

# COUNTY OF MENDOCINO DEPARTMENT OF PLANNING AND BUILDING SERVICES

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www.co.mendocino.ca.us/planning

# **CANNABIS APPLICATION CHECKLIST**

	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
· 🗍	<b>Proof of the applicant's legal interest in all property upon which work is to be performed.</b> 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.
If applicabl	
If applicabl	CalFire clearance (required for permit review if applicable)
If applicabl	CalFire clearance (required for permit review if applicable) Statement, Permit, License, or Registration of Water Diversion from the California Water Resources Control Board
If applicabl	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
If applicabl	CalFire clearance (required for permit review if applicable) Statement, Permit, License, or Registration of Water Diversion from the California Water Resources Control Board
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If applicabl	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 applicabl	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

### **FILING FEE**

- O Check with a planner prior to submitting the application for the current fee. All fess 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.
- O 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 <u>USE</u> 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\*\*\*



# Department of Planning and Building Services

Case No:	
CalFire No:	
Cultivation No:	
Fee:	
Receipt No:	
Date Filed:	
	Office use only
İ	

Application for Ca	<u>nnabis – Use Pe</u>	rmit / Administrativ	<u>e Permit</u>
What type of Review Permit is	required?		
☐ ADMINISTRATIVE PERMI☐ USE PERMIT (UP)	T (AP)		
APPLICANT(S) Name:		Phone:	
Mailing			
Address:City:	State/Zip:	email:	
PROPERTY OWNER			
Name: Mailing Address:		Phone:	
City:		email:	
AGENT Name: Mailing			
Address:City:	State/Zip:	email:	
Parcel Size:			
Address of Property:			
	TYPE OF C	ULTIVATION PERMIT:	
Size   ✓ Type of Permit →	OUTDOOR	INDOOR	MIXED LIGHT
Small: (≤2500 ft²)	С	☐ C-A (≤500 ft²) ☐ C-A (501 – 2500 ft²)	□ С-В
Medium: (2501 – 5000 ft <sup>2</sup> )	□ 1	☐ 1-A	☐ 1-B
Large: (5001 – 10,000 ft <sup>2</sup> )	□ 2	☐ 2-A	☐ 2-B
Nursery: (≤22,000 ft²)	□ 4	<u> </u>	4
		n is true and accurate: I have atta n which the cultivation site is loca	
Signature of Applicant/Agent	Date	Signature of Owner	Date

# **CULTIVATION SITE & PROJECT DESCRIPTION QUESTIONNAIRE**

<ol> <li>Does the property</li> </ol>	roposed cultivation site meet	the following setbacks	? YI	ES □ NO	
• 1,C	000 feet from all youth-oriente	d facilities, schools, pa	arks, churches, or reside	ential treatment	facilities.
	OR OUTDOOR AND MIXED		I CITEC		
	<ul> <li>100 feet from any legal</li> </ul>			al narcel	
	<ul> <li>50 feet from any adjoining</li> </ul>			ai paicei.	
	<ul> <li>If in mobile home park,</li> </ul>			r separate owne	ership.
	·	·		,	
	OR INDOOR CULTIVATION				
	Any building property lir	ie setbacks.			
2. Is the cultiva	ation site visible from any pub	lic right of way or publ	ically traveled private ro	ad? TYES	□NO
3. Please desc	cribe the project site. Include	improvements such as	structures, wells, septi	c systems, grad	ing, vegetation
removal, ro	· ·	<b>F</b>	, ,	, , ,	J, 131111
	-				
		(A = 4)			
	<del>.</del>			······································	
4. Will the dev	velopment of the proposed cu	Itivation site be phase		ES □NO	
	velopment of the proposed cu	•	1? □ Y	ES NO	
	velopment of the proposed cu	•	1;? □ Y	ES NO	
	, ,	•	1;	ES NO	
	, ,	•	1? □ Y	ES NO	
	, ,	•	1? □ Y	ES NO	
	, ,	•	1? □ Y	ES NO	
	, ,	•	i? □ Y	ES NO	
If YES	, please describe the phases	briefly.			n oito?
If YES	, ,	briefly.			on site?
If YES	, please describe the phases	briefly.			on site?
If YES	, please describe the phases	briefly.			on site?
If YES	, please describe the phases	briefly.			on site?
5. How will yo	nu dispose of hazardous, natu	ral (trimmings), or othe	er (plastics) materials fro	om the cultivatio	
5. How will you	by please describe the phases ou dispose of hazardous, nature	ral (trimmings), or other	er (plastics) materials fro	om the cultivatio	
5. How will you	ou dispose of hazardous, nature constructed in the past, are constructed to the post of the past of th	ral (trimmings), or other	er (plastics) materials fro	om the cultivatio	
5. How will you	ou dispose of hazardous, nature constructed in the past, are constructed in the past. Amount of cut:	ral (trimmings), or other	er (plastics) materials from the construct any roads? Gr	om the cultivatio	
5. How will you	constructed in the past, are constructed in t	ral (trimmings), or other	er (plastics) materials fro construct any roads? Gr cubic yards cubic yards	om the cultivatio	
5. How will you of the second	constructed in the past, are constructed in t	ral (trimmings), or other	er (plastics) materials from the construct any roads? Grown cubic yards cubic yards feet	om the cultivatio	
5. How will you	constructed in the past, are constructed in t	ral (trimmings), or other	er (plastics) materials from the construct any roads? Grown cubic yards cubic yards feet feet	om the cultivatio	
5. How will you of the second	constructed in the past, are constructed in t	onstructing, or plan to ding:  De: De: De: De: De: De: De: De: De: D	er (plastics) materials from the construct any roads? Grown cubic yards cubic yards feet	om the cultivatio	

7. In order to develop the proposed cu	ıltivation site, will it be	necessary to:			
A. Remove oak species or comm B. Make substantial changes in t C. Connect to existing water dist D. Connect to existing sewer dist E. Install a septic system? F. Connect to existing septic sys G. Install an individual well?	errain? rict? trict?	YES	<b>NO</b>		
H. OTHER (Explain)?					_
Please provide an inventory of the separate sheet. Please note improvem					res
				Nade 0120 01 011 0010	
-					
7.					
_					
10					
9. Are there any contiguous propertie  10. Will the proposed cultivation site of the state of t	convert land currently	or previously used	for agriculture		□ NO
11. Will the proposed cultivation site	require the construction	on of a pond OR w	ill it involve dikir	ng, filling, or dredgir	ng?
□ NO				ط النب حقوم و نظرو	
☐ YES, the project will involve:	☐ Diking				
·	☐ Filling				
	☐ Dredging				e moved
12. Briefly describe the surrounding p	properties including ve	egetation, animals,	structures, and	/or cultural/historic	assets.
				· · · · · · · · · · · · · · · · · · ·	
		· •			
					-
13. Please indicate the surrounding I	and uses.				
Vesent		AST	SOUTH	WEST	
Residential/Agricultural					
Commercial/Industrial Institutional/Timberland					
Other					

	s will be supplied to the sit Electricity Utility Company (existing				
	☐ Utility Company (planne ☐ On-Site Generation – Sp	ed)			
В.	Gas  Utility Company (existing Utility Company (planne) On-Site Generation – Sp	ed)	· · · · · · · · · · · · · · · · · · ·		
C.	☐ Well ☐ Spring ☐ Pond				
D.	☐ Septic Tank				
15. Will the	ere be any security lightin	g? TYES T	NO If YES, will the light be	e cast downward?	☐ YES ☐ ÑŒ
17. Will th	ere be any processing of	cannabis on site (trin	nming, leaf removal, curing	յ, drying, etc)? [	YES NO
18. If you	answered YES to the pre	vious question (17),	please describe the activition	es.	
19. Pleas	e provide driving direction	s to the cultivation si	te using identifiable landma	arks (streets, mile	posts, mailboxes)
I certify the	at the information submitte	ed with this application	on is true and accurate:		
_	at the information submitted of Applicant/Agent	ed with this application	on is true and accurate: Signature of Own	er Dat	e
_		Date		er Dat	e
Signature		Date	Signature of Own	er Dat	e
Signature Zoning D	of Applicant/Agent	Date FOR STAFF	Signature of Own	er Dat	е
Signature  Zoning D  Subject t	of Applicant/Agent	Date FOR STAFF 	Signature of Own PURPOSES ONLY  J?	er Dat	е

# **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 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. \_\_\_\_\_, 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)

мссо		С	С	-A	C-B	1	1-A	1-B	2	2-A	2-B	4
Permit 1	Гуре	Small Outdoor		Indoor, al Light	Small, Mixed Light	Medium Outdoor	Medium Indoor, Artificial Light	Medium Mixed Light	Large Outdoor	Large Indoor, Artificial Light	Large Mixed Light	Nursery
Min Pai Area (a		NA	١	IA	NA	5	5	5	10	10	10	10
Cultivat Area Li (sf)		2,500	I:	501 - 2,500	2,500	2,501- 5,000		2,501- 5,000	i '	5,001- 10,000	5,001- 10,00 0	22,000
	RR 5*	ZC	AP	UP	ZC	ZC		ZC				
	RR 10	ZC	AP	UP	ZC	ZC		ZC	ZC		ZC	ZC
	ĀG	ZC	AP	UP	ZC	ZC		ZC	ZC		ZC	ZC
	UR	ZC	AP	UP	ZC	ZC		ZC	ZC		ZC	ZC
	RL**	ZC	AP	UP	ZC	ZC		ZC	ZC		ZC	ZC
ਰ	FL **	ZC	AP	UP	ZC	AP		AP	AP		AP	AP
District	TPZ**	ZC	AP	UP	ZC	AP		AP	AP		AP	AP
اق	11	ZC	ZC	ZC	ZC		ZC	ZC		ZC	ZC	ZC
Zoning	12	ZC	ZC	ZC	ZC		zc	ZC		ZC	ZC	ZC
Zor	ΡI	ZC	ZC	ZC	ZC		ZC	ZC		ZC	ZC	ZC

<sup>-- =</sup> Not Allowed, ZC = Zoning Clearance, AP = Administrative Permit, UP = Minor Use Permit

# TABLE 2

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

MCCO		С	C-	·A	C-B	1	1-A	1-B	2	2-A	2-B	4
Permit 1	Гуре	Small	Small I	ndoor,	Small	Medium	Medium		Large	Large	Large	Nursery
		Outdoor	Artificia	al Light	Mixed	Outdoor	Indoor,	Mixed	Outdoor		Mixed	
					Light		Artificial Light	Light		Artificial Light	Light	
Min Par		2	2	2	2	5	5	5	10	10	10	10
Area (a												
Cultivat				501 -		2,501-	2,501-	2,501-	5,001-	5,001-	5,001-	
Area Li	mit (sf)	2,500	500	2,500	2,500	5,000	5,000	5,000	10,000	10,000	10,000	22,000
	RR 5*	ZC	AP	UP	ZC	ZC		ZC				
	RR 10	ZC	AP	UP	ZC	ZC		ZC	ZC		ZC	ZC
<u>;</u>	AG	ZC	AP	UP	ZC	ZC		ZC	ZC		ZC	ZC
istr	UR	ZC	AP	UP	ZC	ZC		ZC	ZC		ZC	ZC
0	11	ZC	ZC	ZC	ZC		ZC	ZC		ZC	ZC	ZC
Zoning District	12	ZC	ZC	ZC	ZC		ZC	ZC		ZC	ZC	ZC
Zor	PI	ZC	ZC	ZC	ZC		ZC	ZC		ZC	ZC	ZC

<sup>-- =</sup> Not Allowed, ZC = Zoning Clearance, AP = Administrative Permit, UP = Minor Use Permit

<sup>\*</sup> Parcels in the RR-5 zoning district must have a minimum parcel size of five (5) acres.

<sup>\*\*</sup> 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.

<sup>\*</sup> Parcels in the RR-5 zoning district must have a minimum parcel size of five (5) acres.

120 WEST FIR ST · FORT BRAGG · CALIFORNIA · 95437

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## **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:

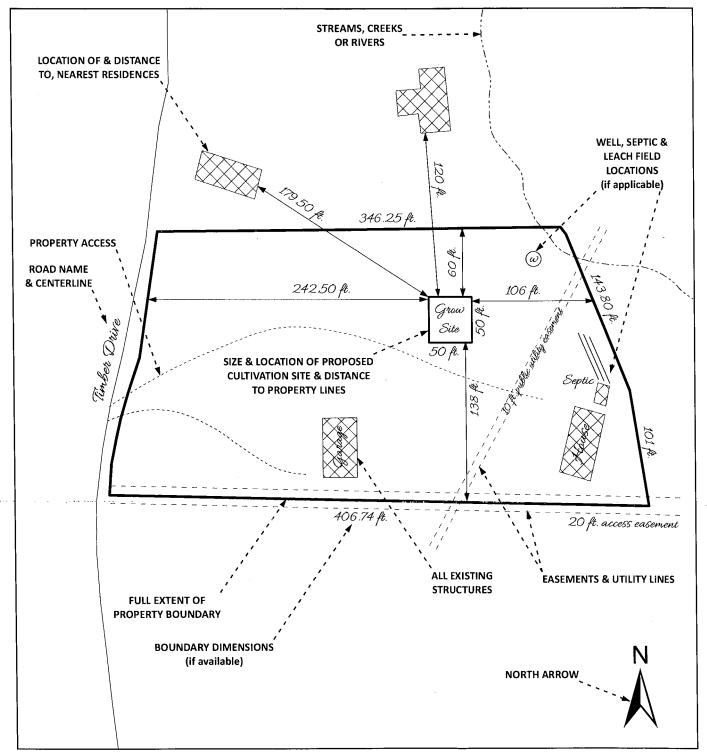
- Copies from the CALFIRE application
- Portions of larger, scaled site plans. (Must show entire boundary of parcel)
- Copies of site plans previously used with approval signatures from previous building permits.
- Copies of previously used site plans with "white out" areas.

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:	 	 	