

ALCOHOLIC BEVERAGE CONTROL (ABC) STATE LICENSE CLEARANCE (SLC)

The following is a list of documentation required by the Planning Office in order to process your application for Alcoholic Beverage Control (ABC) State License Clearance. Your application will **not** be accepted unless it is signed by the property owner, accompanied by the current filing fee, and includes **all** the pertinent items described below. Following initial distribution and review of submitted materials; additional information may be required. **Questions?** Contact: Planning Office (408) 299-5700.

Checklist of Required Application Materials

The documents listed below are **required** for your application and **must be submitted in electronic form through the County InSite Public Portal**. **Incomplete submittals will not be accepted**. All plans must be legibly drawn to an appropriate scale.

- Site Plans, Floor Plans, Elevations, and Cross-Sections** (showing at least 2 sides with the building height clearly indicated). Submitted site plan must clearly indicate the following proposed or existing improvements:

Planning

- Complete site plans with all property lines and dimensions.
- All existing and proposed structures (including square footage and use) e.g. wine tasting, wine processing/storage)
- Location of indoor/outdoor wine tasting area (if any)
- Proposed parking including handicap parking spaces
- Identify annual number of wine cases per year
- Signs (if any proposed)
- FEMA Flood Zone

DEH

- Location of septic tank and drainfield as proposed or constructed
- Location of public restroom
- Wells (if any)

Fire Marshal

- Construction material type, total square footage, occupancy type to determine water tank size
- Label NFPA 13 fire sprinkler system
- Provide information about water source (name of water provider or on-site well)
- Existing and proposed above-ground water tanks
- Hydrants: Show type (wharf or standard), location of closest available or proposed hydrant(s), and fire flow
- Driveway/access roads (width, vertical clearance, surface type, load-bearing capacity, turning radii, grade, turnarounds, and turnouts).
- Label if the parcel is within the State Response Area (SRA) or the Wildland Urban Interface (WUI).

Roads and Airports

- Access to structure from the road
- Driveway approach

Note: All parcels located within the WUI are to meet Chapter 7A of the CBC. All parcels located within the SRA, or within the Local Response Area (LRA) and the Very High Fire Hazard Severity Zones (VHFHSZ) are to meet PRC-4290.

- Completed (ABC) Supplemental Form**
- Septic System Plan** field checked and signed by Department of Environmental Health (DEH) field office.
If a septic system is existing or proposed, each site must be evaluated by DEH. One copy of the site plan should be field checked, stamped, and signed by DEH field office and then submitted. DEH charges an additional fee for site evaluations.
Contact DEH at (408) 918-3400;
Note that septic system clearance is required prior to submittal of this application.
- Assessor's Parcel Map** (Available at the Assessor's Office-5th Floor, County Government Center).
- Acknowledgements and Agreements Form**, signed by owner or authorized representative.

Additional Application Materials that may be Required

The documents listed below **may or may not** be required for your Alcoholic Beverage Control (ABC) State License Clearance application. **Please consult staff to make an accurate determination.**

- Williamson Act Compatible Use Determination**

If the subject property is restricted by a Williamson Act contract, submit the information required per the handout "Williamson Act Compatible Use Determination" prior to filing the application for Special Permit.

Please Note: If an existing structure is being proposed for winery, a change of occupancy may be required by the Building Department for review and approval to determine compliance with current code requirements