

OFFICE USE ONLY:

Date received: _____

Application Fee: \$650.00

Total fees collected: _____

PERMIT # _____

CITY OF ST. HELENA
NAPA COUNTY, CALIFORNIA
1480 MAIN ST., ST. HELENA, CA 94574
707.968.2659, FAX: 707.963.7748

WELL PERMIT - CONTRACT APPLICATION

WELL LOCATION:

Site Address: _____ City: _____ Zip Code: _____

Assessor's Parcel Number (APN#): _____

APPLICATION INFORMATION:

Name: _____ Day Time Phone: _____

Company: _____ Cell Phone: _____

Mailing Address: _____ City: _____ Zip Code: _____

Email: _____

OWNER INFORMATION:

Name: _____ Day Time Phone: _____

Email: _____ Cell Phone: _____

Mailing Address: _____ City: _____ Zip Code: _____

SUBJECT PROPERTY:

General Plan Designation: _____

Present Zoning District: _____

Flood Zone Designation and Elevation: _____

Distance to Nearest Public Water Main: _____

Water Pressure from Nearest Hydrant Static and Residual: _____

Use of Well (Domestic, Fire, Agricultural): _____

Will this be the only Well on this Parcel? YES NO (if no – identify on site plane): _____

Apply for Exception to City of St. Helena Section Code 13.04.055? YES NO

I hereby agree to comply with all provisions of the City of St. Helena’s Well Ordinance No. 2012-1, and all applicable State of California and local regulations pertaining to well construction, repair, modification and destruction. I also agree to comply with all conditions of the issued permit to include the submittal of post requirement documents and reports. I understand that any modification of the issued permit requires approval by the Director of Public Works. The information contained herein becomes a part of the permit when issued.

SIGNATURE OF AGENT/APPLICANT: _____ DATE: _____

APPROVED BY: _____ DATE: _____

Note: Pursuant to California Government Code 65943, the City has THIRTY (30) days to determine if an application is complete.

CITY OF ST. HELENA
1480 MAIN ST., ST. HELENA, CA 94574

AUTHORIZATION TO OBTAIN PERMITS

Please Print:

I, _____, am the owner of the property located at _____, APN No. _____, Located in the City of St. Helena. The following person(s) in/are authorized to act as my agent for the purpose of applying and/or obtaining building permit(s) or making a Land Use Application on the above cited property:

AGENT/APPLICANT

SIGNATURE

Name

Signature

Address

Date

City, State, Zip Code

OWNER

SIGNATURE

Name

Signature

Address

Date

City, State, Zip Code

IMPORTANT: Attached you will find a directional packet (Engineer's Review of Wells and the Permit Policy), detailing the required backup information, which is mandatory for a final determination of an approved well permit.

Please return this application (with payment and detail backup), to the Public Works Department (1480 Main Street), for the start of the application process.

Thank you!

Engineer's Review of Wells and the Permit Policy

GENERAL

In accordance with the provisions in the City of St. Helena Municipal Code Section, 13.16, the City Engineer may require, as part of the well permit request, the preparation of a study by a qualified hydro geologist, or equivalent professional, to ascertain the potential effects of the proposed well upon existing well based on the Napa Valley floor – St. Helena subarea ground water basin or your existing wells in the immediate vicinity of the subject well.

To BEGIN the process, the applicant will be required to submit a Preliminary Report which will include basic project water use and property information. The Department of Public Works will review this information and determine if established thresholds of water demand will be exceeded, thus resulting in a negative impact on the ground water supply in the vicinity of the project or if an exception can be granted by the City Council. If the thresholds are exceeded, the Department of Public Works will require that a more detailed groundwater study be performed by a hydro geologist, or other qualified professional, to establish actual impact and any necessary mitigation measures.

1) Preliminary Report Submittal – Applicant to Submit

a) Prior to the issuance of the well permit, the applicant is to submit to the Public Works Department, a reconnaissance level Preliminary Report generally describing the application property, purpose of the well permit and any other associated application and proposed projects information. The initial report is to include, at a minimum, the following information:

i) Site Map – showing the following:

- (1) Property boundaries
- (2) Existing proposed building facilities (if any)
- (3) Existing proposed agricultural development (if any)
- (4) Existing and/or proposed public water mains within 1500'
- (5) Adjoining property owner names, addresses and Assessor's Parcel Numbers within 300'
- (6) Adjoining parcels well locations

i. Narrative on the proposed project, including:

- (1) Description of existing and proposed land use
- (2) Acreage of vineyard and agricultural development
- (3) A description of home sites and number of occupants
- (4) Potential for future development

ii. Projected water consumption including:

- (1) Total water requirement in ACRE-FEET per YEAR
- (2) Peak demands and time of year
- (3) Water source and delivery facilities

- (4) For expansions of existing facilities, include records of existing water when available and associated projected water use.
- b) When available, historical water meter data or others similar water use records are to be submitted as part of the Preliminary Report and used by the applicant, when determined appropriate by the Department of Public Works, to calculate water demands for existing facilities and to formulate water demands for proposed facilities expansion.
- c) Acceptable projected water demands for representative uses, when historical data is not available are listed in the table below. Projected water demand values from other sources may be used if approved by the Director of Public Works.

<u>USE</u>	<u>PROJECTED WATER DEMAND</u>
i) Residential:	
(1) Primary residence	.075 Acre-feet/Year
(2) Secondary residence	0.33 Acre-feet/Year
(3) Farm labor dwelling	1.0 Acre-feet/Year
ii) Agricultural:	
(1) Vineyards	1.0 Acre-feet/Year
(2) Irrigated pasture	4.0 Acre-feet/Year
(3) Orchards	4.0 Acre-feet/Year
(4) Livestock (cattle)	0.02 Acre-feet/Year
(5) Livestock (sheep)	0.002 Acre-feet/Year

2) Preliminary Report Review Process

- a) The City Engineer will review the Preliminary Report and the methods used to formulate the water usage figures and may require the submittal of additional data.
- b) If, following a review of the Preliminary information, the City Engineer determines that the potential impact to adjoining wells is limited, the City Engineer may not require the more detailed study.
- c) Acceptable levels of allowable water usage are hereby established for valley floor areas, hillside areas, and historically poor water as outlined in the following table:

ACCEPTABLE Water Usage/Acre Feet/Acre Year

i) Valley Floor	1
ii) Hillside	0.5
iii) Historically poor water areas	0

d) If the Preliminary Report indicates that Water Demands on the subject parcel will exceed the thresholds of acceptable water usage, the City Engineer will require a more detailed study by a hydro geologist or other qualified professional to determine the projects actual effects on the ground water system and provide for mitigation of any resulting negative impacts to the project vicinity groundwater supply.

3) **When filing for an exception to the request for connection to a public water main, the following added info is required:**

a) The following criteria shall be considered by the city council in the evaluation of applications for exceptions to the requirements of this section:

- 1) The proximity of existing public water mains to the subject lot;
- 2) The ability to provide public water to the site at pressures adequate for domestic and emergency purposes by unmechanically augmented municipal systems;
- 3) The likelihood of adjoining lot(s) to develop, and the need for the extension of public water facilities to accommodate such development;
- 4) The potential environmental effects resulting from the installation of public facilities given the physical conditions and improvements present at the site including, but not limited to: slope, soil conditions, tree cover, existing features and structures, etc. which might present constraints to the extension of the public water facilities;
- 5) The physical conditions and improvements present at the site including, but not limited to: slope, soil conditions, tree cover, existing features and structures, etc. which might present significant on-going costs for maintenance of the public facilities;
- 6) The ability to provide public water service to the frontage of adjoining lots(s);
- 7) The adequacy of the proposed private system to provide adequate water flow rates, pressure, and facilities to address domestic and emergency needs as determined by the director of public works and the fire chief;
- 8) The adequacy of the proposed private system to satisfy the requirements of the Napa County Department of Environmental Management.

b) The city council may impose conditions or requirements upon the granting of an application for an exception to the requirements of this section. Said conditions or requirements may include, but shall not be limited to, the following:

- 1) The property owner requesting the exception shall design and install the public water main across the frontage of the subject property including the extension, if any, of the public

facilities from their existing closest point. Appropriate dedication of right-of-way shall be made to accommodate said installation. Said design, installation and dedication shall occur prior to the occupancy of the new development and shall not be subject to reimbursement or other credit by the City of St. Helena. An agreement for reimbursement from private development may be executed.

- 2) A home owners association (HOA) or other entity or binding agreement, acceptable to the city attorney, shall be created and maintained in perpetuity to ensure the long-term maintenance of the common and/or private facilities (wells, water lines, pressure tanks, holding tanks, back flow prevention devices, etc.). The HOA shall maintain a sufficient fund reserve as determined by the director of public works at all times to ensure that maintenance of the private facilities will occur as necessary. Duties and obligations of the HOA shall be stipulated in covenants, codes and restrictions (CC&Rs) which shall govern the private property. The City of St. Helena shall be a party to the CC&Rs, but shall not be responsible for the enforcement of the document.
- 3) The property owner requesting the exception shall record a notice which shall run with the deed on the property, and all subsequent parcels resulting from a subdivision of the property, advising subsequent property owners of the lack of public facilities and of the potential for failure of the private system(s). The deed notice shall further advise successor property owners that the City of St. Helena has no obligation to provide public facilities to the property even in the event of the failure of the private system(s).
- 4) The property owner requesting the exception shall execute and record a hold harmless agreement with the deed of the property, and all subsequent parcels resulting from a subdivision of the property. Said agreement shall relieve the City of St. Helena of any and all liability which might arise from the use and/or failure of the private system(s). Said hold harmless agreement shall be in a form acceptable to the city attorney and shall be recorded prior to occupancy of any new development on the subject lot.