



CANNABIS APPLICATION CHECKLIST

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.



Department of
Planning and Building
Services

Case No:	_____
CalFire No:	_____
Cultivation No:	_____
Fee:	_____
Receipt No:	_____
Received By:	_____
Date Filed:	_____
<i>Office use only</i>	

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 500ft²) 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:

Size ↓	Type of Permit →	OUTDOOR	INDOOR	MIXED LIGHT
Small: (≤2500 ft ²)		<input type="checkbox"/> C	<input type="checkbox"/> C-A (≤500 ft ²) <input type="checkbox"/> C-A (501 – 2500 ft ²)	<input type="checkbox"/> C-B
Medium: (2501 – 5000 ft ²)		<input type="checkbox"/> 1	<input type="checkbox"/> 1-A	<input type="checkbox"/> 1-B
Large: (5001 – 10,000 ft ²)		<input type="checkbox"/> 2	<input type="checkbox"/> 2-A	<input type="checkbox"/> 2-B
Nursery: (≤22,000 ft ²)		<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4

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? YES NO

- 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:

- | | YES | NO |
|---|--------------------------|--------------------------|
| A. Remove oak species or commercial tree species? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Make substantial changes in terrain? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Connect to existing water district? | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Connect to existing sewer district? | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Install a septic system? | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Connect to existing septic system? | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Install an individual well? | <input type="checkbox"/> | <input type="checkbox"/> |

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.

	NORTH	EAST	SOUTH	WEST
Vacant				
Residential/Agricultural				
Commercial/Industrial				
Institutional/Timberland				
Other				

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.

Name	Name	Name
Mailing Address	Mailing Address	Mailing Address

PLANNING & BUILDING SERVICES REVIEW TABLES 1 + 2

TABLE 1

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

MCCO Permit Type	C Small Outdoor	C-A Small Indoor, Artificial Light		C-B Small, Mixed Light	1 Medium Outdoor	1-A Medium Indoor, Artificial Light	1-B Medium Mixed Light	2 Large Outdoor	2-A Large Indoor, Artificial Light	2-B Large Mixed Light	4 Nursery
Min Parcel Area (ac)	NA	NA		NA	5	5	5	10	10	10	10
Cultivation Area Limit (sf)	2,500	500	501 - 2,500	2,500	2,501-5,000	2,501-5,000	2,501-5,000	5,001-10,000	5,001-10,000	5,001-10,000	22,000
Zoning District	RR 5*	ZC	AP	UP	ZC	ZC	--	ZC	--	--	--
	RR 10	ZC	AP	UP	ZC	ZC	--	ZC	ZC	--	ZC
	AG	ZC	AP	UP	ZC	ZC	--	ZC	ZC	--	ZC
	UR	ZC	AP	UP	ZC	ZC	--	ZC	ZC	--	ZC
	RL**	ZC	AP	UP	ZC	ZC	--	ZC	ZC	--	ZC
	FL**	ZC	AP	UP	ZC	AP	--	AP	AP	--	AP
	TPZ**	ZC	AP	UP	ZC	AP	--	AP	AP	--	AP
	I1	ZC	ZC	ZC	ZC	--	ZC	ZC	--	ZC	ZC
	I2	ZC	ZC	ZC	ZC	--	ZC	ZC	--	ZC	ZC
	PI	ZC	ZC	ZC	ZC	--	ZC	ZC	--	ZC	ZC

-- = 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)

MCCO Permit Type	C Small Outdoor	C-A Small Indoor, Artificial Light		C-B Small Mixed Light	1 Medium Outdoor	1-A Medium Indoor, Artificial Light	1-B Medium Mixed Light	2 Large Outdoor	2-A Large Indoor, Artificial Light	2-B Large Mixed Light	4 Nursery
Min Parcel Area (ac)	2	2		2	5	5	5	10	10	10	10
Cultivation Area Limit (sf)	2,500	500	501 - 2,500	2,500	2,501-5,000	2,501-5,000	2,501-5,000	5,001-10,000	5,001-10,000	5,001-10,000	22,000
Zoning District	RR 5*	ZC	AP	UP	ZC	ZC	--	ZC	--	--	--
	RR 10	ZC	AP	UP	ZC	ZC	--	ZC	ZC	--	ZC
	AG	ZC	AP	UP	ZC	ZC	--	ZC	ZC	--	ZC
	UR	ZC	AP	UP	ZC	ZC	--	ZC	ZC	--	ZC
	I1	ZC	ZC	ZC	ZC	--	ZC	ZC	--	ZC	ZC
	I2	ZC	ZC	ZC	ZC	--	ZC	ZC	--	ZC	ZC
	PI	ZC	ZC	ZC	ZC	--	ZC	ZC	--	ZC	ZC

-- = 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.



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 NORTH BUSH ST · UKIAH · CALIFORNIA · 95482
120 WEST FIR ST · FORT BRAGG · CALIFORNIA · 95437

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pbs@co.mendocino.ca.us
www.co.mendocino.ca.us/planning

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

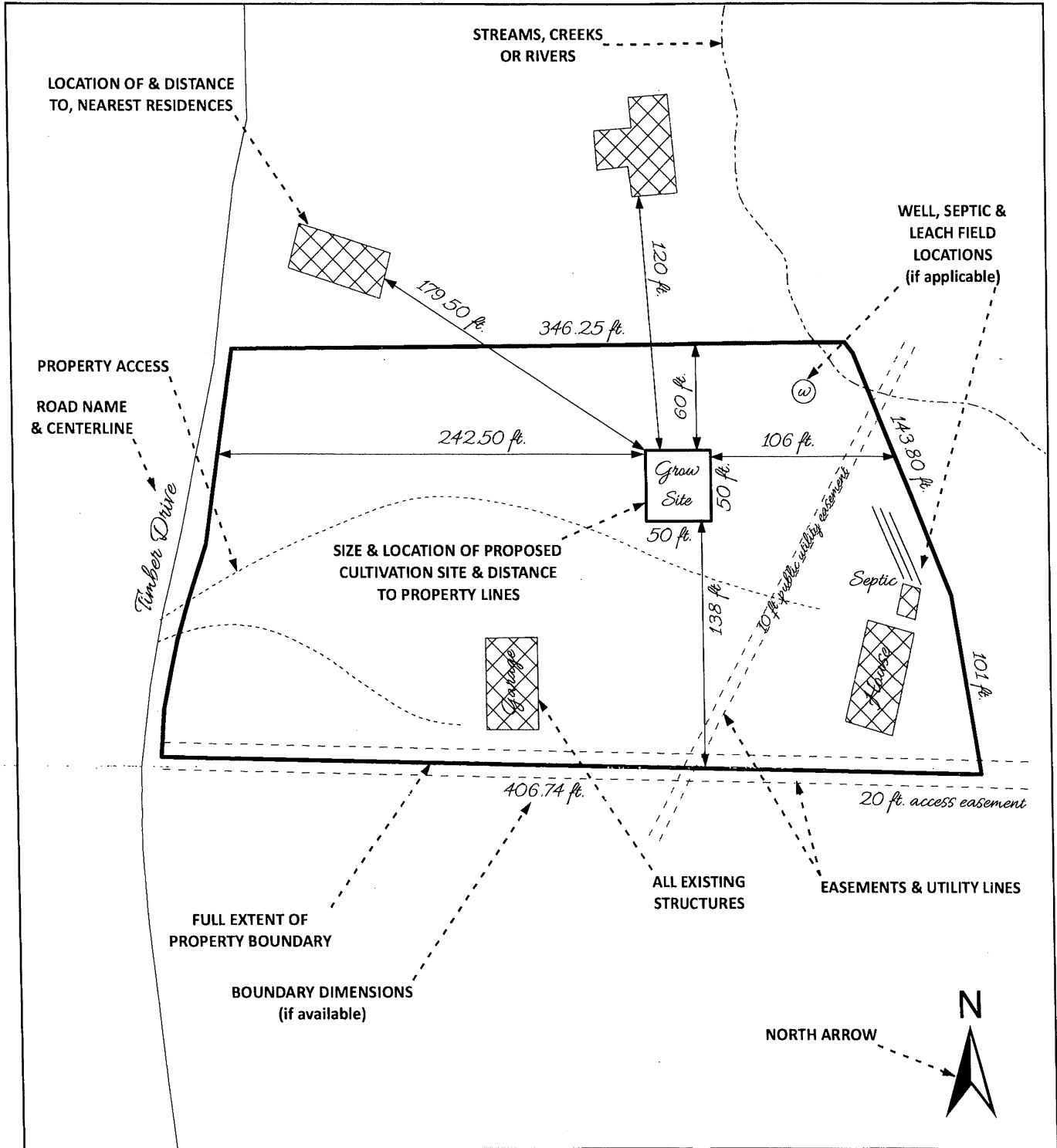
Site plans which WILL NOT be acceptable:

- 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.

SAMPLE CULTIVATION SITE PLAN



SITE PLAN MUST INCLUDE ALL RELEVANT INFORMATION

APPLICANT: _____

APN/S (LEGAL PCL.): _____

CULTIVATION SITE ADDR: _____

