



COUNTY OF MENDOCINO  
DEPARTMENT OF PLANNING AND BUILDING SERVICES  
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[www.mendocinocounty.org/government/cannabis-cultivation](http://www.mendocinocounty.org/government/cannabis-cultivation)

## Mendocino County Cannabis Cultivation Phase I is CLOSING

**October 4, 2019: No Applications shall be accepted after 5:00 p.m. PST**

Post Date: **September 11, 2019**

The Mendocino County Cannabis Program will **not** accept Phase I Cannabis Cultivation Applications after October 4 2019. **All Phase I applications for cultivation must be submitted via drop box located at the Department of Planning and Building Services prior to 5:00 pm (1700) on October 4, 2019.**

Application packets submitted to the Cannabis Cultivation Program will undergo a preliminary review to determine completeness and the applicant will be notified in writing as to whether the application packet is incomplete or complete. Notifications for complete applications will include instruction on how to complete the submission of their applications, including payment of required fees. Incomplete application notifications will be sent with details on how to pick up the incomplete application package should you wish to retain it.

**All application submission packets must be placed in an 8 ½ X 11 inch manila envelope labeled with the date of submission, applicant name, phone number, mailing address and cultivation site address. Please include the following documents in this order:**

1. At least two forms of [Proof of Prior cultivation](#) (photographic and additional piece of evidence)
2. A dated photograph of current cultivation activities on the proposed cannabis cultivation site location
3. [Cultivation Permit Application](#)
4. Completed [Cultivation and Operations Plan](#)
5. Completed [Building Structure List](#)
6. [Relocation Worksheet](#), Remediation Plan, and Water Availability Analysis *for relocation applications*
7. Completed [Property Owner Consent form](#) *if applicable*
8. Color copy of valid identification of applicant and all listed employees/workers
9. [Site plan](#)
10. Copy of [Live Scan fingerprint form](#) for anyone engaged in cultivation of cannabis
11. [Business organizational documents](#) *if applicable*
12. Timberland Permit, Proof of Mitigation or 3-acre conversion *if applicable*
13. California Department of Tax and Fee Administration (CDTFA) [Seller's Permit](#)
14. [Water Board permits](#): Notice of Applicability (Notice of Receipt may be accepted) and or water rights or Small Irrigation Use Registration (SIUR)
15. Copy of final [Lake or Streambed Alteration Agreement](#) (LSAA), waiver, letter determining LSAA is not required, EPIMS registration or any other official documentation expressing current status with the California Department of Fish and Wildlife (CDFW) as required

16. Results from the [Cortese list](#)
17. Copy of [well permit](#) (if used for irrigation), copy of septic permit (if there are employees), copy of [well completion report](#) (if available), OR a copy of the Residential Building Record from the Mendocino County [Assessor's Office](#)
18. Copies of credentials for cultivation activities issued by the [California Department of Food and Agriculture – CALCannabis](#) *if received*

**Incomplete applications that cannot be made complete by the October 4, 2019, deadline will not be accepted into Phase I of the Mendocino County Cultivation Program.**

**Electronic applications will not be accepted. Once submitted, items cannot be added or removed from application packets. Applicants are advised to make a copy of their application packet for their own records.**

Failure to submit the required documents will result in an incomplete application notification. All incomplete application must be picked-up from the Cannabis Program **within 21 days** of the notice. Documents not picked up by the applicant within 21 days will be shredded.

For more information, please contact [cannabisprogram@mendocinocounty.org](mailto:cannabisprogram@mendocinocounty.org) or visit the Mendocino County webpages for [Cannabis Cultivation](#), [Cannabis Permits & Licenses](#), and [Cannabis FAQ](#).