

# ***Pre-application Review Submittal Requirements Cannabis Uses***

**CSS-029**

**Submit 10 hard copy packages, and one electronic version of the following information. Please note that more copies may be requested.**

- **Pre-application Project Description Questionnaire**
- **Proposal Statement.** This shall be a one or two page letter including the following information:
- Description of the Existing Use and Property
  - Identify any existing easements.
  - Describe any existing agricultural, commercial, and residential uses.
- Description of the Proposed Cannabis Use and Operational Plan
  - Include the types of cannabis use, sizes, and locations.
  - Will there be multiple operators?
  - What structures are proposed? Does anything need to be legalized?
  - What is the processing plan for cannabis (onsite or off)?
- Description of how the project will meet the Medical Cannabis Land Use Ordinance Development Criteria (26-88-254(f)) and Operating Standards (26-88-254(g)). Please provide copies of any studies or documentation in the following areas:
  - Setbacks from property lines and separation criteria from sensitive uses.
  - Biotic Assessment.
  - Emergency Vehicle Access- describe the existing roads including pavement types and location of turn-outs.
  - Will the site require any grading or soil disturbance?
  - Lighting Plan.
  - Storm Water Management Plan. Describe the site drainage, including runoff and erosion control measures.
  - Security Plan.
  - Odor control filtration and ventilation system.
  - Energy Use- Identify source of electrical power (100% renewable required).
  - Does the use include any hazardous materials?
  - How will solid waste and green waste be handled?
  - Description of water source, storage, irrigation plan, and projected water use.
- **Owner/Agent Authorization Form**, if necessary.
- **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).

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- **Photographs**, including aerials, of the proposed development site.
- **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. All Site plans shall meet the Minimum Standard Site Plan Requirements (Form CSS-019). 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.

One reduced-size site plan (8 ½ in. x 11 in.). This reduced site plan must clearly depict the information shown on the full-sized site plan.

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**AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF**

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 \_\_\_\_\_

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. **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 is issued to verify the property owner's signature.**

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_



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