



A Tradition of Stewardship
A Commitment to Service

PLANNING, BUILDING & ENVIRONMENTAL SERVICES

PLANNING APPLICATION SUBMITTAL

WINERY ADMINISTRATIVE PERMIT PROCESS

APPLICATION REVIEW

- Review conducted by assigned Project Planner, PBES Divisions, other County Departments, & outside agencies
- Check compliance with Section 18.126.065 (Items 1-5)
- Check for Special Notes on Plans to meet COAs
- 30 Day Completeness Determination
- Letter Sent to Applicant

INITIAL APPLICATION OR APPLICATION RE-SUBMITTAL

- Deemed Complete

APPLICATION RE-SUBMITTAL (IF DEEMED INCOMPLETE)

- Applicant Response to Comments within 180 Days or Application may be Abandoned if not received
- Re-Review Conducted
- 30 Day Completeness Determination

CEQA REVIEW & FINAL PROJECT ASSESSMENT

- Meets CEQA Ministerial Test 18.126.065 (Item 5)
- Final Project Assessment (Commence Preparation of Final Letter)
- No Conditions of Approval are Prepared for WADM Permits
- Ensure notes have been provided on Project Plans
- Include any requests for Building, Environmental Health, Grading Permits, etc. are in the body of letter)
- Note in letter which Subsection Applicant is requesting authorization

PROJECT DECISION

- Project Action & Final Approval/Denial Letter Sent to Applicant
- Copy of Letter Sent to GIS, On-BASE, Assessor's Office staff, & posted on PMC.

**Initiate Application for Building/Grading/Environmental Health
Permit Processing for the Approved Project**