



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

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PHASE III APPLICATION CHECKLIST

APPLICANT INFORMATION

Applicant Name(s): _____

Phone Number: _____ Email: _____

Mailing Address: _____

City: _____ State: CA Zip Code: _____

CULTIVATION SITE INFORMATION

AG #: _____ APN: _____

Site Address: _____

City: _____ State: CA Zip Code: _____

AGENT INFORMATION

Agent Name: _____

Phone Number: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

LEGEND

Cultivation Types: OD (outdoor); ML (mixed light); ID (indoor); N (nursery)
H2O: P (pond); W (well); WD (water delivery), SD (Surface Water Diversion)
Power: S (solar); G (grid); Gen (generator)

Complete Item:



Incomplete item:



Not applicable: **N/A**

Review Date:	Cult. Type	Square Feet	APN	ZONING	H2O	Power
Reviewer Initial:						
	<u>Cultivation Permit Application</u>, submit a completed and signed cultivation permit application. Required pursuant to Sec. 10A.17.090					
	<u>Cultivation & Operations Plan</u>, submit a completed Cultivation & Operations Plan that is consistent with all other application materials, and represents the applicant's current activities. Required pursuant to Sec. 10A.17.090 (F), (N)					
	<u>Agent Consent Form</u>, if the applicant would like to register an agent in association with the application an Agent Consent Form must be submitted. Only one Agent Consent Form may be submitted per application. This is required / allowed pursuant to department policy					
	<u>Structures List</u>, submit an up-to-date Structures List that clearly identifies all structures used for the propagation, cultivation, processing, and storage of cannabis. These structures must also be clearly identified in the Cultivation & Operations Plan and Site Plan. Required pursuant to Sec. 10A.17.100 (C), to support verification with any issued Compliance Plan					
	<u>Site Plan</u>, submit an accurate and up-to-date Site Plan that reflects the applicant's current and proposed cultivation activities. The Site Plan must match the information provided in the Structures List and the Cultivation & Operations Plan. Required pursuant to Sec. 10A.17.090 (D)					
	<u>Property Owner Consent Form</u>, if the applicant does not own the property where the cultivation will be occurring, a Property Owner Consent Form must be completed and submitted. Required pursuant to Sec. 10A.17.090 (B)					
	<u>Business Formation Documents</u>, if the applicant is not a sole proprietor, submit the Business Formation Documents. Required pursuant to Sec. 10A.17.090 (O)					
	<u>EnviroStor / Cortese List</u>, submit a copy of the website results from the EnviroStor Cortese List using the cultivation site address. Required pursuant to Sec. 10A.17.090 (X)					

Review Date:	Cult. Type	Square Feet	APN	ZONING	H2O	Power
Reviewer Initial:						
	California Department of Fish and Wildlife (CDFW) Lake or Streambed Alteration Agreement, submit a PDF copy of one of the following documents: • A final lake or streambed alteration agreement, • A draft lake and streambed alteration agreement that has been signed by the applicant and returned to CDFW, • Written verification by CDFW that a lake and streambed alteration agreement is not needed, or • Written verification by CDFW that the applicant submitted a notification, submitted payment of the applicable fees, and is responsive to DFW. Required pursuant to Sec. 10A.17.090 (J) & Sec. 10A.17.110 (I), and Department of Cannabis Control regulations Sec. 15001. Provisional Licenses					
	State Water Resource Control Board (SWRCB) Notice of Applicability, submit a valid Notice of Applicability (NOA) or Notice of Exemption (NOE). Required pursuant to Sec. 10A.17.090 (I) & (V) and Sec. 10A.17.110 (B), (F) & (G)					
	State Water Resource Control Board (SWRCB) Small Irrigation Use Registration (SIUR), submit the following documentation: • A valid SIUR for each surface water diversion used for cannabis irrigation; • Proof of application for a SIUR for each surface water diversion used for cannabis irrigation; or • A letter from the SWRCB, Division of Water Rights (DWR) stating that a small irrigation use registration is not required for the project. Required pursuant to Sec. 10A.17.090 (G)					
	State Water Resources Control Board (SWRCB) - Appropriative Water Right, if the applicant will be using a water source to irrigate cannabis that has an appropriative water right associated with it, submit documentation that establishes the appropriative water right. Required pursuant to Sec. 10A.17.090 (G)					
	Will Serve Letter, if the applicant is connected to a municipal water system or intends to receive delivered water to irrigate cannabis, at any time in the year, then the applicant shall submit a Will Serve Letter from the permitted water hauler or municipal water service district. Required pursuant to Sec. 10A.17.090 (H) & (Y) and Department of Cannabis Control Regulations – Sec. 16311. Supplemental Water Source Information					

Review Date:	Cult. Type	Square Feet	APN	ZONING	H2O	Power
Reviewer Initial:						
	Pond Permit, A Pond Permit is required when used for cannabis irrigation and the following describes the timing: If the applicant indicates there is an existing pond, used for the purpose of cannabis irrigation, then there is no need to submit a pond permit. However, if the applicant indicates a proposed pond, newly-constructed pond, or changes or upgrades to a pond, then the applicant shall submit proof of an issued pond permit. For instances when proof of the pond permit is not available, then the applicant shall provide the assessor's parcel record that indicates the approximate date of pond installation. Required pursuant to Sec. 10A.17.090 (G) & (H)					
	Well Permit, A Well Permit is required when used for cannabis irrigation and the following describes the timing: If the applicant indicates there is an existing well, used for the purpose of cannabis irrigation, then there is no need to submit a well permit. However, if the applicant indicates a proposed well, newly-constructed well, or changes or upgrades to a well, then the applicant shall provide proof of an issued well permit. For instances when proof of the well permit is not available, then the applicant shall provide the assessor's parcel record that indicates the approximate date of well installation. Required pursuant to Sec. 10A.17.090 (K)					
	<u>Mendocino County Air Quality Management District Form</u>, Staff will review information provided by the applicant on the "Air Quality Clearance Checklist" and will email the applicant either clearance or information on how the applicant can contact MCAQMD directly if any further action is needed. • If the applicant selected "No" to all the criteria listed in the questionnaire, and the cultivation site is not located in a Naturally Occurring Asbestos (NOA) area, the signed questionnaire form is the applicant's clearance, and no further action is required from MCAQMD. • If the applicant selected "Yes" to any of the criteria listed in the questionnaire, and/or the cultivation site is located in a Naturally Occurring Asbestos (NOA) area, the signed questionnaire will be used by the applicant to obtain all approvals and permits directly from MCAQMD. In both instances, staff does not require any further materials from the applicant once internal review is completed and applicant is notified of determination. Required pursuant to Sec. 10A.17.070 (U)					

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	<u>Sensitive Species Habitat Questionnaire (SSHQ)</u>, submit a completed sensitive species habitat questionnaire, along with the following supplemental information, if applicable. • <u>SSHQ Generator / Machinery Noise Management Plan</u>, if the applicant will be utilizing a generator to support the cultivation operations, a generator noise plan must be submitted. Noise generated on any portion of the project site shall not exceed 50 decibels when measured from 100 feet of the generator or machinery while running. This includes but is not limited to projects using a generator for any purpose, motorized trimming machines, fans, ventilation systems, and other machinery. The management plan shall include information on containment structures, and a plan demonstrating that the generator or other machinery would not generate, or have the potential to generate noise exceeding the above limits. • <u>SSHQ Artificial Light Management Plan</u>, if the applicant will be using outdoor security lighting, artificial lighting for propagation and/or artificial lighting for cultivation, an artificial light management plan must be submitted. The Artificial Light Management Plan must explain what actions the applicant will take to protect wildlife and comply with the County ordinance, all lights used for the indoor or mixed light cultivation of cannabis shall be fully contained within structures or otherwise shielded to fully contain any light or glare involved in the cultivation process. For security lighting, explain what steps the applicant has taken to ensure the security lighting will not interfere with nocturnal wildlife. • <u>SSHQ Bull Frog Management Plan</u>, if the applicant has a pond on the property where the cultivation will be occurring, a bull frog management plan must be submitted. For a project with an existing or proposed pond of any kind (on- or off-stream, including rainwater catchment), the applicant shall provide a bullfrog monitoring and management plan that describes the implementation of the plan. Projects proposing new ponds, or where a pond has been constructed within the past five years, are subject to referral to CDFW. • <u>SSHQ Notice of Violations</u>, if the applicant has received a notice of violation from a state licensing authority, local agency, or state agency, the notice of violation(s) must be submitted. Required pursuant to Sec. 10A.17.100 (A)(2)					