

APPEALS

Please note that following the approval of all CDD projects, the action on a project, including the Conditions of Approval, may be appealed. Contact the City Clerk's Office for more information regarding appeal procedures at (530) 795-4910 x100.

TIMING

In each case, the processing time of the project is dependant upon the size and the scale of the project. Typically most public hearing projects require approximately three (3) to four (4) months for Planning approval. For most administratively processed projects, the processing time is 6-8 weeks.

DEPARTMENTS & REVIEW RESPONSIBILITIES

Identified below is a brief summary of the Departments who review your project and provide general comments on your project during the permit review process. Many of these departments will provide project specific comments on your project during the plan check stage of the development review process.

Building Department – Performs technical review of electrical load calculations. Ensures compliance with applicable state and federally mandated building code requirements.

Public Works Department– Ensures water, sewer, and recycled water (if applicable) infrastructure improvements are designed per city standards.

Community Development Department– Ensures compliance with applicable General and Specific Plan policies, Ordinances and Municipal Code requirements and makes recommendations based upon adopted Design Guidelines.

Engineering Department– Ensures that the design and construction of all improvements (including grading, and drainage improvements) are performed to the City Standards.

Fire Department– Ensures compliance with applicable fire codes and department policies.

Housing– Provides information regarding and potential affordable housing obligations required of projects.

NEED ASSISTANCE?

For additional information or specific questions regarding the City of Winters CDD permit review process, please contact the City's CDD at (530) 795-4910 x112.



HELP FOR YOU ON THE WEB

The City of Winters website contains many forms and handouts to help you in planning your project.

Visit us at:

<http://www.cityofwinters.org>



Understanding the Planning & Entitlement Process

If you are planning to develop a new project in the City of Winters, chances are that your project must receive Community Development Department approval before it is submitted for a building permit. This process is referred to as the Entitlement or Permit Review Process. It is performed for the purpose of ensuring that projects comply with all of the City's Ordinances and design standards, as well as for allowing opportunities for public review and comment.

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318 First Street
Winters, CA 95694
530-795-4910 ph
530-795-4935 fax
www.cityofwinters.org



Understanding the Planning & Entitlement Process

WHERE TO START—THE PROCESS

This brochure is designed to be a guide to the Planning & Entitlement process to help save you time and money on your project.

UNDERSTANDING THE REVIEW PROCESS

If you are planning to develop a new project in the City of Winters, chances are that your project must receive Community Development Department (CDD) approval before it is submitted for a building permit. This process is referred to as the Entitlement or Permit Review Process. It is performed for the purpose of ensuring that projects comply with all of the City's Ordinances and design standards, as well as for allowing opportunities for public review and comment.

Examples of projects that are subject to this review process are:

- New non-residential, apartment complexes and major project expansions
- Modifications to existing non-residential projects and apartment complexes
- Tentative Subdivision maps
- Proposed rezones of property
- Accessory structures
- Second dwelling units
- Temporary sales events
- Antennae and communication facilities
- Open air vending carts
- Food service facilities
- Conversions of residences to commercial uses

WHERE TO START

To begin the Permit Review process for the preliminary approval of your project, you start with the City's CDD which is located on the 2nd floor of City Hall, 318 First Street. The CDD is responsible for determining what types of applications your project requires, and then processing those applications. If you are uncertain that your proposed project requires CDD approval, or you don't know what application is needed for your project, please contact the CDD at 530-795-4910 x112 for assistance.

ADMIN. PERMIT PROCESS

The Administrative permit process is used for those types of permits that are more routine in nature and smaller in scale. These Administratively processed projects are handled in a smaller manner as Steps 1 through 7 of the Public Hearing Process (see below). Due to the smaller scale of these projects, the project plans are generally routed to fewer departments and agencies for their review and comment, and they have a shorter time period for review. A notice is sent out called a Notice of Intent that allows adjacent property owners the opportunity to request a public hearing. If no public hearing is requested, then your project is approved by the CDD. If a public hearing is requested, then your project is forwarded to and reviewed by the appropriate approving authority.

PUBLIC HEARING PROCESS

The following is a summary of the eight (8) steps involved with the Public

hearing process:

Step 1– The applicant submits a completed CDD application along with the necessary plans and materials and application fee (e.g. radius list, application fee, etc) as identified on the submittal checklist, to the staff at the CDD. Note: copies of the application, as well as the different application submittal checklists are available at the CDD Counter and on the City's website www.cityofwinters.org, on the CDD Forms page.

Step 2– Upon receipt of a complete application, the CDD routes the project plans and materials to multiple City departments for their review and comment. In some cases due to environmental regulations, the project may also be routed to State and Federal agencies such as the Army Corps of Engineers, U.S. Fish & Wildlife, and California Department of Transportation or others for review and comment.

Step 3– Within 30 days of submitting your application, the CDD holds a project evaluation meeting with multiple City departments to discuss the project's site/design issues. The applicant, the applicant's engineer, and the applicant's architect may attend this meeting as well. At the meeting, city staff provides written comments from each department (engineering, building, etc) on the project as well as a draft set of recommended conditions of approval. In some cases, the written comments require modifications to the project plans. Note: administratively processed permits generally do not require an evaluation meeting.

Step 4– If following the meeting the project is modified, the applicant is responsible for responding to each department's comments and making sure that each department's comments are adequately addressed before submitting revised plans.

Step 5– Within thirty days (30) of receiving the City's written comments on the project, the applicant submits revised plans to the

CDD for redistribution to the applicable Departments for their review and finalization of the project Conditions of Approval. The City has thirty (30) days to determine whether the application as amended is complete.

Step 6– Once all departments have reviewed the revised project plans, CDD staff prepares final Conditions of Approval. These Conditions of Approval are included within the CDD staff report that is forwarded to the approving authority for their review and consideration. At this step, the CDD also prepares the necessary environmental documentation for the project.

Step 7– The Community Development Department will prepare a Public hearing notice for the project (this notice will include the environmental determination). The public hearing notice is sent to property owners within a 300 foot radius of the project and to the Winters Express for publication. At the same time, the Community Development Department staff is preparing and finalizing your project's staff report. Please note, your staff report may include recommendations relating to any outstanding design and/or site issues not fully addressed on the project plans. This staff report is then forwarded to the approving authority for their review and consideration.

Step 8– At the Public Hearing, testimony is heard on the project and the approving authority takes final action on the project. The final Conditions of Approval are provided in the Community Development Department's "Notice to applicant" which is mailed out to the applicant the day following the hearing. Note: Permits for new development that include land use and/or zoning issues such as: General Plan Amendments, Rezone and/or Development Agreement Amendments, require three public hearings (one Planning Commission meeting and two City Council meetings). In these cases, the City Council is the final approving authority.