, you must apply for a Groundwater Permit pursuant to County Code section 13.15.060 et seq.

Single Family Residential			Agricultural Re-development		
	Yes	No		Yes	No
The permittee shall install a meter on the well(s) serving the parcel to measure all groundwater used on the parcel. The configuration of the installation shall conform to a drawing prepared by the permittee and shall conform to the technical standards set forth by the Director of Public Works.			The permittee shall install a meter on all wells or water supply and distribution systems serving the parcel to measure all groundwater used on the parcel. The configuration of the installation shall conform to a drawing prepared by the permittee and shall conform to the technical standards set forth by the Director of Public Works.		
On or near the first day of each month the permittee shall read the water meter and provide this data to the Director of Public Works during the first week of April and October of each year. The permittee shall also			On or near the first day of each month the permittee shall read the water meter and provide this data to the Director of Public Works during the first week of April and October of each year. The permittee shall also		

<p>grant to the Director of Public Works, the right to access and verify the operation and readings of the meters and well levels at any reasonable time during regular working hours.</p>			<p>grant to the Director of Public Works, the right to access and verify the operation and readings of the meters and well levels at any reasonable time during regular working hours.</p>		
<p>The permittee shall be limited to 0.60 acre feet (195,493 gallons) of water per year.</p>			<p>The permittee shall be limited to an average of 0.30 acre feet of water per acre per year .This limitation shall be calculated as the average water used over a three year period with no yearly use exceeding the acre foot of water per year allotment by more than fifteen percent.</p> <p>Fair share calculation for this parcel:  _____ acres X 0.3  AF/AC=_____AF/YR</p> <p>Peak in any one year:  _____AF/YR + 15% = _____AF/YR</p> <p>Water use shall be determined as the average over a three year period. No single year may exceed the peak amount noted above.</p>		

Signature \_\_\_\_\_

Date \_\_\_\_\_