

DIANE CURRY
Interim Agricultural
Commissioner



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COUNTY OF MENDOCINO
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CANNABIS CULTIVATION PROGRAM
INITIAL APPLICATION REVIEW CHECKLIST

I. Initial Review by Planning and Building Services

Planning and Building Services (PBS) has performed an initial review of the application site plan and zoning designation. PBS has determined that the site plan contains sufficient information to start the application process and the applicant meets the zoning requirements in Chapter 20.242 & 10A.17.

- Site Plan Review Inspection
- Zoning Clearance – Form completed and attached.

I, the undersigned Applicant, have read and hereby acknowledge and understand the following:

- The submission of the above documents is sufficient to begin the application process, but additional documents required by Chapter 20.242 & 10A.17 must be submitted and reviewed by the Planning and Building Services prior to the issuance of any permit.

Planning and Building Services: _____ Date: _____

Printed Name: _____

2. Initial Review by the Department of Agriculture

The Department of Agriculture has performed an initial review of the Applicant's application packet and has determined that it contains the following:

- Completed Application Form.
- Completed Property Owner Consent Form.
- List of Owners and Employees and Identification information.
- Cultivation and Operations Plan.
- Site Plan Sign-off by PBS.
- completed zoning clearance by PBS.
- Proof of Prior Cultivation.

Department of Agriculture: _____ Date: _____

Printed Name: _____

I, the undersigned Applicant, have read and hereby acknowledge and understand the following:

- The submission of the above documents is sufficient to begin the application process, but additional documents required by Chapter 10A.17 must be submitted and reviewed by the Department of Agriculture and an on-site inspection completed prior to the issuance of any permit.
- Failure to provide all documents required by Chapter 10A.17 will result in the denial of an application.
- Payment of required permit application fees does not guarantee the issuance of a permit.
- Required permit application fees are non-refundable, regardless of the reason for denial.
- The Applicant needs to sign, at the Department of Agriculture, the Affidavit included as part of the application packet prior to final application submittal.

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____

2. Payment of Application Fees

Take this form to the Treasurer-Tax Collector in order to pay the required permit application fees. The Treasurer-Tax Collector will NOT accept payment of any fees without this form, completed and signed by both the Department of Agriculture and the Applicant.

Reviewed by Treasurer-Tax Collector:

Signature: _____

Date: _____

Printed Name: _____

3. Submission of Application

Following payment of fees, return (1) this form and (2) the receipt for the payment of fees to the Department of Agriculture. At the Department of Agriculture, submit application and execute the Affidavit. The proof that the Department of Agriculture has accepted your application is an embossed receipt from the Department; you will not receive this until you have completed this step.