

**Community Wildfire Protection Plan Template  
for San Diego County  
Step-by-Step Completion Guide**  
**The San Diego County CWPP Template *must be used by all applicants***

*Use this sheet to help you complete each section of the CWPP template*

**IMPORTANT INFORMATION**

- CWPPs are authorized and defined in Title I of the Healthy Forests Restoration Act (HFRA).
- Title I of the HFRA authorizes the Secretaries of Agriculture and the Interior to expedite the development and implementation of hazardous fuel reduction projects on federal lands managed by the USDA Forest Service and the USDI Bureau of Land Management, when they meet certain conditions. The wildland-urban interface (WUI) is one of the priority areas identified to qualify for review.
- The HFRA also emphasizes the need for federal agencies to work collaboratively with communities in developing hazardous fuel reduction projects, and places priority on treatment areas identified by communities themselves in a CWPP. This collaboration provides communities with a tremendous opportunity to influence where and how federal agencies implement fuel reduction projects on federal lands, as well as how additional federal funds may be distributed for projects on non-federal lands.
- Once approved, a CWPP becomes a public document and may be utilized by a variety of agencies and stakeholders. It may also be posted to the websites of the Fire Safe Council of San Diego County and the California Fire Alliance.
- CWPP document is intended for use as a planning and assessment tool only, utilizing a compilation of community issues/goals and projected fire mitigation strategies. The CWPP is not to be construed as indicative of project “activity” as defined under the California Environmental Quality Act. Additional information is also contained in “The Community Guide to the California Environmental Quality Act”, available at Chapter Three, Projects Subject to CEQA.” Per the Community Guide, Section 3.1.1, “CEQA only applies to public agency decisions to approve, or actions to carry out, a discretionary project.” Any actual project activities meeting this definition of a project activity and undertaken by the CWPP participants or agencies listed shall meet with local, state and federal environmental compliance requirements. For more information regarding environmental compliances, a copy of “The Community guide to CEQA” is available through the Planning and Conservation League Foundation website, <http://www.pclfoundation.org/events/ceqaguide.html> . For the full text of California Environmental Quality Act, go to <http://ceres.ca.gov/ceqa/> .

**APPLYING FOR CWPP AUTHORIZATION**

- 1) **This Template has been created specifically for the San Diego County area; CWPPs must be submitted in this format for consideration/authorization.** Electronic and hard copies of the template are available for those interested in creating a CWPP. For an electronic copy, see the Fire Safe Council of San Diego County’s website, [www.firesafesdcounty.org](http://www.firesafesdcounty.org). To receive a hard copy, contact the Fire Safe Council of San Diego County’s administrative office, 619-562-0096.
- 2) **All draft CWPPs and draft CWPP amendments shall be submitted to the Resource Conservation District of Greater San Diego County (the RCD administers the CWPP program for CAL FIRE) for review/approval by the CWPP Review Committee.** The Review Committee is comprised of representatives from local, state and federal agencies.

- 3) **The CWPP Review Committee reviews all draft CWPPs/amendments.** The Review Committee makes revision recommendations and the draft documents are returned to the sponsors for change. Once requested revisions are finalized by sponsors, the document should be returned to the RCD/FSC for approval by the Review Committee.
- 4) **Final draft CWPPs/amendments should be signed by required agencies and collaborators (see signature page). Sponsors are responsible for obtaining all signatures EXCEPT the final authorizing signature from CAL FIRE.** This prevents sponsors from needing to obtain signatures more than once.
- 5) **The CWPP Review Committee makes final approval recommendations and forwards the approved documents to CAL FIRE for authorization and final signature.** CWPPs will not be considered final, authorized CWPPs until signed authorization is received from the CAL FIRE San Diego Unit Chief.
- 6) **Community Protection & Evacuation Plans are not a part of the CWPP.** If evacuation plans/issues are important to your community, you may reference them, or place the evacuation issues pages in an appendix to the document, but they may not be included within the text of the template. CAL FIRE does not authorize evacuation plans.
- 7) **It is strongly recommended that applicants work with Resource Conservation District of Greater San Diego County's Fire Safe Council staff to complete this document.**
- 8) **The CWPP can be adequately covered in 20 pages and does not require the services of professional consultants to meet the expectations of the CWPP program.**

## CWPP TEMPLATE INSTRUCTIONS

### **Cover/Tracking Page**

- Nothing to complete – this page is for use by the Review Committee

### **Community Identification Page**

- Insert Community name in top box
- Insert Community name in Introductory Paragraph
- Insert short introductory paragraphs describing the community
- Clarify the specific purpose(s) for which you are writing the document

### **Table of Contents Page**

- Insert Community name at the top
- Insert corresponding page numbers for each section *after completion of document*

## Section 1 - Collaboration (mandatory component)

### **A. Communities/Agencies/Fire Safe Councils**

- Insert Community name in A
  - If more space is needed, expand the table provided
  - Use the questions below to help identify collaborators
1. *Who are the agencies/representatives/organizations/businesses/ homeowner's associations/individuals involved in your communities CWPP development process and what are their roles.*
  2. *Who have you invited to meetings and to be involved in the CWPP planning process? Document all meetings and who you spoke with, including agency and stakeholders to prove collaboration.*
  3. *Include the name, address, and phone numbers and email address of the primary contact person(s) as a separate Appendix to this document. This contact info must be updated regularly with the RCD. See Table of Contents page. This separate Appendix will remain confidential and will not be shared, per the Freedom of Information Act and RCD/FSCSDC policies.*
  4. *Retain and include copies of all collaborative meeting documentation (sign-in sheets, agendas, minutes, photos, etc.)*

### **B. Community Overview**

- Insert paragraphs describing the community
  - Use the questions below to help you
1. *Where is your community situated? What public lands are adjacent to your community?*
  2. *What access or evacuation issues do you face? (single ingress/egress, choke points, lack of safe-zones in the event that you are unable to evacuate, etc.)*
  3. *What is the predominant type of vegetation (fuels) in your community? What is the condition of the vegetative fuels? If ignited, would they pose a significant threat to the community?*
  4. *What is the general topography (i.e., slope, aspect, and elevation)? Are there steep slopes? Is your community predominantly in a valley or on the top of a slope or canyon? What are the predominant weather patterns?*
  5. *What has been the fire history in your community over the past 50 years? Assistance with this question may be attained from the County Fire Authority.*

6. *What weather-related issues does your community deal with that affect fire hazards or access (high winds, drought/low rain, snow, etc.)?*

**C. Identification of Community Values at Risk**

- Insert Community name in paragraph
- Include maps in the Appendix as listed in Appendix B of the Table of Contents. The maps will act as a visual aid from which community members can assess and make recommendations. The following maps are to be included at a minimum:
  1. *Area Map - shows overview of your community.*
  2. *Assets at Risk Map – shows inhabited areas and values that could be threatened by wildland fire. Also shows improvements in the community according to the County Assessor. **Note: Values at risk should include infrastructure such as schools, libraries, hospitals, Fire Departments, etc. but not threatened or endangered species.***
  3. *Communities Map – shows main population centers within your community*
  4. *Topographic Map - USGS topographic quad map or topographic contour line map that adequately shows topographic variation in your community – valleys, canyons, flatlands, etc.*
  5. *Fire Threat Map –shows 4 threat classes for your community which includes expected fire frequency and potential fire behavior. Information can be found at <http://frap.cdf.ca.gov>*
  6. *Fire History Map – shows information obtained from the County. Contact Bob Eisele and he will provide this map for you.*
  7. *WUI Zone Map - shows preliminary designation of your community’s federally identified wildland-urban interface (WUI) zones obtained from the CAL FIRE website <http://frap.cdf.ca.gov> - use the State’s definition. You may also define your own WUI that meets the needs of your community.*
  8. *Vegetation Map - shows the vegetation classes within and adjacent to your community. Use Holland 95 classification schema.*

**D. Local Preparedness and Firefighting Capability**

- Insert paragraph(s) describing the following:
  1. *What agency provides response to all fire, medical, and associated emergencies in your community?*
  2. *What agency(s) responds to wildland fires in your community?*

**Section II - Prioritized Fuel Reduction Treatments (mandatory component)** – review and revise every two years or as needed to update issues, priorities, solutions. **Important Note: Keep project descriptions general—this CWPP is to be used as a planning and assessment tool only.** Detailed project descriptions for use with actual project design and implementation may be contained in a separate project activity document and posted to your website or that of the RCD upon request; contact the RCD if you have questions regarding specificity of language. Remember, you need to provide sufficient detail to be of assistance to fire jurisdictions but not so much that you trigger environmental review processes.

- Insert Community name in paragraph

**A. Priorities**

- Insert paragraphs explaining priorities to the community – see examples of projects below:
  - *Conduct brush management projects to reduce fuel loads along selected ingress/egress routes, and homes in the community.*
  - *Map all roads, road markers, and water sources in the communities. Note: This is not an evacuation plan just a listing.*
  - *Measures to reduce structural ignitability*
  - *Note: Weed abatement inspections are conducted by USFS and forced abatements of non-compliant properties is done by the County of San Diego.*

**B. Existing Projects**

- Insert paragraphs describing existing projects currently being worked on by agencies such as USFS, BLM, USFW, CALFIRE, SD County Parks, etc. Identify projects within and adjacent to the community. Many of these projects can be identified through agency representatives who attend your collaborative meetings. See examples of things to include below.
  1. *What projects are currently active within and adjacent to the community? Include agency projects and identify who is responsible for each project.*
  2. *What proposed projects have been approved and are waiting funding?*
  3. *What projects have been proposed and are waiting for approval? These include community driven projects which may/may not be funded.*
  4. *What is the scope of all of the above projects? Include local, County, State, and Federal projects (i.e., dead, dying, and diseased tree removal by the County and Federal Agencies, fuels treatment along roadways, chipping, address number and street signage placement, evacuation modifications to roads, etc.) It is recommended these projects be mapped and tied into current/future projects.*
- For amendments to existing CWPPs, be sure to include an update on previous projects as listed under the original CWPP.

**Section III - Treatment of Structural Ignitability (mandatory component)**

- Insert name of Community, fire jurisdiction and fire safe council in top paragraph
- Insert paragraphs explaining how the community plans to reduce structure ignitability. See information below.
  - A. *How will the projects specified in the **Fuel Reduction** section reduce the ignitability of homes and other structures in the community's WUI?*
    - *What other actions can the community and individuals take to reduce structural ignitability?*
  - B. *What home improvements or modifications can be made to the structure to reduce ignitability?*
    - *List construction enhancements/replacements the community can make using County building and fire code requirements.*
    - *List Class A re-roofing projects through County building and fire code requirements.*
    - *List other home firewise retrofits that can be encouraged including dual pane windows, decking, fence and vent replacements.*
    - *Include list of state approved fire resistant building materials.*
    - *List things such as removing wood and debris from around house, etc.*

## **Section IV - Signature Pages 1 and 2**

**Contact FSCSDC for assistance if needed.**

The submitting FSC is responsible for obtaining signatures on page 1 prior to submitting the new / updated CWPP. This demonstrates consultation and collaboration with local fire agencies.

The CWPP Review Committee may recommend a CWPP for approval, or return a CWPP to the submitting FSC with suggested amendments. Once the Review Committee agrees that the CWPP meets all the requirements, the Chair will sign page 2 to indicate that the Committee recommends the document for approval. The document will then be submitted to the CAL FIRE Unit Chief for final sign-off. Once the document has been signed by the Unit Chief, no additional changes will be allowed. Changes or updates to a CWPP can be made in subsequent years by following the process outlined in this document.

**Required Signatures:** For the document to become an officially approved and authorized CWPP, the following signatures are required:

- Applicant's Responsibility – Signators page 1:
  - President of FSC submitting the CWPP
  - Participating state, local, or tribal fire agency representatives (add or delete as appropriate): Obtain signatures of the relevant agency representatives that participated in drafting or updating your CWPP. The County of San Diego is not a signator to this document, per their request, until further notice. In addition, federal agency representatives are not signators on CWPP documents though they can and should be consulted as a part of writing / updating your CWPP and can be included in section 1.A. Detailed collaboration documentation included in the CWPP will serve to meet the intent of the HFRA, as determined by CAL FIRE.
- RCD's Responsibility – Signators page 2:
  - Chair of CWPP Review Committee – this signature indicates that the Review Committee has reviewed the CWPP and recommend it for approval.
  - CAL FIRE, Unit Chief is the final authorizing signature required to complete and finalize the CWPP. It will not be considered to be an authorized CWPP until this signature has been obtained by the RCD, nor is it deemed a public document until fully authorized. Once this authorization has been completed, the document will be posted by the RCD to the website for public access: [www.firesafesdcounty.org](http://www.firesafesdcounty.org). Hard and electronic copies of final documents are retained in the CAL FIRE Monte Vista offices and the RCD offices. Fire agencies and stakeholders may access all final CWPPs on the Fire Safe Council website as noted above.

## **Section V - Appendix A - List of Reference Documents**

- Insert list of all reference materials/guides, etc. There are many resources and websites available to assist you with the CWPP process. Following is a partial list of resources available.
1. County of San Diego Building Code, available at: <http://www.sandiegocounty.gov/content/sdc/pds/bldg.html>
  2. County of San Diego Consolidated Fire Code (2011), available at: <http://www.sandiegocounty.gov/pds/docs/cosd-fire-code.pdf>
  3. County of San Diego Code of Regulatory Ordinances, Title 6 Health and Sanitation, Division 8. Sewage and Refuse Disposal, Chapter 4. Removal of Combustible Vegetation and Other Flammable Materials (current code).
  4. County of San Diego, Multi-Jurisdictional Hazard Mitigation Plan (2010), available at: <http://www.sandiegocounty.gov/content/dam/sdc/oes/docs/2010-HazMit-Final-August-2010.pdf>
  5. County of San Diego, Fire, Defensible Space and You.... [http://www.sandiegocounty.gov/pds/fire\\_resistant.html](http://www.sandiegocounty.gov/pds/fire_resistant.html)
  6. CAL FIRE Fire and Resource Assessment Program (FRAP) <http://frap.fire.ca.gov> for additional maps, data and documents

7. <http://www.readyforwildfire.org>
8. [www.livingwithfire.com](http://www.livingwithfire.com)
9. [www.firesafecouncil.org](http://www.firesafecouncil.org)
10. [www.firesafesdcounty.org](http://www.firesafesdcounty.org)

**Section V – Appendix B - CWPP meeting tracking documents**

- Insert list of all meetings, dates and attendees held in the planning and writing of the CWPP document

**Section V - Appendix C - Maps**

- Insert all maps listed in the Table of Contents

**Section V - Appendix D, etc. - Amendments**

- Insert future amendments
- Insert community name
- Insert date submitted
- Insert revisions by Section – include only Sections with revisions
- Insert Amendment author's names and contact information
- Insert page numbers in Amendment table of Contents

**Addendum - Author's Contact Information**

Not for inclusion in final CWPP as public document. Not intended for public dissemination.

The following individual gives limited permission to be contacted regarding content of the CWPP by authorized representatives of CAL FIRE, local fire authorities, signatories, or employees of the Resource Conservation District of Greater San Diego County or the Fire Safe Council of San Diego County.

For further questions and explanations about the CWPP process, please contact the Fire Safe Council of San Diego County at 619 562-0096 or [www.firesafesdcounty.org](http://www.firesafesdcounty.org)

This material was produced by the Resource Conservation District of Greater San Diego County in partnership with the San Diego County Fire Safe Council. Funding is provided by a National Fire Plan grant from the Cooperative Fire program of the U.S. Forest Service through the California Fire Safe Council.  
In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.