United States Department of the Interior

BUREAU OF RECLAMATION
MID-PACIFIC REGION

PUTAH RESOURCE AREA - LAKE BERRYESSA
5520 Knoxville Road
Napa, California 94558

IN REPLY
REFER TO:

INTERIM OPERATIONAL POLICY NO. 12 (Revised)

INTERIM POLICY ON
SITE IMPROVEMENTS AND BUILDING PERMITS

A. Application: This policy applies to areas operated under concession agreements with Reclamation, Putah Resource Area, Lake Berryessa.

B. Authority: This policy is adopted pursuant to Public Law 93-493 which, in part, provides for Reclamation to administer the Federal land and water areas at Lake Berryessa in such a manner that will best provide for public recreational use and enjoyment; and the various concession agreements now in existence as they apply to Reclamation's review and approval of proposed construction activities within resort areas.

C. General Policy Statement: The general purpose of this operation policy is to provide guidance and limitations on the development of personal improvements of long-term sites located within resort areas, promote lake-wide beautification efforts and support the processes to be followed in receiving appropriate resort and Reclamation authorization for the construction of personal improvements, and obtaining necessary Napa County building permits.

D. Definitions:

1. Long-term Site: Any area or portion of land designated or used for the long-term placement (on a month-to-month basis) of one mobile home, travel trailer or modular building used for recreational purposes.

2. Permittee: An occupant or inhabitant of a long-term site used for recreational purposes.

3. Trailer: mobile home, travel trailer or modular building use for recreational purposes

E. Policy:

1. Colors: When repainting or restaining mobile homes, modular buildings and improvements to long-term Sites, the paint or stain shall meet the resort approved colors. Repainting travel trailers are not required, unless otherwise directed by the resort. Once a new concession agreement is signed and approved between the resort and Reclamation, all remaining mobile homes, modular buildings and Long-term Site improvements shall be repainted or restained the resort approved colors, on a date indicated in the resorts new concession agreement or reorganization plan.

2. Textures: All new or used mobile homes or modular buildings brought in or relocated to a Lake Berryessa resort, shall have approved textured siding. Once a new concession agreement is signed, on a date indicated in the resorts concession agreement or reorganization plan, all remaining mobile homes and modular buildings, which DO NOT have approved textured siding and colors, shall be sold outside the resort.

3. Placement of Trailers: When placing a mobile home and travel trailer or modular building at a Lake Berryessa resort, one portion of the floor joists under the Trailer shall not exceed three (3) feet from the ground surface.

4. Decks: All new deck construction will meet minimum Napa County building code requirements (see attached drawing). Furthermore, the size of the deck will be determined based upon the size of the trailer (excluding the tongue and overhangs), the size and configuration of the lot and the presence of trees, embankments, etc. The general policy for the maximum size of a deck is: 12 feet wide by the length of the trailer. If a wrap around deck is requested, it may not encumber more than two sides of the trailer, nor exceed the equivalent maximum square footage of a deck authorized by the size of the trailer. The deck width shall not exceed 12 feet at any given point. Decks shall not be placed any closer then six (6) feet from the neighboring Trailer and improvements or three (3) feet from an established lot line. **Notice: If a new room enclosure is authorized, the total square footage of the room enclosure and deck shall not exceed the length of the trailer times 12 feet and shall meet the resort approved colors.**

No secondary decks or sun platforms shall be authorized. When an existing primary or secondary deck is in need of major repair or replacement, the secondary deck is to be removed without replacement.

5. Awnings: All awnings must be pre-fabricated and certified by the State of California. Each building permit application is to list the State Plan Approval (SPA) number at the time the building permit process is initiated. No awnings are to be hand-made and no authorization is to be given for repairs to or replacement of hand-made awnings. Awnings may only cover the size and dimensions of the deck and shall meet the resort approved colors. Awnings shall not be placed any closer then six (6) feet from the neighboring trailer and improvements, or three (3) feet from an established lot line. No awnings shall be approved for a Long-term Site for boat or car parking areas.

6. Room Enclosures: All deck enclosures are to be pre-fabricated and certified by the State of California. Each building permit application is to list the SPA number at the time the building permit process is initiated, and it must be accepted by the Napa County Conservation Development and Planning Department and shall meet the resort approved colors. Hand-made screened-in rooms may not be constructed, and existing hand-made screened-in rooms may not be replaced or rebuilt. Room enclosures shall not be placed any closer then six (6) feet from the neighboring trailer and improvements, or three (3) feet from an established lot line. The maximum square footage of the room enclosure shall not exceed:

Trailer Length:	10 to 20 feet	20 to 40 feet	40 feet and over
Max. Dimensions:	Length by 12 feet	20 feet by 12 feet	Half length by 12 ft

7. Storage Sheds: Storage sheds can be pre-fabricated or hand-made. A maximum of two sheds of similar type and design with a maximum total area of 100 square feet per site can be constructed. The general policy for the maximum height of a storage shed is eight feet, however, sheds constructed as part of the deck can have a height up to the awning. The design of hand-made sheds will be considered on a case-by-case basis, meet the resort approved colors, and must comply with any established resort criteria approved by Reclamation. Storage sheds shall not be placed any closer then three (3) feet from the neighboring trailer and improvements, or against an established lot line.

8. Fences: New fences of any type are not to be constructed. No authorization is to be given for major repair or replacement of fences. When an existing fence is in need of major repair or replacement, it must be removed from the site, unless constructed and maintained by the resort.

While this general policy should be followed at all times, Reclamation retains the right to modify the policy when taking into consideration health and safety issues, lot size, Reclamation approved resort design concept, etc. Resort and Reclamation approval of permit application drawings do not constitute or represent structural or engineered approval. Rather, approval is given only to the design concept. As may be required, all drawings or plans for construction activities requiring a building permit must be approved by the Napa County Conservation Development and Planning Department and a permit issued.

F. Building Permit Application Process

1. Permittees: Permittees are to consult with the resort concessionaire or designated resort manager to determine whether or not other types of improvements may be made, what code requirements must be met, and whether

resort/Reclamation approval is sufficient or if resort/Reclamation/Napa County approval is required, prior to the commencement of any repair, replacement, or new construction activity.

2. Resort: The resort has first-line responsibility to prepare and review all building permit applications. The building permit application form is to be used in all instances where any construction activities or modifications to a long-term site is to occur, even if a Napa County building permit is not required. The resort should ensure that any construction drawings that are submitted with the permittee's request are clear and concise, and sufficient to meet the Napa County Conservation Development and Planning Department requirements. SPA numbers when required are to be indicated, as well as the contractor's license (if a contractor is being used). If a contractor is being used, the resort may require a copy of the contractor's workman's compensation insurance coverage.

If the resort is agreeable to the request, and the request complies with the above identified criteria for decks, awnings, room enclosures, and storage sheds, the permit request shall be forwarded to Reclamation, with at least one photo-copy of the construction drawings. To ensure that the trailer is registered, a photo-copy of the current registration is to accompany the building permit application.

If the resort is not in support of the permittee's request, the permit application should not be signed nor passed on to Reclamation; Reclamation will not reverse a negative decision by the resort except for health and safety purposes where a clear and present danger exists if the request is not approved. Permittees should be advised that the permit application may take up to two weeks to process. No work is to proceed until the process is complete and, as may be required, a building permit purchased.

3. Reclamation: Once Reclamation receives a building permit application, a visual inspection will be conducted at the site. Using the above listed deck, awning, room enclosure, and storage shed criteria, if applicable, a decision will be made. If Reclamation approves the request, the permit shall be signed and all copies of the construction drawings shall receive a signed approval stamp. If the request is denied, the resort shall be consulted to determine an acceptable alternative.

When the approved permit application is returned to the resort, and if a County permit is required, the person purchasing the permit is to provide the County with photo-copies of the construction drawings which have the signed approval stamp.

G. Other Miscellaneous Criteria

Permittees located in sites without sewer service (dry sites) shall obtain and temporarily connect to their coach a manufactured portable septic tank (PST) meeting all appropriate State and/or County requirements (see attached specifications). After each visit and before leaving the resort, the permittee is to disconnect and dump the PST in a resort provided dumping station.

The above policies become effective August 13, 1996.

APPROVED BY:

(Sgd) Cleve B. Dufer
Acting Park Manager, Putah Resource Area, Lake Berryessa

APPENDIX
Interim Operational Policy 12
Second Revision
August 13, 1996

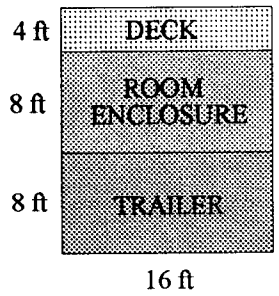
The maximum square footage of the room enclosure shall not exceed:

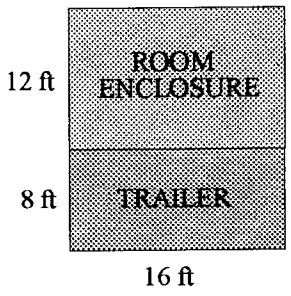
Trailer Length:	10 to 20 feet	20 to 40 feet	40 feet and over
Max. Dimensions:	Length by 12 feet	20 feet by 12 feet	Half length by 12 ft

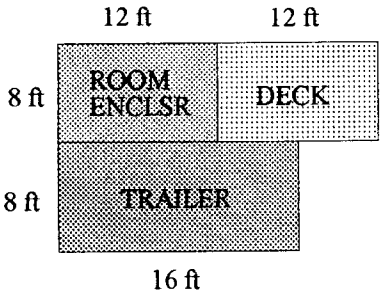
Samples of maximum square footage and dimensions permitted for room enclosures

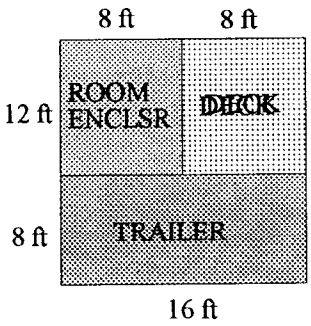
	Enclosure Width		
Trailer Length	**8 ft.**	**10 ft.**	**12 ft.**
15 ft.	8'x 15' - 120 sf	10'x 15' - 150 sf	12'x 15' - 180 sf
20 ft.	8'x 20' - 160 sf	10'x 20' - 200 sf	12'x 20' - 240 sf
30 ft.	8'x 30' - 240 sf	10'x 24' - 240 sf	12'x 20' - 240 sf
40 ft.	8'x 30' - 240 sf	10'x 24' - 240 sf	12'x 20' - 240 sf
50 ft.	8'x 38' - 300 sf	10'x 30' - 300 sf	12'x 25' - 300 sf
60 ft.	8'x 45' - 360 sf	10'x 36' - 360 sf	12'x 30' - 360 sf

Sample configurations for a **16 ft.** traval trailer with full room enclosure and another with a room enclosure and porch:

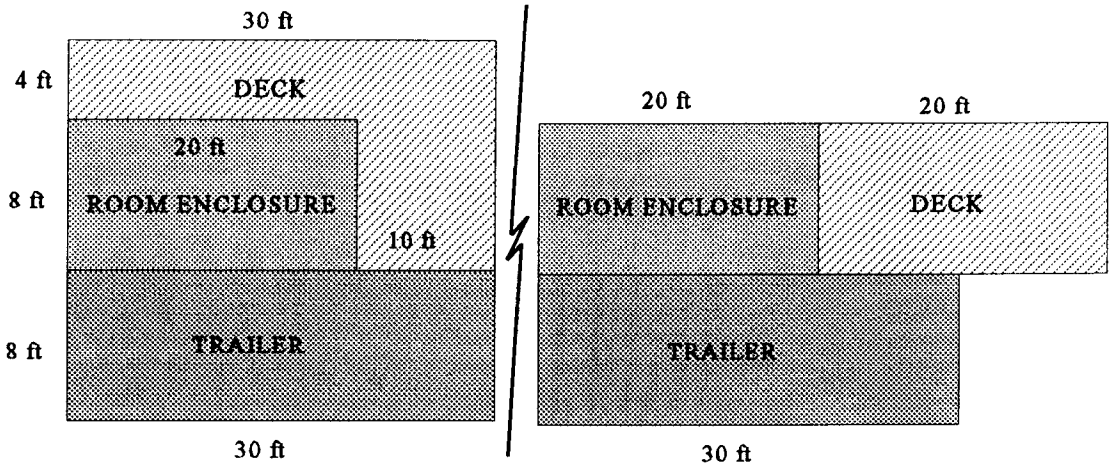




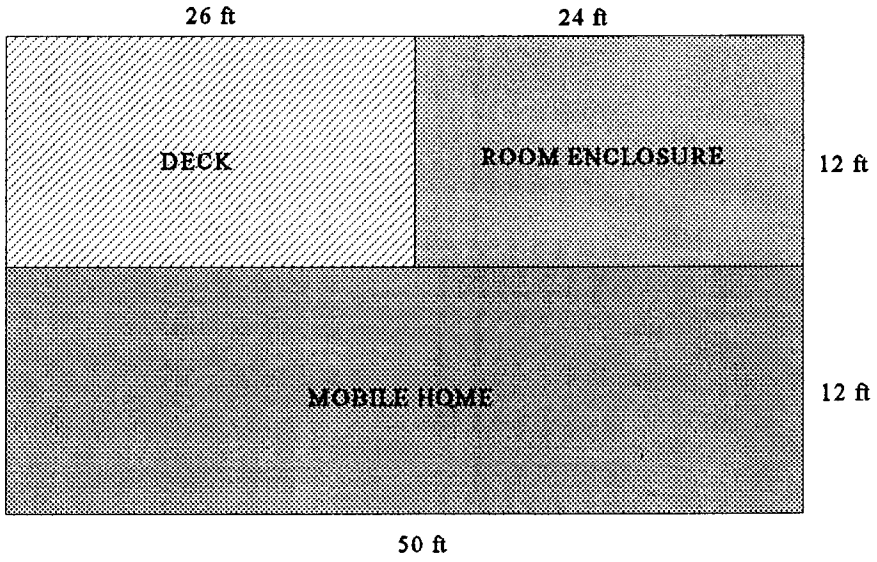
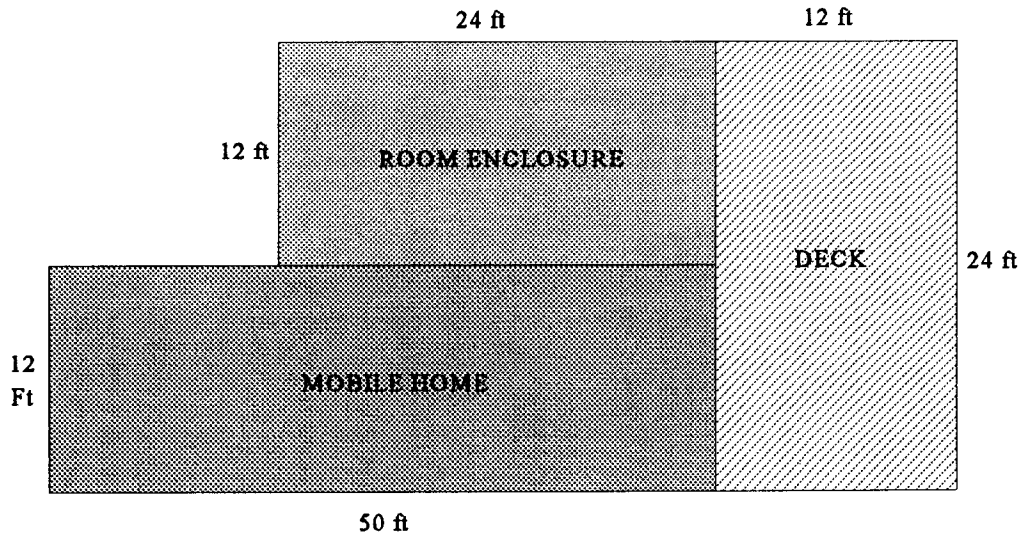
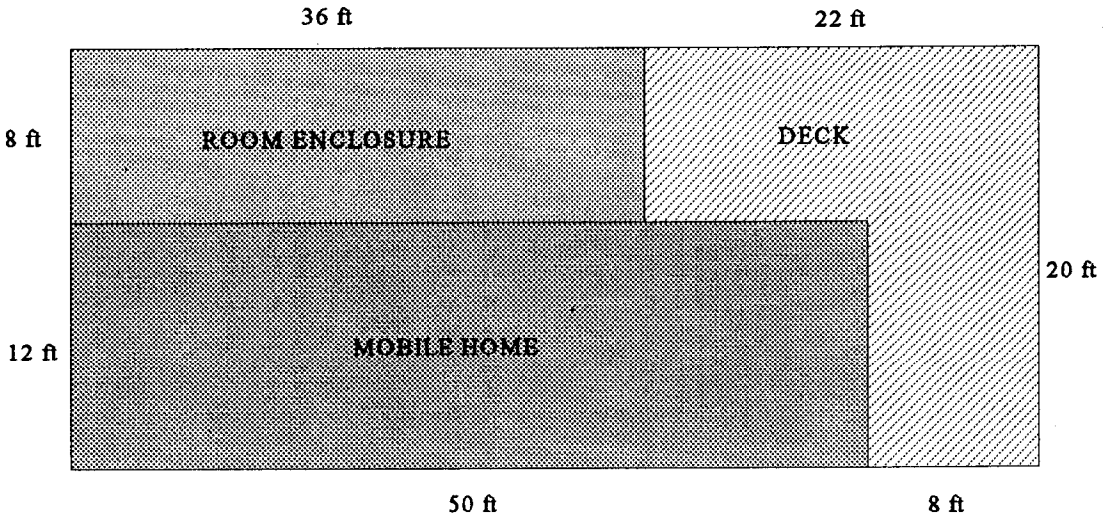




Sample configurations for a **30 ft.** trailer with room enclosure and deck:



Sample configurations for a **50 ft.** mobile home with room enclosure and deck:



Sample configurations for a **50 ft.** mobile home with room enclosure and deck: