Instructions for filling out the General Permit online enrollment form

Before getting started

1. Make sure you assemble the following information: a) the assessor’s parcel number (APN) for each parcel enrolled; b) the contact information for the “Operator/Responsible Party” (e.g., the vineyard manager); c) the contact information for the property owner(s); and d) the total property acreage (enrolled) and the planted vineyard acreage enrolled. Note: the total property acreage is defined by the total land area of the parcels enrolled.

2. You will find definitions for Operation, Operator/Responsible Party, Farm Plan, other terms used in the form, at the top of both pages of the enrollment form.

3. Please note that the form is structured to make it possible for a vineyard owner or manager to enter the information for multiple properties that they own or manage, all on the same form.

Filling out the form for a single vineyard property

1. Connect to the internet and go to https://geotracker.waterboards.ca.gov/enoi/

2. At the webpage, select “Region 2 – San Francisco Bay” from the drop-down menu.

3. Fill out Section I: Intent to Enroll Operation.

4. After you fill out Section I, go to Section II: Vineyard Properties and click on the text in blue “ADD VINEYARD”, which will take you to the second page of the form.

5. Fill out the Vineyard Property Name at the top of the page.

6. In Section III, select an answer for “Is the vineyard planted?” This question is included because new/proposed vineyards are required to enroll one-year prior to expected date of planting.
   a. If the vineyard is planted, answer YES and go to Section IV.
   b. If you are enrolling a new/proposed vineyard that is not yet planted, answer NO. Then, a date box will appear. While it is not necessary to provide an exact date, please provide the month and year that you expect planting to occur.

7. In Section IV, type the vineyard property address, click the circle next to “Mark the Vineyard Location on an Interactive Map.” Zoom in using the + and – buttons in the top right-hand corner and place the red marker icon ⬇️ at the approximate center of the vineyard property.

8. In Section V, enter the Assessor Parcel Numbers (APN) in groups of 3 numbers separated by hyphens. For example: 123-456-789. Your APN should have 9 or 12 digits. If you have 12 numbers for your APN, please disregard the last three.

When you have finished entering all the APNs, click “VERIFY APNS.” You will find this link below “Assessor Parcel #(#s):” to the left of the textboxes.
   a. If the yellow boxes on the map match your parcel(s), continue to the next part of Section V.
   b. If the yellow boxes on the map do not match your parcel(s), re-type the APNs in the textboxes or click on the map until the correct parcels are highlighted by yellow boxes.
9. **Enter the Landowner Information** in Section V.

10. In Section VI, **enter the name and contact information for the person who should receive correspondence or notices related to the permit.**

11. In Section VII, you can upload maps of your vineyard. This step is optional.

12. In Section VIII, **enter the acreage associated with your vineyard property.** “Acres of Vineyard Property” corresponds to the total area of the parcels enrolled. “Acres Currently Planted in Grapevines” corresponds to the total vineyard acreage enrolled, defined by the perimeter of the planted area (i.e., rows + inter-rows). For example, if you enroll two parcels, one a 60-acre parcel with 10-acres planted, and the second a 40-acre parcel with 25-acres planted, you would fill in 100 acres for “Acres of Vineyard Property” and 35 acres for “Acres Currently Planted in Grapevines.”

13. In Section VIII, indicate whether you think you qualify for Tier 1; only answer yes if you have consulted a Third-Party Program to conclude that you could qualify by December 15 of this year.

14. At the bottom of the page, click **Add this Vineyard Property.** This should return you to the first page of the form.
   a. If you have multiple vineyard properties, go to Section II, and click **Add Vineyard.** Then walk through steps 5-13 again for the additional property.

15. Fill in your name (the person who is submitting the information), click the “I am not a robot” button, and then click the “submit and print” button.

**After filling out the form**

1. You will receive an email from Geotracker@waterboards.ca.gov. Click on the link to verify your email address.

2. Within a few weeks, you should then receive a follow-up email that provides a user name and password for your account in “Geo-tracker.” It is the Water Board database, where the information you entered to enroll (and for the information you provide for the annual report) is stored. Log in with your new username and password to ensure you have access to the account.

   If there are changes to contact information or the acreage enrolled, these changes can be made by logging into your Geo-tracker account.
**IRRIGATED LANDS REGULATORY PROGRAM - NOTICE OF INTENT - OPERATION INFO**

**Operation:** The entity that manages one or more Vineyard Properties.

**Vineyard Property:** a parcel or contiguous parcels under the same ownership, each of which is developed to include a vineyard. As a general matter, each parcel within a vineyard property where 5 acres or more are planted in grapevines is subject to the requirement to enroll.

**Operator/Responsible Party:** The person or entity authorized by the landowner to implement and maintain management measures, practices, and/or infrastructure to achieve applicable performance standards for discharge.

**Farm Plan:** A plan documenting natural features, developed areas, and best management practices implemented to achieve applicable performance standards for discharge.

**Verified Farm Plan:** A Farm Plan is considered “Verified,” when an approved Third-Party Program conducts a technical review of the Farm Plan and concludes that upon full implementation the Vineyard Property would achieve applicable performance standards for discharge.

For more information on the General Waste Discharge Requirements for Vineyard Properties click [here](#).

### Section I: Intent to Enroll Operation

<table>
<thead>
<tr>
<th>Name of Operation:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operator/Responsible Party:</td>
<td>Operation Contact Person:</td>
</tr>
<tr>
<td>Business Mailing Address:</td>
<td>City:</td>
</tr>
<tr>
<td>[ ] ADDRESS IS A RESIDENCE</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Fax Number:</td>
</tr>
</tbody>
</table>

### Section II: Vineyard Properties

<table>
<thead>
<tr>
<th><strong>VINEYARDS ASSOCIATED WITH THIS OPERATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CLICK THE LINK ABOVE TO ADD VINEYARDS TO THIS OPERATION</td>
</tr>
</tbody>
</table>

**Certification**

I certify under penalty of law that I am an authorized representative of the Operation listed above and that this document and all attachments were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. In addition, I certify that the provisions of the General Waste Discharge Requirements will be complied with.

| Submitter Name: | Submittal Date: 4/6/2018 |

After you have provided the required information regarding your operation and vineyard properties you must fill out the reCaptcha to the left and then click the Submit and Print button below to submit the form to the San Francisco Bay Regional Water Quality Control Board. You will then be prompted to electronically sign the document and print it for your records. Additional details are included in the printout.

[Submit and Print]
IRRIGATED LANDS REGULATORY PROGRAM - NOTICE OF INTENT - VINEYARD PROPERTY INFO

NOTE: NAVIGATING AWAY FROM THIS FORM BEFORE CLICKING THE ADD THIS VINEYARD PROPERTY BUTTON MAY CAUSE YOU TO LOSE ALL ENTERED DATA

Operation: The entity that manages one or more Vineyard Properties.

Vineyard Property: a parcel or contiguous parcels under the same ownership, each of which is developed to include a vineyard. As a general matter, each parcel within a vineyard property where 5 acres or more are planted in grapevines is subject to the requirement to enroll.

Operator/Responsible Party: The person or entity authorized by the landowner to implement and maintain management measures, practices, and/or infrastructure to achieve applicable performance standards for discharge.

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For more information on the General Waste Discharge Requirements for Vineyard Properties click here.

Name of Operation:
Vineyard Property Name:

Section III: Vineyard Status

Is this vineyard planted?  ○ YES  ○ NO

Section IV: Vineyard Location

Type in the Vineyard Property address below and click the button to mark the approximate center of the Vineyard Property. If your Vineyard Property does not have an address, enter a nearby address and drag the marker to your Vineyard Property:

Vineyard Address / Location:  
City: napa  
ADDRESS IS A RESIDENCE

Provide Geographic Location of Vineyard

Mark the Vineyard Location on an Interactive Map

CLICK AND DRAG THE 🗺 ICON ON THE MAP TO THE LOCATION OF THIS VINEYARD

Latitude: 38.2975361  
Longitude: -122.28685200000003

Map  Satellite

Google

Map data ©2019 Google Imagery ©2019 TerraMetrics 1 km Terms of Use
Section Y: Landowner Information

Please enter the Assessor Parcel Numbers (APN) in groups of 3 numbers separated by hyphens.
For example: 123-456-789
Your APN should have 9 or 12 digits. If you have 12 numbers for your APN please disregard the last three.

Assessor Parcel # (s):
003-199-014

MANUALLY ENTER PARCEL NUMBERS ABOVE OR CLICK ON THE MAP TO MARK AN APN - CLICK A PARCEL AGAIN TO REMOVE IT

Name of Landowner:

Property Contact Person:

Mailing Address:

City:

State:

Zip:

Phone Number:

Fax Number:

E-mail Address:

Section VI: Vineyard Property Contact

Vineyard Contact Person:

Mailing Address:

City:

State:

Zip:

Phone Number:

Fax Number:

E-mail Address:
THANK YOU FOR YOUR SUBMITTAL
YOUR SUBMITTAL ID IS 1167646110

CLICK HERE IF YOU NEED TO RE-PRINT OUT YOUR COMPLETED FORM

Thank you for submitting your electronic Notice of Intent (eNOI). Please verify that the data on the printed form matches the data entered on the web form and keep a copy for your records. Your enrollment will not be complete until you respond to the email verification. Once your eNOI has been reviewed and accepted you will receive an email with a temporary username and password for the GeoTracker account associated with your operation.

If you have any questions regarding the electronic NOI or need further assistance, please contact Water Board staff at RB2-Vineyards@Waterboards.ca.gov