

Cannabis Supply Chain Business Use Permit Application Requirements PJR-124

PURPOSE: The Medical Cannabis Land Use Ordinance (Ord #6189) was adopted December 20, 2016 and created regulations related to Medical Cannabis Cultivation and related uses. No recreational cannabis uses or sales are currently allowed. This application should be used for cannabis manufacturing (both edible and extraction), laboratories, distributor, transporter, and dispensaries.

ADDITIONAL PERMIT REQUIREMENT: A Health Permit with the County Environmental Health & Safety Division is required for edible cannabis manufacturing and dispensaries.

MINOR AND CONDITIONAL USE PERMIT PROCEDURE: The applicant submits a complete Medical Cannabis Cultivation 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, 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 felony convictions.
 - b. Include the number of employees (both permanent year-round and temporary) and if they are 21 years of age or older.
 - c. Please list and attach any other cannabis related applications that the operator(s) have applied for.

Sonoma County Permit and Resource Management Department
2550 Ventura Avenue Santa Rosa CA 95403-2859 (707) 565-1900

www.PermitSonoma.org



5. Proposal Statement. This shall be a written statement that should include descriptions of how the operation including the following information:
 - a. Description of the Existing Use and Property.
 - List and identify on site plan any existing easements.
 - Describe any existing industrial, commercial, and residential uses.
 - b. Description of the Proposed Cannabis Use and Operational Plan
 - Include the type(s) of cannabis businesses on site, even if under a separate application.
 - What structures and/or tenant improvements are proposed? Does anything need to be legalized?
 - Describe the cannabis use and including a full narrative on the process and all specifications for equipment to be used.
 - Dispensaries Only- Will you be operating a delivery service? If yes, please describe the plan for delivery in detail.
 - c. Provide copies of any studies or documentation in the following areas:
 - Number and type of facilities.
 - Square footage of cannabis uses.
 - Setbacks and separation from sensitive uses (for dispensaries only).
 - Fire Prevention Plan.
 - Hazardous Materials – include list of all hazardous materials proposed for use on site and an associated Hazardous Materials Plan.
 - Exterior Lighting Plan.
 - Signage Plan with full proposed design and photographs of proposed location.
 - Landscaping Plan.
 - Parking.
 - Stormwater Management Plan.
 - Security Plan.
 - Odor Control Plan.
 - Hours of operation.
 - Water Supply Details including a “will serve” letter from municipal water district if applicable.
 - Wastewater Management Plan – septic system, sewer system, etc.
 - Product Disposal- include a description of the plan to dispose of any cannabis product that is not sold that protects it from being ingested by an animal or person.
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;
- Storage area/structure for hazardous materials.
 - Area(s) where harvested Cannabis will be stored.
9. Filing fee – see the current PRMD Project Review Fee Schedule.

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.

Planning Application

PJR-001

Application Type(s):

- Admin Cert. Compliance
- Ag. Or Timber Preserve/Contract
- Conditional Cert. of Compliance
- Cert. of Modification
- Coastal Permit
- Zoning Permit for: _____

- Design Review Admin.
- Design Review Full
- General Plan Amendment
- Lot Line Adjustment
- Major Subdivision

File # _____

- Minor Subdivision
- Voluntary Merger
- Ordinance Interpretation
- Second Unit Permit
- Specific/Area Plan Amendment

- Use Permit
- Variance
- Zone Change
- Other: _____

By placing my contact information (name, address, phone number, email address, etc.) on this application form and submitting it to Sonoma County PRMD, I understand and authorize PRMD to post this application to the internet or public information purposes, including my contact information.

PRINT CLEARLY					
APPLICANT			OWNER (IF OTHER THAN APPLICANT)		
Name			Name		
Mailing Address			Mailing Address		
City	State	Zip	City	State	Zip
Day Ph ()	Email		Day Ph ()	Email	
Signature		Date	Signature		Date
OTHER PERSONS TO BE NOTIFIED (If listed they must sign application form)					
Name/Title			Name/Title		
Mailing Address			Mailing Address		
City	State	Zip	City	State	Zip
Day Ph ()	Email		Day Ph ()	Email	
Signature		Date	Signature		Date
PROJECT INFORMATION					
Address(es)				City	
Assessor's Parcel Number(s)					
Project Description					
Acreage			Number of new lots proposed		
Site Served by Public Water? <input type="checkbox"/> Yes <input type="checkbox"/> No			Site Served by Public Sewer <input type="checkbox"/> Yes <input type="checkbox"/> No		
TO BE COMPLETED BY PRMD STAFF					
Planning Area		Supervisory District		Latitude	
Longitude		Current Zoning			
General Plan Land Use			Specific/Area Plan		
S.P. Land Use			Violation? <input type="checkbox"/> Yes <input type="checkbox"/> No		File No.
Application resolve planning violation? <input type="checkbox"/> Yes <input type="checkbox"/> No			Penalty application? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Previous Files					
Application accepted by				Date	
Approved by				Date	

Indemnification Agreement

PJR-011



"As part of this application, applicant agrees to defend, indemnify, release and hold harmless the County, its agents, officers, attorneys, employees, boards and commissions 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 the adoption of the environmental document which accompanies it. This 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 conjunction with the approval of this application, whether or not there is concurrent passive or active negligence on the part of the County. If, for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect."

Applicant Name

Applicant Signature

Owner Name

Owner Signature

Date

File No.

NOTE: The purpose of the Indemnification Agreement is to allow the County to be held harmless in terms of potential legal costs and liabilities in conjunction with permit processing and approval.

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

Note: The following Authorization Form is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.

Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

Scope of Construction Project (Description of Work) _____

Project Address _____

Name of Authorized Agent _____ Phone # _____

Address of Authorized Agent _____

Signature of Authorized Agent _____

Note: A copy of the owner's driver's license, form notarization or other verification acceptable to the agency is required to be presented when the permit application is submitted to verify the property owner's signature.

Property Owner's Signature _____ Date _____