NAPA COUNTY

Planning, Building and Environmental Services

A Tradition of Stewardship
A Commitment to Service

USE PERMIT/MAJOR MODIFICATION APPLICATION
WINERY USES

March 2026

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 see the instructions for setting up an office or a site visit at this link: Planning Division | Napa County, CA

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CLEAR FORM

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

A Tradition of Stewardship
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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

☐ Attorney ☐ Engineer ☐ Architect ☐ Other

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-Mail Address: _____

Property Information:

Project Name: _____

Project Address: _____

Assessor's Parcel Number(s): _____

Size of Parcel (Acreage): _____

General Plan Designation: _____ Zoning: _____

Please note your Application will not be accepted for processing until application payment has been received. Timeline for payment and applicant processing is Monday – Friday 8:00 am – 4:00 pm. Applications received outside this timeframe will be processed the next business day.

Application Type: [1]

Planning Commission/ALUC/BOS	Zoning Administrator	Administrative
Use Permit: ☐ New Winery ☐ Non-Residential Use ☐ Residential Use **Major Modification:** ☐ Winery Use ☐ Non-Residential Use ☐ Residential Use **Other:** ☐ Viewshed with Use Permit/Major Modification ☐ Variance with Use Permit/Major Modification ☐ Road Exception with Use Permit/Major Modification ☐ Conservation Regulation Exception with Use Permit/Major Modification ☐ Land Division: Tentative Map (Parcel Subdivision) with Use Permit/Major Modification	☐ Micro-Winery ☐ Small Winery Use Permit ☐ Winery Minor Modification ☐ Non-Residential Minor Modification ☐ Residential Minor Modification **Other:** ☐ Variance with Micro-Winery or Minor Modification ☐ Viewshed with Micro-Winery or Minor Modification ☐ Road Exception with ZA Application	☐ Winery Administrative Permit ☐ Winery Very Minor Modification ☐ Non-Residential Very Minor Modification ☐ Residential Use Very Minor Modification **Other:** ☐ Administrative Viewshed with Winery Administrative Permit ☐ Administrative Viewshed with Very Minor Modification

Other Permit Types: If you are submitting an additional application alongside this one (e.g., Conservation Regulations Exception, a variance, viewshed, ECP, etc.), please be sure to include all relevant application materials and documentation required for both submissions.

Checklist Criteria

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.

Please Note: *This checklist (not the contents herein) is intended solely as a project management tool for use by the assigned Project Planner and the Applicant Team. It is designed to facilitate communication, track submittal items, and assist with the organization of application materials throughout the planning process.*

Checklist Criteria – Minimum Documentation Required to Deem Application Complete in Accordance with the Permit Streamlining Act:

Required	N/A	General Submittal Documentation Questions: planning@countyofnapa.org
☐	☐	**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. *Note: Depending on project description, additional permit applications may be required e.g. Variance, Viewshed, Exception to the Conservation Regulations, Road Exception Request, etc.*
☐	☐	**Application Fee: All fees are based upon the current County Fee Policy adopted by the Board of Supervisors. Please refer to the following link for applicable application fees per permit type:** *Fees & Payments | Napa County, CA (napacounty.gov)* Check made payable to County of Napa. Use of Credit Card Acceptable. **Use Permit/Major Modification (All Uses), Micro-Winery Use Permit, Small Winery (Existing Winery Uses), Minor Modification (Winery Uses), Administrative Permit (Winery Uses), Minor Modification (Non-Residential & Residential Uses), Very Minor Modification (Non-Residential & Residential Uses):** Total Fees are based on actual time and materials and/or flat fees, and a deposit is required per the *Adopted Napa County Fee Schedule*.
☐	☐	**Permit Application Signature Forms:** ☐ Application Authorization Signature Form ☐ Hourly Fee Agreement ☐ Certification and Indemnification Form ☐ Wineries & Micro-wineries: Initial Statement of Grape Source Form
☐	☐	**Detailed Project Description** should, at a minimum, provide a clear and comprehensive narrative that includes the following, if applicable: 1. **Existing Site Conditions and Current Uses**: Describe the existing site conditions (including identifying existing structures), entitlements, and current uses on the property. 2. **Proposed Development** Outline the type and scope of the proposed development, including size, intended uses or business activities, development phases, and any changes or alterations to existing buildings or site features. Include details of new or modified improvements, as well as any off-site improvements. 3. **Food Facilities or Service Programs** Identify any existing or proposed on-site food facilities (e.g., low, medium, or high risk kitchens) and

		any food service programs, such as catering activities intended to serve the public. Include a description of the food service that will be offered during visitor activities and marketing events. 4. **Days and Hours of Operation** Specify the proposed days of the week and hours of operation, and hours of visitation activities. 5. **Maximum Number of Employees** Indicate the total number of part-time and full-time employees. 6. **Visitation** Indicate the total number of visitors per day and total number of visitors per week existing and/or proposed. **7. Marketing Activities** Indicate the total number of marketing events, both existing and/or proposed, weekly, monthly, or yearly, time of day and total number of visitors per event. 8. **Property Easements** Describe any applicable easements that may affect the use or development of the property. 9. **Additional Relevant Information** Include any other information necessary to fully convey the scope of the proposed project and to identify any potential environmental impacts associated with the development.
☐	☐	**Site & Building Plans: General Requirements for All Plans** • **Infrastructure:** Show existing and proposed uses/ structures/ improvements of the project. Provide conceptual grading, drainage, and utility plans, including the location of property lines, existing/ proposed structures, accessory structures, roads, driveways and drive isles, parking, wells, septic system(s), water storage tanks, and utility lines. • **Format**: Submit as electronic PDFs (minimum size 11" x 17"). • **Scale**: Use an architect's or engineer's scale, and north arrow. • **Legibility**: Plans must be legible. • **Setbacks**: Show all relevant distances for all proposed improvements including but not limited to property lines, right-of-way, easements, streams, wetlands, etc. • **Natural Features:** Location and names of both natural and man-made water courses and ponding areas, or areas of periodic inundation; including, but not limited to creeks, streams, rivers, seasonal drainages, wetlands, and presence of existing trees. • **Consistency**: Plans must match the information in the *Sample Site Plan*.
☐	☐	**Floor Plans (To Scale)** • Show both existing and proposed conditions of the building. • Include the following: 1. **Dimensions & Area:** All rooms, hallways, and covered/partially enclosed outdoor areas. 2. **Area Use:** Define the function of each area along with occupancy types contained in the California Building Code. 3. **Emergency Exits:** Clearly mark locations. 4. **Wineries:** Include accessory production area and all indoor/outdoor consumption areas. 5. Show preliminary **ADA** features including but not limited to parking, paths of travel and ADA bathroom locations.
☐	☐	**Building Elevations (To Scale)** • Show both existing and proposed building conditions. • Include the following details (consistent with California Building Code): 1. **Dimensions:** All relevant dimensions. 2. **Materials & Colors:** Exterior materials and colors. 3. **Grades & Levels:** Existing grade, finished grade, and finished floor level. 4. **Building Height:** Clearly indicate the height of the building in accordance with the California Building Code.
☐	☐	**Easements, Covenants, and Restrictions, etc.:** Provide a copy of any conditions, covenants, easements, agreements, deed notices, record of survey, or other restrictions that apply to the property. Alternatively, applicants may submit a preliminary title report prepared within the last year from date of initial application submittal. If there are any restrictions in right-of-way access, please provide legal documents describing those restrictions and/or easements.

☐	☐	**Preliminary Landscape & Irrigation Plans consistent with** ***NCC 18.118 – Water Conservation Regulations for Landscape Design*** Provide a preliminary, conceptual landscape plan. Identify all planned landscape and outdoor use areas, and other landscape features (e.g. ponds, pools, berms, water features, etc.), proposed fencing or walls, and an overall water use estimate for irrigation.
Required	**N/A**	**Items Specific to Winery Projects** **Questions: planning@countyofnapa.org**
☐	☐	**Wineries & Mico-wineries:** Completion of the *Supplemental Application for Winery Uses* or *Supplemental Application for Micro-winery Uses* Form which addresses items including but not limited to winery operations and production capacity, winery development area and winery coverage, to accessory use.
☐	☐	**Wine Cave Design: Additional Information Required by the Fire and Building**: Proposed or Modified Winery Caves – Please include a complete description of uses and activities to be conducted in the cave. A cave floor plan shall be provided identifying where all production and hospitality uses will be conducted. Please identify how exiting requirements will be met pursuant to Building and Fire Codes.

**Note* – Depending on the project description and proposal staff may waive one or more of the requirements above*

Technical Reports– For Use in CEQA Determination followed by 180 Day Environmental Analysis Preparation

To initiate the County's review under the California Environmental Quality Act (CEQA), the following technical reports and supporting studies are generally required from applicants and their consultant teams but can be waived at the discretion of County Planning Staff at or following a Pre-Application Meeting. This information is necessary for County staff to evaluate potential environmental impacts and make an initial CEQA determination, such as whether the project is exempt, qualifies for a Negative Declaration, Mitigated Negative Declaration or requires preparation of an Environmental Impact Report (EIR). Once the initial CEQA determination has been made, the 180-day period for preparation of a Negative Declaration or Mitigated Negative Declaration will begin, as prescribed by CEQA guidelines. Please note that at any point during the review process, the County reserves the right to request additional information, clarification, or updated documentation as needed to ensure a technically adequate and legally defensible environmental analysis.

The 180-day period may be suspended in the event the applicant unreasonably delays providing requested documents or information

Required	**N/A**	**General Technical Reports** **Questions: planning@countyofnapa.org**
☐	☐	**Biological Study** – Includes Special Status Survey consistent with *Guidelines for Preparing Biological Reconnaissance Surveys including Special-Status & Wildlife and CDFW Attestation Form* • CDFW Early Consultation per CEQA Guidelines §15083 & Appendix G: **Attestation form** (end of *Guidelines for Preparing Biological Reconnaissance Surveys*) confirming project biologist coordinated with CDFW on the project proposal and any related mitigation prior to submitting the Biological Study to the County.
☐	☐	**Conservation Regulations** - *Compliance with Conservation Regulations Form* OR *Exception to the Conservation Regulations Form* consistent with *Napa County Code Chapter 18.108 – Conservation Regulations*, if applicable.
☐	☐	**Archeological/Cultural Resource Study** (consistent with *Guidelines for Preparing Cultural Resource Surveys* and State of California requirements)
☐	☐	**Historic Resource Study** is typically required when a property or building is being modified, renovated, or demolished, and there is potential historical significance. If the proposed project involves any changes to a building that is 50 years old or older, it may be considered historically significant. At a minimum, the study should include the property's and building's history, an architectural analysis, and a thorough assessment of the building's historical significance and integrity. Historic Resources Study should be consistent with the requirements of the *California Office of Historic Preservation*.
☐	☐	**Noise Study** (demonstrating consistency with *Napa County Code Chapter 8.16 – Noise Control Regulations*). Required when the proposed project is within 500 feet of an offsite sensitive receptor e.g. residences, schools, etc.

☐	☐	**Voluntary Best Management Practices (BMPs) Checklist** – Please fill out enclosed form along with a narrative of how those BMP's will be implemented.

Required	N/A	Engineering Division Requirements **Questions: engineering@countyofnapa.org**
☐	☐	Water Availability Analysis/Groundwater Study - Consistent with the Napa County Well Permit Standards located here: *Groundwater Sustainability | Napa County, CA (countyofnapa.org)*
☐	☐	Will Serve Letter(s): If the proposed project proposes use of a municipal water or sewer system, please provide a letter from the public water and/or sewer provider indicating they have capacity to serve the project.
☐	☐	Geological/Geotechnical Hazard Report – Alquist Priolo Act and projects within 500' of a mapped area of instability
☐	☐	Hydrology/Hydraulic Analysis with No-Rise/No-Impact Certification for projects within the Regulatory Floodplain and/ or Floodway
☐	☐	Stormwater Control Plan (consistent with *BASMAA Post-Construction Manual*).

Required	N/A	Napa County Fire Requirements **Questions: firemarshal@countyofnapa.org**
☐	☐	Napa County Road & Streets Standards (NCRSS): • Demonstrate the project access meets or will meet the current version of the *Napa County Road & Street Standards* for the appropriate application (commercial, residential, etc.). • If filing an exception to the NCRSS, please refer to page 3 of the Napa County Road & Street Standards for further information.

Required	N/A	Environmental Health Division Requirements **Questions: environmental@countyofnapa.org**
☐	☐	***Wastewater (Septic) Feasibility Report***: Required for any new or upgraded septic systems or any expansion of use relying on an existing septic system. This includes proposed/existing process wastewater systems (i.e. winery wastewater).
☐	☐	***Water System Feasibility Report*** (Drinking Water): Required if the water supply system will serve 25 or more people inclusive of employees, visitors, and residents *or* if a commercial kitchen is proposed.
☐	☐	**Consumer Protection**: For any food facility or food service projects proposing to serve food to the public, please review the *Retail Food Plan Check Guidelines* and complete and submit a *Food Plan Application*.
☐	☐	***Solid Waste & Recycling Storage Enclosures***: Identify location and size on site plan.

Required	N/A	Airport Land Use Compatibility Plan (ALUCP) - Consistency Review Questions: wendy.atkins@countyofnapa.org
☐	☐	Projects located within the Airport Influence Areas of the Napa County Airport and Angwin Airport (Parrett Field) will be subject to Airport Land Use Consistency Review by ALUC Administrative Staff. Larger development projects which are considered Major Land Use Actions may be subject to review and consistency determination by the Napa County Airport Land Use Commission: *Adopted Airport Land Use Commission Plan (ALUCP)*.

Required	N/A	Public Works Department Requirements Questions: syedahsan.kazmi@countyofnapa.org
☐	☐	**Traffic Study**: In accordance with the *Napa County Traffic Impact Study (TIS) Guidelines*, please complete a *Trip Generation Sheet* for both the existing and proposed project to help determine whether a full Traffic Impact Study (TIS) is needed. If the analysis shows that the project will generate fewer than 110 new daily trips, a full TIS may not be required. However, physical traffic improvements (such as a left-turn lane) or a site distance analysis may still be necessary, as determined by the Director of Public Works.

Please Note:
While this checklist includes all information generally required for application completeness and 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 or waived at the discretion of the PBES 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.

Please contact the PBES Administrative Staff at the following email address: meetingclerk@countyofnapa.org **to obtain a PBES Cloud link to upload application materials and to process filing payment. All application materials, plans and studies shall be submitted electronically.**

Application Authorization Signature Form

Conditions of Application Submittal & Processing:

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 to owner's interests and 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 of 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, signatures on a separate sheet of paper.

Property Owner Authorization

Print Name of Property Owner	Signature of PropertyOwner	Date

Applicant/Agent Statement

I am authorized and empowered to act as an agent on behalf on 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 on this application.

Print Name Signature of Applicant (if different)	Signature of Applicant	Date

Hourly Fee Agreement

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.

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	Signature of Property Owner	Date
Print Name Signature of Applicant (if different)	Signature of Applicant	Date

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.

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

A Tradition of Stewardship
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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.

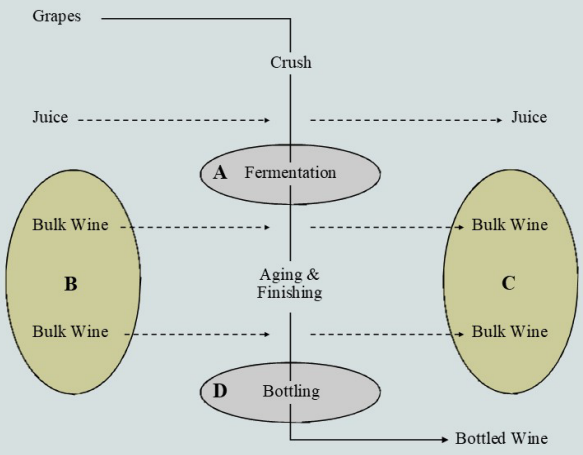


Figure 1. Winery Production Process

[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**).
For reference, please see definitions of "Marketing", and "Tours & Tastings" at Napa County Code §18.08.370 and §18.08.620:

Retail Wine Sales:	☐ Existing	☐ Expanded	☐ Newly Proposed	☐ None
Tours & Tastings – Open to the Public:	☐ Existing			☐ None
Tours & Tastings – By Appointment:	☐ Existing	☐ Expanded	☐ Newly Proposed	☐ None
Food w/ Tours & 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 for On-Site Consumption:	☐ Existing	☐ Expanded	☐ Newly Proposed	☐ None
If food is prepared on-site for daily tours and tastings and/or marketing events, please identify what type of commercial kitchen is being proposed	☐ Low Risk Kitchen	☐ Medium Risk Kitchen	☐ High Risk Kitchen	

Production Capacity *

Please identify the winery's…

Existing permitted annual production capacity:	_____ gallons/ yr	**Entitled per previous permit number:**	_____	**Permit Date:**	_____
Current maximum actual production:	_____ gallons/ yr	**For what year of production?**	_____		
Average of 3-year production:	_____ gallons/ yr	**For what years are the 3-year average?**	_____		
***Proposed* annual production capacity:**	_____ gallons/ yr				

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

Visitation and Hours of 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-Su, 10am-6pm):	_____ existing	_____ proposed
Production days and hours[1]:	_____ existing	_____ proposed

[1] *It is assumed that wineries will operate up to 24 hours per day during harvest.*

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, indoor and outdoor locations/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. For outdoor events, include the distance from the outer boundary of the outdoor event area to the nearest residence that is not part of the project parcel. Differentiate between existing and proposed activities. (Attach additional sheets as necessary.)

On-Site Consumption

If you are requesting On-Site Consumption, please indicate in your site plan where all activities will take place, both indoors and outdoors. For outdoor consumption, include the distance from the outer boundary of the outdoor tasting area to the nearest residence that is not part of the project parcel. Additionally, be sure to include details of the request for onsite consumption in your project description.

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 definition "a.," listed under the definition section on previous page above, and with a dedicated plan sheet in your site plan submittal, please indicate your proposed winery development area. If facility already exists, please differentiate between existing and proposed.

Existing	_____square feet.	_____ acres
Proposed	_____square feet.	_____ acres
Total Amount	_____square feet.	_____ acres
Change	_____square feet.	_____ acres

Winery Coverage. Consistent with definition "b.," listed under the definition section above and with a dedicated plan sheet in your site plan submittal, please indicate your proposed winery coverage (maximum 25% of parcel or 15 acres, whichever is less).

Existing	_____ square feet.	_____ acres	_____ % of parcel
Proposed	_____ square feet.	_____ acres	_____ % of parcel

Production Facility. Consistent with definition "c.," listed under the definition section above and with a dedicated plan sheet in your site plan submittal, please indicate your proposed *production* square footage. If the facility already exists, please differentiate between existing and proposed. Proposed to represent total amount of production square footage for the winery.

Existing _____square feet Proposed _____square feet

Accessory Use. Consistent with definition "d.," listed under definition section above and with a dedicated plan sheet in your site plan 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) Proposed to represent total amount of accessory square footage for the winery.

Existing	_____square feet	_____% of production
Proposed	_____square feet	_____% of production

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:

☐ Type I Cave
No visitors, no tours, no events

☐ Type II Cave
Guided Tours Only

☐ Type III Cave
Public Access, Marketing Events, and/ or Temporary Events

Expanded or New Cave:

☐ Type I Cave
No visitors, no tours, no events

☐ Type II Cave
Guided Tours Only

☐ Type III Cave
Public Access, Marketing Events, and/ or Temporary Events

Please identify the winery's…

Cave Area (Total)	Existing: _____ square feet	Proposed: _____ square feet
Cave Area (Production)	Existing: _____ square feet	Proposed: _____ square feet
Cave Area (Accessory)	Existing: _____ square feet	Proposed: _____ square feet
Covered Crush Pad Area	Existing: _____ square feet	Proposed: _____ square feet
Uncovered Crush Pad Area	Existing: _____ square feet	Proposed: _____ square feet
Cave Spoils Total		Proposed: _____ square feet

Cave Spoils Use ☐ Onsite*
☐ Offsite

*Indicate location of spoils on the site plan.

Planning, Building & Environmental Services
1195 Third Street, Napa, CA 94559 - (707) 253-4417
www.napacounty.gov

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:

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