

Mendocino County Cannabis Department

How to Withdraw Your Cannabis Cultivation Business License Application

1. Navigate to: <https://aca-prod.accela.com/MENDOCINO/Default.aspx>.

2. Enter the Username or E-Mail and your Password that you used when you created your account, and then click **Sign In**.

Home Cannabis

Advanced Search

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »

Sign In

USERNAME OR EMAIL*
YourEmailHere

PASSWORD*

[Forgot Password?](#)

SIGN IN

☐ Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

3. You will be taken to your “Dashboard.” From this page you can locate Cannabis Cultivation Business License(s) (CCBL) and Applications related to your Accela Citizens Account (ACA).

4. Use your mouse to click **View All Records**.

Home Cannabis

Dashboard My Records My Account Advanced Search

Hello, Example Example

Saved in Cart (0) **View Cart**

There are no items in your shopping cart right now.

My Collection (0) **View Collections**

You do not have any collections right now.

Work in progress **View All Records**

Record Name	Record ID	Module	Creation Date	Action
No records found				

5. On the Records screen, you will be presented with a table of all CCBL(s) and Application(s) associated with your ACA.

6. Click **Make Changes** for any “Active” CCBL for which you would like to withdraw.

▼ Cannabis

Showing 1-4 of 4 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

☐	Date	Record Number	Record Type	Description	Project Name	Action
☐	09/12/2024	CAN-C-2024-0025-WIT-000	Cannabis Withdrawal	Detailed Description.	BlueBudsExample	
☐	09/09/2024	CAN-C-2024-0024-ASGN-001	Cannabis Assignment	Cannabis cultivation business focused on clean holistic and naturally sourced cultivation techniques.	GreenBudsExample	
☐	09/09/2024	CAN-C-2024-0024-APP	Cannabis Cultivation Application	Cannabis cultivation business focused on clean holistic and naturally sourced cultivation techniques.	GreenBudsExample	Make Changes
☐	09/09/2024	CAN-C-2024-0025-APP	Cannabis Cultivation Application	Detailed Description.	BlueBudsExample	Make Changes

7. Select the “Cannabis Withdrawal” option and click **Continue Application »**.

Home Cannabis

Create an Application Search Applications Request an Inspection

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Search

- ☐ Cannabis Assignment
- ☐ Cannabis Modification
- ☐ Cannabis Notice of Application Stay
- ☐ Cannabis Tax Appeal
- ☒ Cannabis Withdrawal
- ☐ Contact Change

Continue Application »

8. Review the Business Legal Name and detailed description associated with your CCBL and ensure it is the correct license you wish to withdraw, then click **Continue Application »**.

*Note, if the Business Legal Name is not correct, click [Save and resume later](#) and repeat Steps 4 through 8, ensuring you select “Make Changes” on the correct CCBL in Step 6.

Home Cannabis

Create an Application Search Applications Request an Inspection

Cannabis Withdrawal

1 Application Details 2 Review 3 Record Issuance

Step 1: Application Details > Detail Information

* indicates a required field.

Detail Information

Business Legal Name:

Detailed Description:

Save and resume later **Continue Application »**

9. Review the Address and Parcel information and ensure it is the correct location for which you wish to withdraw the associated cannabis application. If it is, click **Continue Application »**.

Home Cannabis

Create an Application Search Applications Request an Inspection

Cannabis Withdrawal

1 Application Details 2 Review 3 Record Issuance

Step 1: Application Details > Location

Show Map

* indicates a required field.

Address

* Street ID: * Street Name: Direction:

* City: * State: * Zip:

Search **Clear**

Parcel

* Parcel Number: Parcel Acreage GIS:

Search **Clear**

Save and resume later **Continue Application »**

10. Review the Contacts List.

11. Click **Continue Application »**.

Home **Cannabis**

Create an Application Search Applications Request an Inspection

Cannabis Withdrawal

1 Application Details 2 Review 3 Record Issuance

Step 1: Application Details > Contact * indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Example Example
example707email@proton.me
Primary phone: 7777777777
Secondary Phone:
Edit

▼ Contact Addressee

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		21 W 4th St	

Save and resume later **Continue Application »**

12. Select the correct record type you are trying to withdraw.

13. Provide a short description of why you are submitting a request to withdraw your application.

14. Click **Continue Application »**.

Home **Cannabis**

Create an Application Search Applications Request an Inspection

Cannabis Withdrawal

1 Application Details 2 Review 3 Record Issuance

Step 1: Application Details > Application Information * indicates a required field.

Withdrawn Details

GENERAL INFO

Please indicate which record you are trying to withdraw?: --Select--

* What is the reason for the withdrawal request?:

spell check

Save and resume later **Continue Application »**

15. Review your Cannabis Withdrawal record.
16. Scroll down and review the Certification then click on the checkbox confirming you agree to the certification.
17. Click

Continue Application »

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Home Cannabis

Create an ApplicationSearch ApplicationsRequest an Inspection

Cannabis Withdrawal

1 Application Details2 Review3 Record Issuance

Step 2: Review

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Cannabis Withdrawal

Detail InformationEdit

Business Legal Name:BlueBudsExample
General Description:PH3
Detailed Description:Detailed Description.

AddressEdit

501 LOW GAP Road
UKIAH CA 95482

ParcelEdit

Parcel Number:0010501400
Parcel Acreage GIS: 0

ApplicantEdit

Example Example
Primary Phone:7777777777
Secondary Phone:7777777799
E-mail:example707email@proton.me

Withdrawn Details

GENERAL INFOEdit

Please indicate which record you are trying to withdraw?: Cannabis Cultivation Application
What is the reason for the withdrawal request?: Cant continue with the business.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐

By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »

18. You will receive this Receipt/Record Issuance confirming you have successfully submitted your cannabis withdrawal.
19. Your cannabis application withdrawal has now been successfully submitted to the Mendocino County Planning Department.

Home Cannabis

Create an ApplicationSearch ApplicationsRequest an Inspection

1 Select item to pay2 Payment information3 Receipt/Record Issuance

Step 3:Receipt/Record issuance

Receipt

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

501 LOW GAP Road, UKIAH CA 95482

CAN-C-2024-0025-WIT-002