


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.

- c. Note: if you do not see anything in Section V other than “YOU MUST FIRST ENTER THE VINEYARD ADDRESS / LOCATION INFORMATION AND MARK IT ON THE MAP IN THE SECTION ABOVE BEFORE YOU CAN ENTER LANDOWNER INFORMATION,” scroll up to Section IV and click on the circle next to “Mark the Vineyard Location on an Interactive Map.” This should reload Section V.

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

Name of Operation:

Operator / Responsible Party: Operation Contact Person:

Business Mailing Address: City: State: Zip: ADDRESS IS A RESIDENCE

Phone Number: Fax Number: E-mail Address:

Section II: Vineyard Properties

VINEYARDS ASSOCIATED WITH THIS OPERATION **ADD VINEYARD**


CLICK THE LINK ABOVE TO ADD VINEYARDS TO THIS OPERATION

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:

I'm not a robot



reCAPTCHA
Privacy - Terms

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.

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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:

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:

Longitude:

Map Satellite



Map data ©2019 Google Imagery ©2019 TerraMetrics | 2 km  Terms of Use

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):

VERIFY APNS

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

[AUTOFILL - SAME AS OPERATOR / RESPONSIBLE PARTY](#)

Vineyard Contact Person:

Mailing Address: City: State: Zip:

Phone Number: Fax Number: E-mail Address:

Section VII: Map(s)

VINEYARD MAP(S) - OPTIONAL [UPLOAD VINEYARD MAP\(S\)](#)

NO VINEYARD MAPS HAVE BEEN UPLOADED FOR THIS VINEYARD

Section VIII: Vineyard Characteristics

Acres of the Vineyard Property: (total area of the parcels enrolled)

Acres Currently Planted in Grapevines: (area planted)

New / Additional acres that you plan to plant in grapevines within 1 year:

Do you think that this Vineyard Property qualifies for enrollment under Tier 1? That is, does the property have a verified Farm Plan that has been implemented and which has achieved all applicable performance standards? YES NO

(Please note that in order to qualify for enrollment in Tier 1, you must provide a verification letter - prepared by an approved Third-Party Program - to the Regional Board by December 15.)

Section IX: Group Fee Information - Not Applicable at this Time

Is this Vineyard Property part of a group for the purposes of enrollment? YES NO

[CLICK HERE IF YOU'D LIKE TO SAVE YOUR eNOI AS PARTIALLY COMPLETED TO COME BACK AND COMPLETE AT A LATER TIME](#)

Region 2 - San Francisco Bay

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