



**Department of  
Planning and Building  
Services**

Case No: _____
CalFire No: _____
Business License No: _____
Fee: _____
Receipt No: _____
Received By: _____
Date Filed: _____
<i>Office use only</i>

## Application for Facilities – Use Permit / Administrative Permit

**APPLICANT(S)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Zip: \_\_\_\_\_ email: \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Zip: \_\_\_\_\_ email: \_\_\_\_\_

**AGENT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Zip: \_\_\_\_\_ email: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Assessor Parcel Number(s): \_\_\_\_\_

Please check the applicable permit type for which you are applying.

Type of Facility → Zoning District ↓	Processing	Manufacturing (non-volatile)	Manufacturing (volatile)	Testing	Retail / Dispensary	Distribution	Microbusiness
RC (Rural Community)	<input type="checkbox"/> - AP	<input type="checkbox"/> - AP	<input type="checkbox"/> - UP	<input type="checkbox"/> - UP	<input type="checkbox"/> - UP	<input type="checkbox"/> - UP	<input type="checkbox"/> - UP
AG (Agriculture)	<input type="checkbox"/> - AP	-	-	-	-	-	-
UR (Upland Residential)	<input type="checkbox"/> - AP	-	-	-	-	-	-
RL (Rangeland)	<input type="checkbox"/> - AP	-	-	-	-	-	-
FL (Forest Land)	<input type="checkbox"/> - AP	-	-	-	-	-	-
C1 (Limited Commercial)	<input type="checkbox"/> - UP	-	-	-	ZC**	-	-
C2 (General Commercial)	<input type="checkbox"/> - AP	<input type="checkbox"/> - UP	-	ZC**	ZC**	<input type="checkbox"/> - UP	<input type="checkbox"/> - AP
I1 (Limited Industrial)	ZC**	ZC**	<input type="checkbox"/> - AP	ZC**	<input type="checkbox"/> - UP	ZC**	<input type="checkbox"/> - AP
I2 (General Industrial)	ZC**	ZC**	<input type="checkbox"/> - AP	ZC**	<input type="checkbox"/> - UP	ZC**	<input type="checkbox"/> - AP
PI (Pinoleville Industrial)	ZC**	ZC**	<input type="checkbox"/> - AP	ZC**	<input type="checkbox"/> - UP	ZC**	<input type="checkbox"/> - AP
<b>OTHER (check if applicable)</b> <input type="checkbox"/> Existing Packaging and Processing Facility (Mendocino County Code Section 20.243.070 Exception) <input type="checkbox"/> Setback Reduction (Mendocino County Code Section 20.243.050(B)(1)) <input type="checkbox"/> Cottage Industry Use Permit (microbusiness) <input type="checkbox"/> Cottage Industry Use Permit (non-volatile manufacturing)							
<small>*Note 1 – ZC = Zoning Clearance; AP = Administrative Permit; UP = Use Permit; " - " = Not Available  **Note 2 – A zoning district that indicates a ZC (zoning clearance) <b>DOES NOT</b> require this permit.</small>							

I certify that the information submitted with this application is true and accurate. I have attached the Consent of Landowner form because I am not the property owner of the parcel on which the facility is located.

Signature of Applicant/Agent \_\_\_\_\_ Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

# FACILITY PROJECT DESCRIPTION & QUESTIONNAIRE

1. Does the proposed facility meet the following setbacks?  YES  NO

- 1,000 feet from all youth-oriented facilities, schools, parks, churches, or residential treatment facilities.

2. Please describe the project in full.

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3. Please describe the project site. Include improvements such as structures, wells, septic systems, grading, vegetation removal, roads, etc.

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4. Will the development of the proposed facility be phased?  YES  NO

If YES, please describe the phases below. Include an attachment (Attachment A) if necessary.

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5. Are you grading, or plan to grade, for any roads or building sites?  YES  NO

If YES, please complete the following:

- A. Amount of cut: \_\_\_\_\_ cubic yards
- B. Amount of fill: \_\_\_\_\_ cubic yards
- C. Maximum height of cut slope: \_\_\_\_\_ feet
- D. Maximum height of fill slope: \_\_\_\_\_ feet
- E. Amount being imported/exported: \_\_\_\_\_ cubic yards
- F. Location of borrow/disposal:  ON-SITE  OFF-SITE

6. In order to develop the proposed facility, will it be necessary to:

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| A. Remove oak species or commercial tree species? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Make substantial changes in terrain?           | <input type="checkbox"/> | <input type="checkbox"/> |

7. Will there be employees?  YES  NO If YES, how many employees will be present on the largest shift? \_\_\_\_\_

8. Will there be any signs used to identify the facility?  YES  NO If YES, please provide the information below.

Location on property (must **also** be shown on site plan):

Size: \_\_\_\_\_ ft<sup>2</sup> Type (i.e. freestanding, wall, etc): \_\_\_\_\_

9. How many parking spaces will be on provided on-site? \_\_\_\_\_ How many accessible parking spaces? \_\_\_\_\_

10. Please provide an inventory of the structures on the property. If additional space is needed, please provide a separate sheet. Please note improvements may be subject to permit requirements.

	Existing Use:	Proposed Use:	Size:	ft <sup>2</sup>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

11. Will there be any security lighting?  YES  NO If YES, will the light be cast downward?  YES  NO

12. Briefly describe the surrounding properties including vegetation, animals, structures, and/or cultural/historic assets.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Please indicate the surrounding land uses.

	NORTH	EAST	SOUTH	WEST
Vacant	_____	_____	_____	_____
Residential/Agricultural	_____	_____	_____	_____
Commercial/Industrial	_____	_____	_____	_____
Institutional/Timberland	_____	_____	_____	_____
Other	_____	_____	_____	_____

14. Utilities will be supplied to the site as follows:

- A. Electricity
  - Utility Company (existing)
  - Utility Company (planned)
  - On-Site Generation – Specify \_\_\_\_\_
  
- B. Gas
  - Utility Company (existing)
  - Utility Company (planned)
  - On-Site Generation – Specify \_\_\_\_\_
  - None
  
- C. Water
  - Community water system – Specify provider \_\_\_\_\_
  - Well
  - Spring
  - Pond
  - Other – Specify \_\_\_\_\_
  
- D. Sewage
  - Community sewage system – Specify provider \_\_\_\_\_
  - Septic Tank
  - Other – Specify \_\_\_\_\_

15. Please provide driving directions to the facility using identifiable landmarks (streets, mailboxes, etc).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*FOR PROCESSING\***

P01. How will natural (trimmings) or other (plastics) materials be disposed?

\_\_\_\_\_  
\_\_\_\_\_

P02. What equipment (i.e. machines [specify], trimmers, hangers, etc) will be used for processing?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*FOR MANUFACTURING\***

M01. What solvents will be used?

\_\_\_\_\_  
\_\_\_\_\_

M02. Will *hazardous materials* (as defined by Mendocino County Code [MCC] Section 8.70.010) be used?  YES  NO

M03. Will *hazardous materials* be stored in quantities greater than 55 gallons, 500 pounds, or 200 cubic feet?

NO  YES; please specify \_\_\_\_\_

M04. Will *hazardous waste* (as defined by MCC section 8.70.010) be generated on-site?  YES  NO

M05. Please describe the extraction process. Provide an additional sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

M06. What products are being made? (i.e. edibles, topicals, tinctures, soap/skin products, etc)

\_\_\_\_\_  
\_\_\_\_\_

M07. How will hazardous (chemicals), natural (trimmings), or other (plastics) materials be disposed?

\_\_\_\_\_

**\*FOR RETAIL/DISPENSARY\***

R01. Will there be consumption of cannabis products on-site?  YES  NO

R02. Will the facility have a mobile delivery component?  YES  NO If YES, number of vehicles to be used? \_\_\_\_\_

**\*FOR DISTRIBUTION\***

D01. How many vehicles will operate from this facility? \_\_\_\_\_

**\*FOR MICROBUSINESS\***

B01. What is the primary use of the microbusiness (i.e. retail, processing, etc)? \_\_\_\_\_

B02. What are the accessory uses that are incidental to the primary use? \_\_\_\_\_

I, the undersigned below, certify that the information submitted with this application is true and accurate:

_____ Print Name of Applicant/Agent	_____ Date	_____ Print Name of Owner	_____ Date
_____ Signature of Applicant/Agent		_____ Signature of Owner	

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## AUTHORIZATION OF AGENT

1. I hereby authorize \_\_\_\_\_ to act as my representative and to bind me in all matters concerning this application.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

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## CERTIFICATION AND SITE VIEW AUTHORIZATION

1. I hereby certify that I have read this completed application and that, to the best of my knowledge, the information in this application, and all attached appendices and exhibits, is complete and correct. I understand that the failure to provide any requested information or any misstatements submitted in support of the application shall be grounds for either refusing to accept this application, for denying the permit, for suspending or revoking a permit issued on the basis of such misrepresentations, or for seeking of such further relief as may seem proper to the county.
2. I hereby grant permission for County, Planning and Building Services staff, and hearing bodies to enter upon and site view the premises for which this application is made in order to obtain information necessary for the preparation of required reports and render its decision.

\_\_\_\_\_  
Owner/Authorized Agent

\_\_\_\_\_  
Date

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## INDEMNIFICATION AND HOLD HARMLESS

ORDINANCE NO. 3780, adopted by the Board of Supervisors on June 4, 1991, requires applicants for discretionary land use approvals, to sign the following Indemnification Agreement. Failure to Sign this agreement will result in the application being considered incomplete and withheld from further processing.

### INDEMNIFICATION AGREEMENT

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the County of Mendocino, its agents, officers, attorneys, employees, boards and commissions, as more particularly set forth in Mendocino County Code Section 1.04.120, 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 adoption of the environmental document which accompanies it. The 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 connection with the approval of this application, whether or not there is concurrent, passive or active negligence on the part of the County, its agents, officers, attorneys, employees, boards and commissions.

1. I, \_\_\_\_\_, hereby agree to the above Indemnification Agreement. **(Print Name)**

\_\_\_\_\_  
Owner/Authorized Agent

\_\_\_\_\_  
Date

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To facilitate proper handling of this application, please indicate the names and mailing addresses of individuals to whom you wish correspondence mailed to if different from those identified on the application.

Name	Name	Name
Mailing Address	Mailing Address	Mailing Address

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## **FACILITIES ADMINISTRATIVE / USE PERMIT APPLICATION**

**SUBMITTAL MATERIALS: PLEASE SUBMIT TO THE DEPARTMENT OF PLANNING AND BUILDING SERVICES**

- 2 copies of the fully completed Permit application form. *(Page 1 of this packet)*
- 2 copies of the Site and Project Description Questionnaire fully completed. *(Pages 2-4 of this packet)*
- 2 Copies of the Plot Plan *(see attach requirements and example on Pages 7-8 of this packet).*
- 2 Copies of architectural building elevations and sign detail *(check with planner prior to application submission).*
- 1 Indemnification Agreement. *(Page 5 of this packet)*
- 1 Certification and Site View Authorization/Mail Direction form. *(Page 5 of this packet)*
- Proof of the applicant's legal interest in all property upon which work is to be performed. Proof can be in the form of a current tax statement, title report, lease agreement or other documents showing legal interest to apply for the permit and comply with all conditions of approval. All holders or owners of any other interest of record in the affected property shall be identified on the application and notified in writing of the permit application by the applicant and invited to join as co-applicant. In addition, prior to the issuance of the permit, the applicant shall demonstrate the authority to comply with all conditions of approval.
- Preliminary clearance from the Department of Forestry (CalFire) if not in local responsibility area.

**FILING FEE**

- Check with a planner prior to submitting the application for the current fee. All fees are collected by the Department of Planning and Building Services. Checks should be made payable to Mendocino County with the exception of the Sonoma State University's fees, which should be on a separate check, payable to Sonoma State University. **Sonoma State University fee is \$75.00 and must be paid during application submittal.**
- The Department of Fish and Wildlife collects a fee for filing the Notice of Determination upon project approval. Assembly Bill 3158 requires the fee be paid for every project that the County adopts an Environmental Impact Report, Mitigated Negative Declaration, or Negative Declaration pursuant to the California Environmental Quality Act. This fee is updated annually by the Department of Fish and Wildlife; please verify the current fee with PBS.

**NOTE**

- All maps, plans, etc. (except reproducible) larger than 8½ by 11 inches shall be folded to a maximum size of 8½ by 11 inches. 1 8½ by 11 inch site plan shall be submitted with the application.

**Any application not meeting the above criterial will be considered Incomplete and will be returned to the applicant. Illegible maps or incomplete response to the questions may delay project review.**

**IMPORTANT FACTS**

1. After preliminary review, your application will be scheduled for a public hearing with the Planning Commission or Zoning Administrator. Generally speaking, more complex or controversial applications are heard by the Planning Commission, while simpler and more routine applications are heard by the Zoning Administrator.
2. A copy of the public notice, staff report and agenda will be mailed to you prior to the public hearing. The staff report on your project will include the project recommendations and conditions of approval.
3. Public notice of hearings on your application will be published in local newspapers.
4. Owners of adjoining property will be notified of the proposal. Occupants within 100 feet of your property will be notified for projects located within the Coastal Zone.
5. As required by law, an environmental review will be conducted to examine potential environmental effects of your proposal.
6. The applicant or a representative must attend the public hearing.
7. At the public hearing, members of the public will have the opportunity to express positive or negative comments regarding your application.
8. Action by the Planning Commission is final unless appealed to the Board of Supervisors except that approved coastal development permits may be appealable to the California Coastal Commission.
9. Appeals to the Board of Supervisors must be submitted in writing to the Clerk of the Board within 10 calendar days of the Planning Commission's decision. The appeal must be accompanied by the applicable fee. Following your appeal, the Board of Supervisors will hold a public hearing. You will be notified by mail of the time and place that your appeal will be considered. The Board of Supervisors' action shall be final except that an approved coastal development project may be appealable to the California Coastal Commission.

## SITE PLAN REQUIREMENTS

**Your application for a cultivation permit must include an 8½" x 11" site plan. The information shown on the site plan should be legible, drawn to scale and must show the following:**

1. Property owner's name, property address and Assessor's Parcel Number(s) (APNs)
2. Applicant(s) name
3. Property site address
4. Assessor's Parcel Number
5. Legal parcel configuration clearly shown with *all* property boundaries, dimensions and acreage.
6. Scale (if applicable)
7. Facility location (which building(s)), size of building(s), and distance to property lines
8. North arrow
9. If applicable, grow site location, size of area with distance to property lines. Noted whether indoor/outdoor

### **Roadways**

10. Adjacent streets, both public and private, and any access easements.
11. Distance from the centerline of any public or private roadway to property line.
12. Driveways, parking and loading areas, including the size of parking spaces and setbacks from property.
13. Access to site from nearest public road.

### **Structures**

14. All *existing* structures clearly labeled with use and distance from property line.
15. Proposed structure or additions (if applicable), clearly labeled with use and distance to property lines.
16. Location of any occupied residential structure located on a separate legal parcel with distance noted to grow site.
17. Fences and retaining walls (indicated height and material).

### **Utilities**

18. Utility lines and public utility easements (power, water, sewer, etc).

### **On-Site Septic**

19. Existing and proposed septic systems and leach field areas, including replacement field.

### **Water Source(s)**

20. Water wells with distances to any structures, septic systems and property lines.
21. Water storage tanks (include size) and distance to property lines.
22. Springs, ponds, rainwater catchment and any other water source not stated.

### **Site/Habitat Conditions**

23. Lakes and streams, to be identified with names if appropriate.
24. Flood Plain/Flood Way (if applicable)
25. Woodland area
26. Wetland/riparian area
27. Hedgerows
28. Ground disturbance area

### **Site plans which WILL NOT be acceptable:**

- Copies from the CALFIRE application
- Zoomed in site plan (only). **Zoomed in site plans must be accompanied by site plan showing legal parcel boundary.**
- Copies of site plans previously used with approval signatures from previous building permits.
- Copies of previously used site plans with "white out" areas.

NOTE: Upon submission and review, staff may request more information before processing the application.

**FAILURE TO INCLUDE ANY OF THE REQUIRED INFORMATION MAY RESULT IN THE REJECTION OF YOUR APPLICATION AND THE DELAY OF PROCESSING YOUR PERMIT APPLICATION, OR INVALIDATE YOUR APPROVED PERMIT.**

