

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

David Morrison
Director

INSTRUCTIONS FOR COMPLETING APPLICATION FOR GROUNDWATER PERMIT

- 1. Fill out the application form from the Department of Environmental Management entitled "Groundwater Permit Application" (attach additional sheets as needed).
- 2. Fill out the supplemental application form from the Department of Public Works entitled "Phase 1 Study."
- 3. Be sure to include the $8\frac{1}{2}$ " x 11" reproduction of the USGS quad sheet with your parcel outlined on the map (maps are available at the library or at bookends).
- 4. Include a list of all owners (including site and mailing addresses) of real property, including businesses, corporations or other public entities as shown on the latest equalized assessment roll within 300 feet of the outer perimeter of the properties that will utilize the extracted groundwater. In lieu of utilizing the assessment roll, the records of the Napa County Assessor or Tax Collector may be used if they contain information more recent than the assessment roll. **This list must be prepared by a title company, which then certifies the list as being accurate**.
- 5. Return the above information to the Department of Environmental Management with the required fee (see fee schedule for current application fee.)
- 6. REMEMBER, YOU MUST SHOW <u>NO NET INCREASE</u> IN YOUR WATER USE. IF YOU HAVE QUESTIONS CONTACT THIS DEPARTMENT BEFORE PAYING YOUR FEES AND SUBMITTING THIS APPLICATION.