

Cannabis Cultivation Permit Minor and Conditional Use Permit PJR-123

PROCEDURE: The applicant submits a complete Medical Cannabis Cultivation Use Permit application to the Planning Division at the Permit Sonoma zoning cubicle. After a complete application is submitted, a project planner in the Project Review Division is assigned to the project. Referrals are sent to various Permit Sonoma Divisions, County departments, and State agencies for review, comment(s) and condition(s). The project planner then reviews all this information in detail and performs a site visit. The project planner then makes a decision on the level of environmental review required and carries out any necessary documentation consistent with the California Environmental Quality Act (CEQA).

After the environmental review is completed, the planner will either prepare to approve the project administratively or set a date for a public hearing before the Board of Zoning Adjustments. A notice of the public hearing or hearing waiver is posted at the property and sent to owners of the property within 300 feet of the site. If a hearing is scheduled, all interested persons are given an opportunity to comment on the proposed Use Permit at the public hearing. If the project is approved by the Board or Commission, there is a ten (10) day appeal period for appeals to the Board of Supervisors. All cannabis permits will be issued for one year from the date of approval and will expire if not renewed.

REQUIRED APPLICATION MATERIALS: A complete application must include all of the following:

1. Planning Application ([PJR-001](#)) signed by all property owners, officers and shareholders associated with operation.
2. Indemnification Agreement form PJR-011, signed by the applicant.
3. Owner/Agent Authorization Form (lease agreement, purchase contract, etc.) and copies of Business Entity Documents and Authorization (articles of incorporation, etc.).
4. Statement of Operator Qualifications:
 - a. Disclose any convictions.
 - b. Include the number of employees (both permanent year-round and temporary) and if they are 21 years of age or older.
 - c. Include priority processing qualifications (existing resident prior to 2016 (include proof of residency tax bills, PG&E bills, etc.) and local hiring plan or documentation of cannabis operations prior to 2016).
5. Proposal Statement. This shall be a written statement that should include descriptions of how the operation meets all of the Development Criteria and Operating Standards in Section 26-88-254 of the Sonoma County Code including the following information:
 - a. Description of the Existing Use and Property
 - Identify any existing easements.
 - Describe any existing agricultural, commercial, and residential uses.
 - b. Description of the Proposed Cannabis Use and Operational Plan
 - Include the types of cannabis use, sizes, and locations.
 - What structures are proposed? Does anything need to be legalized?



- What is the processing plan for cannabis (onsite or off)?
- c. Description of how the project will meet the Medical Cannabis Land Use Ordinance Development Criteria (26-88-254(f)). Please provide copies of any studies or documentation in the following areas:
 - Number and type of facilities
 - Square footage of each cultivation area
 - Setbacks of all cultivation and outdoor activity areas to property lines.
 - Separation distance of property boundary to property line of sensitive uses.
 - List all existing structures and proposed uses and structures.
 - Biotic Resources – site assessment.
 - Cultural Resources – for any ground disturbance of one foot or more in historic district
 - Fire Prevention Plan – describe how proposal meets fire safe standards.
 - Grading and Access – define the slope of cultivation sites and access.
 - Hazardous Materials – include list of nutrients, soil or medium types, pest control methods, etc.
 - Lighting Plan.
 - Stormwater Management Plan.
 - Security and Fencing Plan.
- d. Description of how the project will meet the Medical Cannabis Land Use Ordinance Operating Standards (26-88-254(g)). Please provide copies of any studies or documentation in the following areas:
 - Odor Control Plan.
 - Energy source use.
 - Hours of operation.
 - Outdoor activity areas and distance to property lines.
 - Waste Management Plan – describe how mediums, plant waste, and material waste will be handled.
 - Water Supply and Management Plan.
 - Groundwater Monitoring Easement if Water Well.
 - Wastewater Management Plan – septic system, sewer system, etc.
- 6. Location/vicinity map (8 ½ in. X 11 in.) showing where the project is located in relation to nearby lots, streets, highways and/or major natural features (e.g., locator maps & road maps).
- 7. Photographs, including aerials, of the proposed development site.
- 8. Site Plan. Include either a 24 in. x 36 in. or 11 in. x 17 in. site plan and one reduced site plan (8 ½ in. x 11 in.). This reduced site plan must clearly depict the information shown on the full-sized site plan. Full sized plans must be folded. Preparation of the site plan by a professional draftsman, architect, or engineer is strongly recommended. If the existing site is to be greatly modified by the proposed project (removal of existing buildings, vegetation), both an Existing Site Plan and a Proposed Site Plan are required.
 - a. All Site plans shall meet the Minimum Standard Site Plan Requirements (Form CSS-019) and include the following;
 - Cultivation canopy area(s), which shall contain all mature plants.
 - Propagation area(s), which shall contain only immature plants.

- Storage area/structure for pesticides and other agricultural chemicals as well as fuels.
 - Areas where composting of green waste will occur, if applicable.
 - Holding area for Cannabis scheduled for destruction.
 - Area(s) and structures where Cannabis will be processed, if applicable.
 - Area(s) for non compostable refuse.
 - Area(s) where harvested Cannabis will be stored.
9. Filing fee – see the current PRMD Project Review Fee Schedule.

Supplemental Application and Affidavit

Describe your green waste management plan (how will you handle and dispose of all green waste and other byproducts of your cultivation and processing activities):

Describe your source of water, if storage is proposed, estimated water use, and conservation methods:

Describe your waste water management plan (how will you manage storm and waste water to prevent the movement of nutrients, sediment, and other contaminants either on site or sanitary sewer):

Site preparation strategies planned in the development area including grading, access, and buildings:

Is this property currently under a Williamson Act Contract? Yes No

Is property located in North Coast Region 1 Water Quality Control Board Jurisdiction? Yes No If yes, provide documentation from the North Coast Regional Water Quality Control Board that shows that an application for a permit under the Waste Discharge Requirements program has been reviewed and approved.

Will pesticides be applied and/or stored on the property? Yes No If Yes, provide a copy of current Operator Identification Number issued by the Sonoma County Department of Agriculture.

For outdoor cultivation, will cultivation occur in ground or above ground in containers?

Will cultivation be processed (drying, trimming, etc.) on site? Yes No

Will green waste be composted on site? Yes No

Is proposed cultivation located within critical habitat for endangered species? Yes No

APPLICANTS PROVIDING FALSE OR MISLEADING INFORMATION IN THE PERMITTING PROCESS
WILL RESULT IN REJECTION OF THE APPLICATION AND/OR NULLIFICATION OR REVOCATION
OF ANY ISSUED PERMIT.



MEDICAL CANNABIS CULTIVATION OPERATING STANDARDS

1. **Compliance Inspections.** All cultivation sites shall be subject to on-site compliance inspections by agencies having jurisdiction. The inspection shall be conducted during regular business hours, with at least 24-hours' notice.
2. **Air Quality and Odor.** All indoor, greenhouse and mixed light cultivation operations and any drying, aging, trimming and packing facilities shall be equipped with odor control filtration and ventilation system(s) to control odors humidity, and mold. All cultivation sites shall utilize dust control measures on access roads and all ground disturbing activities.
3. **Energy Use.** Electrical power for indoor cultivation and mixed light operations including but not limited to illumination, heating, cooling, and ventilation, shall be provided.
4. **Hours of Operation.** Outdoor harvesting activities and indoor or mixed light cultivation activities may be conducted seven days a week, 24-hours per day as needed. Deliveries and shipping, and outdoor processing activities including drying and trimming, shall be limited to the hours from 8 am to 5 pm, unless a use permit is obtained.
5. **Noise Limits.** Cultivation operations shall not exceed the General Plan Noise Standards Table NE-2, measured in accordance with the Sonoma County Noise Guidelines.
6. **Occupational Safety.** Cultivators shall comply with all applicable federal, state, and local laws and regulations governing California Agricultural Employers, which may include: federal and state wage and hour laws, CAL/OSHA, OSHA and the California Agricultural Labor Relations Act.
7. **Waste Management.** A Waste Management Plan addressing the storing, handling and disposing of all waste by-products of the cultivation and processing activities in compliance with the Best Management Practices issued by the Agricultural Commissioner shall be submitted for review and approval by the agency having jurisdiction.
8. **Waste Water Discharge.** A waste water management plan shall be submitted identifying the amount of waste water, excess irrigation and domestic wastewater anticipated, as well as disposal. All cultivation operations shall comply with the Best Management Practices issued by the Agricultural Commissioner and shall submit verification of compliance with the Waste Discharge Requirements of the applicable Regional Water Quality Control Board, or waiver thereof.
9. **Water Supply.** An on-site water supply source adequate to meet all on site uses on a sustainable basis shall be provided. Trucked water shall only be allowed if it is recycled. The onsite water supply shall be considered adequate with documentation of any one of the following sources: Municipal Water, Recycled Water, Surface Water, and Well Water as long as the site is not within an area with an adopted Groundwater Management Plan or within a high or medium priority basin. If the site is in a Groundwater Availability Zone 4 area, the proposed use cannot result in a net increase or a qualified professional must prepare a hydro-geologic report.
10. **Groundwater Monitoring.** Water wells used for cultivation shall be equipped with a meter and sounding tube or other water level sounding device and marked with a measuring reference point. Water meters shall be calibrated at least once every five years. Static water level and total quantity of water pumped shall be recorded quarterly and reported annually.
11. **Groundwater Monitoring Easement.** Prior to the issuance of any permit an Easement is required to be recorded for this project to provide Sonoma County personnel access to any on-site water well serving this project and any required monitoring well to collect water meter readings and groundwater level measurements.



