CANNABIS APPLICATION CHECKLIST

1. SUBMITTAL MATERIALS: PLEASE SUBMIT TO THE DEPARTMENT OF PLANNING AND BUILDING SERVICES (PBS)
   - 1 copy of the fully completed ‘Application for Cannabis Cultivation’
   - 1 copy of the fully complete ‘Cultivation Site & Project Description Questionnaire’
   - 1 copy of the Site Plan (see attached example)
   - 1 copy of Indemnification Agreement
   - 1 copy of Certification and Site View Authorization/Agent Authorization/Mail Direction form
   - Proof of the applicant’s legal interest in all property upon which work is to be performed. Proof can be in the form of a current tax statement, title report, lease agreement, or other documents showing legal interest to apply for the permit and comply with all conditions of approval. All holders or owners of any other interest of record in the affected property shall be identified on the application and notified in writing of the permit application by the applicant and invited to join as co-applicant.
   - Cannabis Permit Number received from Department of Agriculture with cultivation application submittal.
   - AG
   - $75.00 check made payable to “Sonoma State University” OR Archaeological Survey

   If applicable:
   - CalFire clearance (required for permit review if applicable)
   - Statement, Permit, License, or Registration of Water Diversion from the California Water Resources Control Board
   - Copy of Notice of Intent and Monitoring Self-certification from the North Coast Regional Water Quality Control Board
   - Copy of notification to California Dept. of Fish and Wildlife and subsequent Streambed Alteration Permit
     - IF project should have impacts on any bed or bank of a stream or other water course, such as grading or terracing
   - County well permit
     - IF source of water is a well
   - Board of Equalization Seller’s Permit
     - IF intending to sell directly to qualified patients or primary caregivers
   - Clean Water Act Sec. 404 Permit from Army Corps of Engineers and North Coast Regional Water Quality Control Board
     - IF working in any Waters of the United States
   - State Water Resources Control Board General Permit for Discharges of Storm Water Associated with Construction Activity Construction General Permit Order 2009-0009 DWQ
     - IF disturbing one (1) or more acres of soil during this project or any total disturbance of multiple projects

FILING FEE

- Check with a planner prior to submitting the application for the current fee. All fees are collected by the Department of Planning and Building Services. Checks should be made payable to Mendocino County with the exception of the Sonoma State University’s fee, which should be on a separate check payable to Sonoma State University.
- The Department of Fish and Wildlife collects a fee for filing the Notice of Determination upon project approval. Assembly Bill 3158 requires the fee be paid for every project that the County adopts and Environmental Impact Report, Mitigated Negative Declaration, or Negative Declaration pursuant to the California Environmental Quality Act. This fee is updated annually by the Department of Fish and Wildlife; please verify the current fee with PBS.

NOTES

Any application not meeting the above criteria will be considered INCOMPLETE and will be placed on hold until the appropriate documentation is provided. Illegible maps and incomplete responses to the questionnaire will also delay project review.

***INFORMATION PROVIDED ON PERMIT APPLICATIONS BECOMES PART OF A PUBLIC RECORD***
IMPORTANT FACTS FOR ADMINISTRATIVE PERMIT APPLICATIONS

1. Administrative Permits typically do not require a public hearing. However, PBS may require one in certain cases.
2. Administrative Permits may be ‘approved’, ‘approved w/ conditions’, or ‘denied’ if it cannot conform to the necessary requirements.
3. The permit is heard by the Zoning Administrator, whose action is final unless appealed to the Board of Supervisors within 10 days.
4. The validity of the Administrative Permit is typically 1 – 2 years, but an expiration date will be provided by the Zoning Administrator.
5. The expiration of the Administrative Permit may be extended by the administering agency (PBS). Failure to extend expiration will result in the Administrative Permit becoming null and void.

IMPORTANT FACTS FOR USE PERMIT APPLICATIONS

1. After preliminary review, your application will be schedule for a public hearing with the Planning Commission or Zoning Administrator. Generally speaking, more complex or controversial applications are heard by the Planning Commission, while simpler and more routine applications are heard by the Zoning Administrator.
2. A copy of the public notice, staff report, and agenda will be mailed to you prior to the public hearing. The staff report on your project will include the project recommendations and conditions of approval.
3. Public notice of hearings on your application will be published in local newspapers.
4. Owners of adjoining property will be notified of the proposal.
5. An environmental review will be conducted to examine the potential environmental effects of your proposal.
6. The applicant, or a representative, must attend the public hearing.
7. At the public hearing, members of the public will have the opportunity to express positive or negative comments regarding your application.
8. Action by the Planning Commission is final unless appealed to the Board of Supervisors.
9. Appeals to the Board of Supervisors must be submitted in writing to the Clerk of the Board within 10 calendar days of the Planning Commission’s decision. The appeal must be accompanied by the applicable fee. Following your appeal, the Board of Supervisors will hold a public hearing. You will be notified by mail of the time and place of you appeal.

***INFORMATION PROVIDED ON PERMIT APPLICATIONS BECOMES PART OF A PUBLIC RECORD***
Application for Cannabis – Use Permit / Administrative Permit

What type of Review Permit is required?

ADMINISTRATIVE PERMIT (AP)
- Expansion
- Forego RR:10 Housing Requirement
- C-A (cottage indoor; up to 500 ft²)
- Setback Reduction (Phases II and III only)

USE PERMIT (UP)
- C-A (cottage indoor; between 501 ft² and 2,500 ft²)

APPLICANT(S)
Name: ____________________________ Phone: ____________________________
Mailing Address: ____________________________
City: ____________________________ State/Zip: ____________________________ email: ____________________________

PROPERTY OWNER
Name: ____________________________ Phone: ____________________________
Mailing Address: ____________________________
City: ____________________________ State/Zip: ____________________________ email: ____________________________

AGENT
Name: ____________________________ Phone: ____________________________
Mailing Address: ____________________________
City: ____________________________ State/Zip: ____________________________ email: ____________________________
Parcel Size: ____________________________ acres
Address of Property: ____________________________
Assessor Parcel Number(s): ____________________________

TYPE OF CULTIVATION PERMIT:

<table>
<thead>
<tr>
<th>Size</th>
<th>Type of Permit</th>
<th>OUTDOOR</th>
<th>INDOOR</th>
<th>MIXED LIGHT</th>
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<tr>
<td>Small: (≤2500 ft²)</td>
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<td>□ C-A (≤500 ft²)</td>
<td>□ C-B</td>
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<td>Medium: (2501 – 5000 ft²)</td>
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<td>□ 1-A</td>
<td>□ 1-B</td>
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<td>Large: (5001 – 10,000 ft²)</td>
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<td>□ 2-A</td>
<td>□ 2-B</td>
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<td>Nursery: (≤22,000 ft²)</td>
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</table>

I certify that the information submitted with this application is true and accurate. I have attached the Consent of Landowner form because I am not the property owner of the parcel on which the cultivation site is located.

Signature of Applicant/Agent ____________________________ Date ____________________________
Signature of Owner ____________________________ Date ____________________________
# CULTIVATION SITE & PROJECT DESCRIPTION QUESTIONNAIRE

1. Does the proposed cultivation site meet the following setbacks?  
   - 1,000 feet from all youth-oriented facilities, schools, parks, churches, or residential treatment facilities.  
   - 
   - **FOR OUTDOOR AND MIXED LIGHT CULTIVATION SITES**  
     - 100 feet from any legal residential structure located on a separate legal parcel.  
     - 50 feet from any adjoining legal parcel under separate ownership.  
     - If in mobile home park, 100 feet from an occupied mobile home under separate ownership.  
   - 
   - **FOR INDOOR CULTIVATION SITES**  
     - Any building property line setbacks.  

2. If expansion, what is the original size of the cultivation site? ______________ square feet  
   
   What is the expanded size of the cultivation site? ______________ square feet  
   
   Not an expansion.

3. Please describe the project; include the reason for seeking this permit and activities associated with that reason.  
   
   
   
   
   
   
   

4. Is the cultivation site visible from any public right of way or publically traveled private road?  
   - YES  
   - NO

5. Please describe the project site. Include improvements such as structures, wells, septic systems, grading, vegetation removal, roads, etc.  
   
   
   
   
   
   
   

6. Will the development of the proposed cultivation site be phased?  
   - YES  
   - NO  
   
   If YES, please describe the phases briefly.  
   
   
   
   
   

7. How will you dispose of hazardous, natural (trimmings), or other (plastics) materials from the cultivation site?  
   
   
   
   
   
   
   

8. Have you constructed in the past, are constructing, or plan to construct any roads? Grading?  □ YES □ NO

   If YES, please complete the following:
   A. Amount of cut: ___________________ cubic yards
   B. Amount of fill: ___________________ cubic yards
   C. Maximum height of cut slope: __________ feet
   D. Maximum height of fill slope: __________ feet
   E. Amount being imported/exported: __________ cubic yards
   F. Location of borrow/disposal: □ ON-SITE □ OFF-SITE

9. In order to develop the proposed cultivation site, will it be necessary to:

   A. Remove oak species or commercial tree species? YES NO
   B. Make substantial changes in terrain?□ □
   C. Connect to existing water district?□ □
   D. Connect to existing sewer district?□ □
   E. Install a septic system?□ □
   F. Connect to existing septic system?□ □
   G. Install an individual well?□ □
   H. OTHER (Explain)? __________________________

10. Please provide an inventory of the structures on the property. If additional space is needed, please provide a separate sheet. Please note improvements may be subject to permit requirements. Please include size of structures.

   1. ______________________________________
   2. ______________________________________
   3. ______________________________________
   4. ______________________________________
   5. ______________________________________
   6. ______________________________________
   7. ______________________________________
   8. ______________________________________
   9. ______________________________________
   10. _____________________________________

11. Are there any contiguous properties and/or projects (unrelated to cannabis) under your ownership? □ YES □ NO

12. Will the proposed cultivation site convert land currently or previously used for agriculture? □ YES □ NO

   If YES, how much land is being converted? ____________ ( ft² / acres)

13. Will there be any security lighting? □ YES □ NO If YES, will the light be cast downward? □ YES □ NO

14. Will the proposed cultivation site require the construction of a pond OR will it involve diking, filling, or dredging?

   □ NO
   □ YES, the project will involve: □ Construction of a pond - a total of ____________ cubic yards will be moved
   □ Diking - a total of ____________ cubic yards will be moved
   □ Filling - a total of ____________ cubic yards will be moved
   □ Dredging - a total of ____________ cubic yards will be moved
15. Briefly describe the surrounding properties including vegetation, animals, structures, and/or cultural/historic assets.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

16. Please indicate the surrounding land uses.

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<th>NORTH</th>
<th>EAST</th>
<th>SOUTH</th>
<th>WEST</th>
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<td>Commercial/Industrial</td>
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<tr>
<td>Institutional/Timberland</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

17. Utilities will be supplied to the site as follows:

A. Electricity
   - [ ] Utility Company (existing)
   - [ ] Utility Company (planned)
   - [ ] On-Site Generation – Specify ______________________

B. Gas
   - [ ] Utility Company (existing)
   - [ ] Utility Company (planned)
   - [ ] On-Site Generation – Specify ______________________
   - [ ] None

C. Water
   - [ ] Community water system – Specify supplier ________
   - [ ] Well
   - [ ] Spring
   - [ ] Pond
   - [ ] Other – Specify ______________________

D. Sewage
   - [ ] Community sewage system – Specify supplier ________
   - [ ] Septic Tank
   - [ ] Other – Specify ______________________

18. Will you have employees?  [ ] YES  [ ] NO

   If YES, how many employees will you have? _______
   If employees are residing onsite, please indicate the structure they will be residing.

19. Will there be any processing of cannabis on site (trimming, leaf removal, curing, drying, etc)?  [ ] YES  [ ] NO

20. If you answered YES to the previous question (19), please describe the activities.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

21. Please provide driving directions to the cultivation site using identifiable landmarks (streets, mile posts, mailboxes).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I certify that the information submitted with this application is true and accurate:

Signature of Applicant/Agent __________________________ Date _______ Signature of Owner __________________________ Date _______
AUTHORIZATION OF AGENT

1. I hereby authorize ___________________________ to act as my representative and to bind me in all matters concerning this application.

Owner ___________________________ Date ___________________________

CERTIFICATION AND SITE VIEW AUTHORIZATION

1. I hereby certify that I have read this completed application and that, to the best of my knowledge, the information in this application, and all attached appendices and exhibits, is complete and correct. I understand that the failure to provide any requested information or any misstatements submitted in support of the application shall be grounds for either refusing to accept this application, for denying the permit, for suspending or revoking a permit issued on the basis of such misrepresentations, or for seeking of such further relief as may seem proper to the county.

2. I hereby grant permission for County, Planning and Building Services staff, and hearing bodies to enter upon and site view the premises for which this application is made in order to obtain information necessary for the preparation of required reports and render its decision.

Owner/Authorized Agent ___________________________ Date ___________________________

INDEMNIFICATION AND HOLD HARMLESS

ORDINANCE NO. 3780, adopted by the Board of Supervisors on June 4, 1991, requires applicants for discretionary land use approvals, to sign the following Indemnification Agreement. Failure to sign this agreement will result in the application being considered incomplete and withheld from further processing.

INDEMNIFICATION AGREEMENT

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the County of Mendocino, its agents, officers, attorneys, employees, boards and commissions, as more particularly set forth in Mendocino County Code Section 1.04.120, from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or adoption of the environmental document which accompanies it. The indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent, passive or active negligence on the part of the County, its agents, officers, attorneys, employees, boards and commissions.

1. I, ___________________________, hereby agree to the above Indemnification Agreement.

(Print Name)

Owner/Authorized Agent ___________________________ Date ___________________________

To facilitate proper handling of this application, please indicate the names and mailing addresses of individuals to whom you wish correspondence mailed to if different from those identified on the Application for Cannabis Cultivation page.

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
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<tbody>
<tr>
<td>Mailing Address</td>
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# PLANNING & BUILDING SERVICES REVIEW TABLES 1 + 2

## TABLE 1

Table 1 shows the zoning requirements for EXISTING CULTIVATION (Permitting begins 05/04/2017)

<table>
<thead>
<tr>
<th>MCCO Permit Type</th>
<th>C Small Outdoor</th>
<th>C-A Small Indoor, Artificial Light</th>
<th>C-B Small Mixed Light</th>
<th>1 Medium Outdoor</th>
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<th>2 Large Outdoor</th>
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<th>2-B Large Mixed Light</th>
<th>4 Nursery</th>
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<tr>
<td>Min Parcel Area (ac)</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
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<td>Cultivation Area Limit (sf)</td>
<td>2,500</td>
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<td>501 - 2,500</td>
<td>2,500</td>
<td>2,501-5,000</td>
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</table>

-- = Not Allowed, ZC = Zoning Clearance, AP = Administrative Permit, UP = Minor Use Permit
* Parcels in the RR-5 zoning district must have a minimum parcel size of five (5) acres.

** Existing cultivation sites in the FL, TPZ and RL zoning districts are permitted subject to limitations of this section. Expansion of existing cultivation sites in the FL, TPZ and RL zoning districts is permitted, subject to the issuance of an Administrative Permit.

## TABLE 2

Table 2 shows the zoning requirements for NEW CULTIVATION (Permitting begins 01/01/2020)

<table>
<thead>
<tr>
<th>MCCO Permit Type</th>
<th>C Small Outdoor</th>
<th>C-A Small Indoor, Artificial Light</th>
<th>C-B Small Mixed Light</th>
<th>1 Medium Outdoor</th>
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<td>Min Parcel Area (ac)</td>
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* Parcels in the RR-5 zoning district must have a minimum parcel size of five (5) acres.
CANNABIS CULTIVATION SITE PLAN REQUIREMENTS

Your application for a cultivation permit must include an 8½" x 11" site plan. The information shown on the site plan should be legible, drawn to scale and must show the following:

1. Property owner's name, property address and Assessor's Parcel Number(s) (APNs)
2. Applicant(s) name
3. Property site address
4. Assessor's Parcel Number
5. Legal parcel configuration clearly shown with all property boundaries, dimensions and acreage.
6. Scale (if applicable)
7. Grow site location, size of area with distance to property lines. Noted whether indoor/outdoor
8. North arrow

Roadways
9. Adjacent streets, both public and private, and any access easements.
10. Distance from the centerline of any public or private roadway to property line.
11. Driveways, parking and loading areas, including the size of parking spaces and setbacks from property.
12. Access to site from nearest public road.

Structures
13. All existing structures clearly labeled with use and distance from property line.
14. Proposed structure or additions (if applicable), clearly labeled with use and distance to property lines.
15. Location of any occupied residential structure located on a separate legal parcel with distance noted to grow site.
16. Fences and retaining walls (indicated height and material).

Utilities
17. Utility lines and public utility easements (power, water, sewer, etc).

On-Site Septic
18. Existing and proposed septic systems and leach field areas, including replacement field.

Water Source(s)
19. Water wells with distances to any structures, septic systems and property lines.
20. Water storage tanks (include size) and distance to property lines.
21. Springs, ponds, rainwater catchment and any other water source not stated.

Site/Habitat Conditions
22. Lakes and streams, to be identified with names if appropriate.
23. Flood Plain/Flood Way (if applicable)
24. Woodland area
25. Wetland/riparian area
26. Hedgerows
27. Ground disturbance area

Site plans which WILL NOT be acceptable:
- Copies from the CALFIRE application
- Portions of larger, scaled site plans. (Must show entire boundary of parcel)
- Copies of site plans previously used with approval signatures from previous building permits.
- Copies of previously used site plans with "white out" areas.

NOTE: Upon submission and review, staff may request more information before processing the application.

FAILURE TO INCLUDE ANY OF THE REQUIRED INFORMATION MAY RESULT IN THE REJECTION OF YOUR APPLICATION AND THE DELAY OF PROCESSING YOUR PERMIT APPLICATION, OR INVALIDATE YOUR APPROVED PERMIT.