

# Application Processing Summary

In early 2019, the State Water Board's Division of Water Rights Permitting Program released a new compilation of data called the **Application Processing Summary**, to provide status updates on pending water right applications. Parties who may find this information of interest include water right applicants; their agents and consultants; responsible agencies involved in water rights permitting such as California Department of Fish and Wildlife; parties who have protested a pending application; and other interested parties to a particular project.

The following information is shown:

- **Record ID**  
This is the project identifier used by the Division of Water Rights (format: A0XXXXX).
- **Primary Owner**  
The name of primary party that is seeking the water right permit.
- **Watershed Name**  
This gives a general indication of the geographic area of the project, using the United States Geological Survey hydrologic unit code (HUC) system. HUC8 maps the subbasin level, analogous to medium-sized river basins.
- **Staff Contact**  
The name of the assigned lead staff person for the application. Please call (916) 341-5300 if you would like to contact Division staff.
- **Date of Last Update**  
The date the application milestone status was assessed by the lead staff.
- **Application Status.** The overall status is designated as:
  - Active (in processing, not on hold);
  - Hold (B) – on hold per request of the Board;
  - Hold (A) – on hold per request of applicant; or
  - Hold (R) – on hold due to lack of Board staff resources.
  - Complete – A decision on the application has been made so that it is no longer pending.
- **Date Received**  
This was the date the application was received by the Division of Water Rights.
- Information on **Initial Review; Public Notice; Protest Resolution; Water Availability; Public Trust** processing milestones.  
Status options consist of:
  - Not Started;
  - Active (B) – the Process is with the Board staff for action;
  - Active (A) - the Process is with the Applicant for action; or
  - Completed.

For more information on these milestones, please see the overview of the application process on the [Applications](#) website. Water right applications typically take many years to complete. Certain milestones, such as consideration of Public Trust resources, may occur throughout the permitting process, rather than as a discrete milestone. In general, efforts to consider public trust intensify in synch with water availability analysis and preparation of the CEQA environmental document, if applicable.

While this Summary attempts to assess status accurately, parties should be aware that milestones marked as complete may require additional efforts prior to final action. For example, the underlying assumptions in the analysis may change; new methodologies may be required, such as in a Policy or by law or regulation; and/or a project

applicant may modify their project such that the existing documentation no longer accurately reflects the project requested.

- Information on **CEQA** processing milestone. This category includes processing under the California Environmental Quality Act (CEQA), including:
  - **CEQA Lead** include:
    - Applicant; Board; or Other.
  - **CEQA Process** include:
    - Not Determined (where the CEQA pathway has not yet been determined, or project has changed, and pathway needs to be re-evaluated);
    - Environmental Document (such as Initial Study/Negative Declaration or Mitigated Negative Declaration, or Environmental Impact Report);
    - Exemption (where a preliminary determination by board staff is that an exemption may be appropriate, note that final board decision on exemption occurs at time of permitting).
  - **CEQA Status** include:
    - Not Started;
    - Active (B) – the Process is with the Board staff for action;
    - Active (A) - the Process is with the Applicant for action; or
    - Completed.
- Information on **Final Decision** milestone. Status include:
  - Not Started;
  - Active (B) – the Process is with the Board staff for action; or
  - Active (A) - the Process is with the Applicant for action.

To clarify, Final Decision does not indicate final action has been taken, rather that the project is at the final stage of processing. This generally commences when all other process categories are completed or are near completion. Note that there is no option for 'Completed', as the application will be removed from the application processing summary management report once the Final Decision process is completed (e.g. permit is issued).

### **Is the Summary in real time? How often will the Board update the Tracker?**

The Summary shows a snap shot of project status on the date the assigned staff conducted his or her update. Project status is constantly changing. The Board anticipates updating the Tracker several times per year. If you feel the information reported on your project is incorrect, please contact your assigned lead staff to discuss. Any updates based on applicant requests will be made as part of the next update cycle.

### **How does the new Application Processing Summary differ from the Board's annual report Summary of Pending Applications to Appropriate Water in the Counties of Marin, Napa, Sonoma, Mendocino and Humboldt?**

Pursuant to Water Code section 1259.2, the Board, on an annual basis, prepares a report on the status of applications in a five county area of the north coast. The [1259.2 Report](#) provides a summary of actions taken in the previous year, actions anticipated in the coming year, and proposed action date. It is different than the Application Status Tracker in that it: 1) is limited to a 5-county area and 2) focuses on last year's actions and next years planned actions (rather than on the overall status of project milestones).

### **How can I find out more about the water rights application process?**

A good place to start is to review our [Applications](#) website.