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) 299-5770.

<table>
<thead>
<tr>
<th>Checklist of Required Application Materials</th>
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<td>The documents listed below are required for your Alcoholic Beverage Control (ABC) State License Clearance application. Incomplete submittals will not be accepted.</td>
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- **2 copies of Site Plans, Floor Plans, and Elevations and 1 electronic copy on USB drive** (showing at least 2 sides with the building height clearly indicated).
  - All plans must be legibly drawn to an appropriate scale, sheet size 18” x 24” minimum to 24” x 36” maximum.
  - 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
    - **Fire Marshal**
      - Construction material type
      - Provide information about water source (name of water provider or on-site well)
      - Existing and proposed above-ground water tanks (with capacity)
      - 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).
    - **DEH**
      - Location of septic tank and drainfield as proposed or constructed
      - Location of public restroom
      - Wells (if any)
    - **Roads and Airports**
      - Access to structure from the road
      - Driveway approach

- **1 Acknowledgements and Agreements Form**, signed by owner.
- **1 completed (ABC) Supplemental Form**
- **1 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; South County office at (408) 779-0631.
  - Note that septic system clearance is required prior to submittal of this application.
- **1 Copy of Assessor’s Parcel Map** (Available at the Assessor’s Office-5th Floor, County Government Center).

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<th>Additional Application Materials that may be Required</th>
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- **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.”

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.