

APPLICATION OVERVIEW

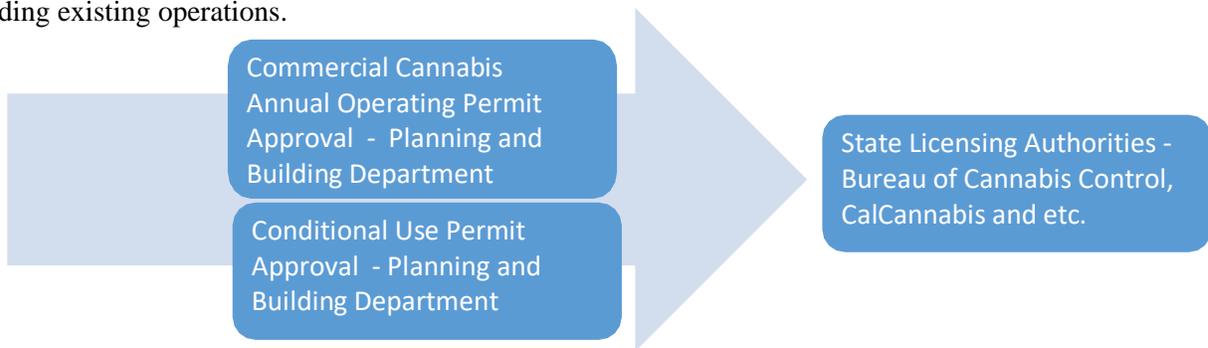
Commercial Cannabis Annual Operating Permit and Commercial Cannabis Use Permit (Conditional Permit)

Please include the following application with your submittal: <https://www.edcgov.us/government/planning/forms/documents/Pre-Ap02-14.pdf>

Commercial Cannabis businesses in the unincorporated County of El Dorado must obtain a Commercial Cannabis Annual Operating Permit and Commercial Cannabis Use Permit (e.g. **Conditional Use Permit**) from the Planning and Building Department.

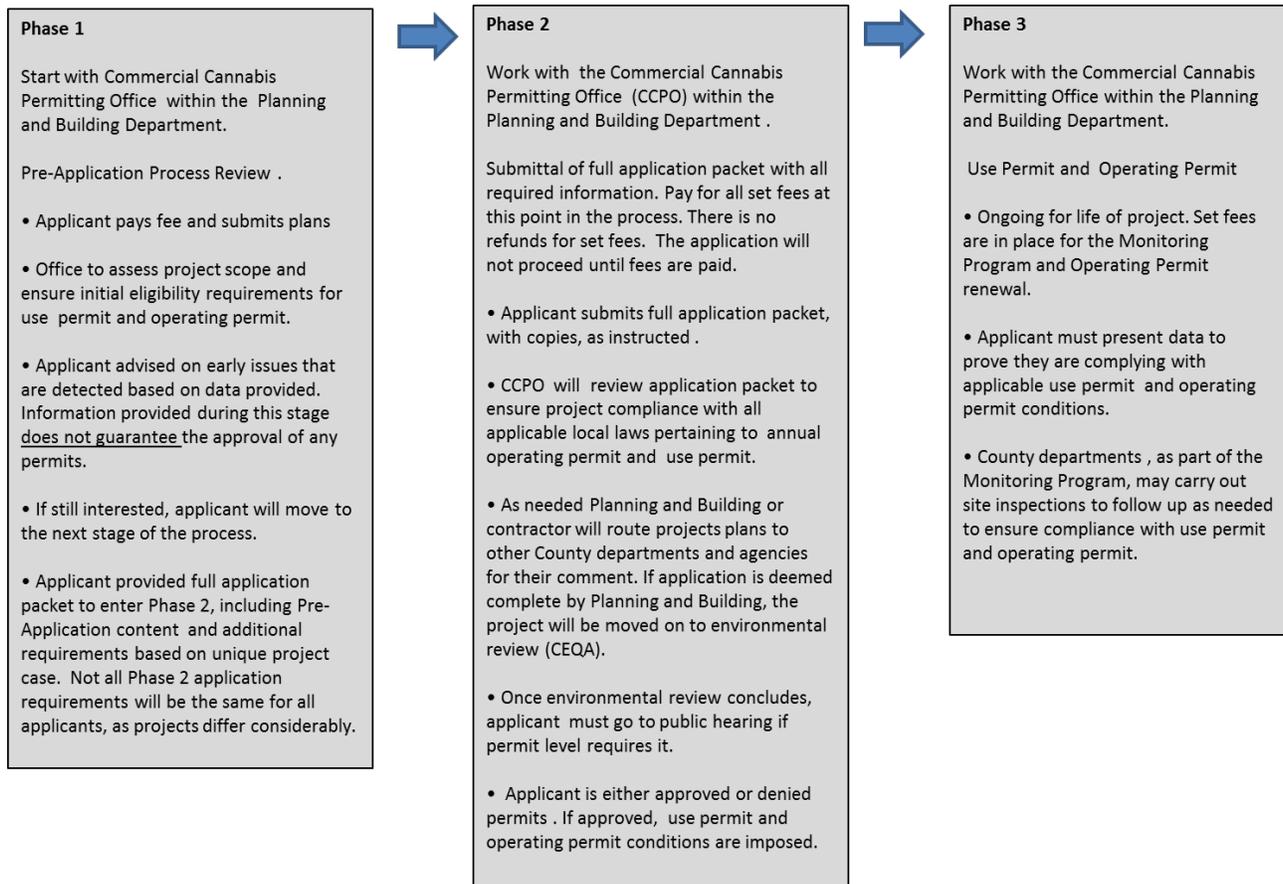
The Commercial Cannabis Permitting Office (CCPO) within the Planning and Building Department will coordinate the process. Once a Commercial Cannabis Annual Operating Permit (Operating Permit) and Commercial Cannabis Use Permit (Use Permit) have been obtained, the permittee must obtain a Business License from the Treasurer-Tax Collector. Once an Operating Permit, Use Permit, and Business License have been issued locally, State annual cannabis business licenses must also be obtained.

Local and State permits and licenses must be obtained prior to commencing cannabis business activities or expanding existing operations.



- Please read through this entire document and study the cannabis regulations to determine the project's eligibility and requirements that apply to the specific project.
- Near the end of the overview document there are links to the regulations and other useful resources.
- If you cannot find an answer to your specific question(s) after reviewing the regulations and resources, please contact the Planning and Building Department at 530-621-5355 or email cannabisinfo@edcgov.us.

The Operating Permit, and Use Permit process happens in three-phases as generally described below:



1. Phase 1- Pre-Application (Commercial Cannabis Licensing Office Only):

The purpose of the Pre-Application review is to determine basic eligibility of the proposed cannabis business operation and work to identify potential issues as early in the process as possible. This process is meant to detect issues so they can be discussed before the application process.

Any applicant arriving at their appointment without having substantially completed the pre-application submittal materials may forfeit their appointment and be placed at the end of the applicant list.

NOTE: While staff will take utmost care to accurately represent County Codes, Policies and applicable past positions of staff, the Planning Commission and the Board of Supervisors, it should be noted that matters discussed in the Pre-Application meeting should be not construed to bind, restrict or obligate the staff or review boards when processing a subsequent application. A more thorough review that occurs during the formal application process could reveal issues and circumstances that were not known or reviewed during the much shorter review of the Pre-Application review process. Further, it is incumbent on the part of the Applicant to obtain and understand all applicable Codes and policies.

Pre-Application Review

- Dependent upon the proposed project location and project description, the Pre-Application package may be routed to select County departments to provide initial guidance on the adequacy of the project scope and if further information is needed prior

to sending the applicant on to Phase 2 (application process).

- Please do not forget to complete the Transportation Impact Study (TIS) – Initial Determination form. The information provided, in the document, will be used by County staff to determine if the proposed project will be required to complete a Transportation Impact Study or an On-Site Transportation Review (OSTR). If one or both are required, County staff will contact the applicant with more information about the required studies. Both studies are described in the TIS Guidelines, which can be found on the County’s website. The TIS – Initial Determination form is found on the same website as the pre application.
- Be advised that if the application content is considered deficient and staff is unable to adequately review the proposal due to incomplete responses to questions or inadequate site plans and other required data, the applicant will be asked to provide clarifications and make corrections before staff can proceed with pre-application review.
- Be advised that while CCPO staff will solicit all known requirements in preparation for Phase 2 Permit Application submittal, additional information may be requested by the CCPO or other County departments.

Fees

The Pre-Application fee, is in the amount of **\$1,558.00** Payments must be submitted along with a completed Pre-Application. Pre-Application fees are non-refundable. The fee covers Pre-Application review from CCPO/Planning and Building, Environmental Management, and Transportation.

2. Phase 2- Full Application (Commercial Cannabis Licensing Office in the Planning and Building Department):

The purpose of the **Phase 2 Full Application review** is to obtain complete information on proposed cannabis business operations and associated development on a property to ensure project compliance with the commercial cannabis ordinances and environmental review thereof. At this stage, the applicant will submit the full application to the Planning and Building Department to commence the Commercial Cannabis Use Permit (e.g. Conditional Use Permit) review and receive the fee information for the process. A set of plans will be routed to the CCPO for review and processing. During this process, the Commercial Cannabis Use Permit and the Commercial Cannabis Annual Operating Permit will be moving concurrently and their approval will happen at the same time.

Submittal of Full Application

- If applicants are interested in the application process and wish to proceed, they must next submit the materials required in the application.
- At this stage, engineered plans, architectural renderings, biotic reports, grading plans, and similar items may be required, dependent on the scope of the proposal.

CCPO staff will review the application/plans for the annual operating permit and will initiate a completeness review for the use permit application. If, in the review process, the submitted materials are determined to be deficient by any County department or reviewing agency, the applicant will be notified to re-submit the requested materials in a timely manner.

Other information, such as LiveScan, security plans, etc. will be required at this time.

Fees

The Commercial Cannabis Annual Operating Permit will be processed with a set fee that will be paid at the beginning of the process. The Commercial Cannabis Use Permit application is planned to be processed on an “At Cost” basis (*time and materials*). An initial deposit will be required by the respective County department. If selecting the option of a contractor to process the applications, then the contractor will charge their time to the applicant through the County. The time taken to complete the application process will be billed to the applicant if it is more than the deposit. Any applicant will have to pay their application costs before he/she is recommended to go to the Agriculture Commission and/or Planning Commission. In addition, a use permit or operating permit will not be given without total payment for the cost of the application process.

3. Phase 3 – Annual Operating Permit and Monitoring Program - (Commercial Cannabis Licensing Office and Planning and Building Department):

For successful applicants, the CCPO will coordinate to ensure all conditions of approval and operational requirements of a cannabis business operation are met by specified deadlines and that all operations are in conformance with approvals granted. Site inspections may be scheduled in addition to other County Departmental follow-up, as required.

The purpose of the Monitoring Program is to ensure key milestones are reached by applicants who are on track to reobtain their operating permit (renewal). If the CCPO recommends denial, the applicant will receive written justification for the determination.

Please Remember – Obtain County Business License:

It is unlawful for any person to transact any kind of business in the unincorporated territory of the County without possessing an unexpired and unrevoked County business license unless the business is exempt from the license requirements. Business licenses must be renewed annually. A renewal notice will be mailed to you in the month prior to your renewal date. A business license can be obtained through the Treasurer-Tax Collector’s Office.

General Advice and Instructions to the Applicant

The information provided in all phases of the application process will be used to determine the eligibility for eventual cannabis land use permits, under County Code Chapter 130.41

The Ordinances may be reviewed on the Cannabis Licensing Website, link here:

<https://www.edcgov.us/Government/planning/Cannabis/Pages/Cannabis---Commercial.aspx>

- The application requirements listed herein are the minimal requirements. Any additional information believed to assist staff in understanding the proposed operation may help to more effectively move it through the review process.
- Be advised that the applicant will need the help of professionals at some point in the application process, either based upon a County requirement or to help more efficiently navigate the annual

operating permit and use permit process. Such professionals may include: land-use consultants familiar with County planning requirements and review procedures; qualified biologists or archaeologists to review sensitive sites; licensed professionals (architects, civil engineers, traffic engineers, surveyors, engineering geologists, etc.) to prepare grading plans, design commercial buildings, roads, and parking plans.

- It is the applicant's responsibility to provide all required information and cooperate with all required field investigations. Discovery of any false or misleading information is grounds for permit denial or revocation.
- If the applicant is filling out the application questionnaire by hand, neatly print in blue or black ink. Illegible writing will not be accepted.
- The applicant must respond to all items and questions. If a question does not apply to the project being proposed, write "N/A" (not applicable) in the space provided for your response.
- If the applicant needs more space for any response, attach additional sheets and identify the additional information by the application form number and question number.
- The reviewing agencies may ask for additional information to process your application.

1. **Do you own the property, lease the property, or have another arrangement? Explain. If you are the owner please provide evidence of property ownership & authorization.**

Please attach the following supporting information, as applicable.

- a. Copy of current deed, or other proof of ownership for the property where commercial activity will occur.
- b. Copy of lease or similar instrument explicitly authorizing cannabis business activities and development / permits you are applying for (if you are not the property owner).
- c. Notarized written consent of property owner to allow named applicant(s) to apply for cannabis business permit activity (if you are not owner of record and do not have authority to apply for commercial cannabis permits through lease or written agreement)

2. **Aerial Imagery (OPTIONAL: may be included with the required site plan – see #6 below): Please attach the following supporting information:**

- a. Vicinity Map- Aerial vicinity map with parcel boundaries clearly demarcated showing all parcel(s) associated with proposed cannabis business and surrounding neighboring parcels.
- b. Site Map- Updated (recent) aerial photo of the proposed cannabis annual operating site in relation to the entire parcel(s) that shows all structures and/or grow areas superimposed/outlined over aerial where cannabis business activities will occur. Label all business activity areas and show dimensions. The map must be of sufficient scale and level of detail to accurately depict the proposed location of the cannabis activity on the property. For very large parcels show overview map with entire parcel depicted and provide a zoomed-in map of the portion of the parcel where cannabis business activities will occur. See Phase 1, Supplemental Materials (pp. 34-35) for examples of appropriate aerial maps.

3. **Copy of Assessor’s Parcel map highlighting all parcels involved in cannabis annual operating permit application. This could require a trip to the Planning and Building Department.**

4. **Site Plan of Entire Parcel (REQUIRED): Ensure site plan includes existing and/or proposed development for each licensee co-locating on site, if applicable.**

Plans shall be submitted in full size plan sets (24" x 36" or 18" x 24" format). If submitting multiple sheets, plans must be stapled together with site plan on top and folded (as shown on the plan folding instructions brochure).

In addition to TWO full size plan sets, please provide an 8 ½ "x 11" reduced plan set plus an electronic PDF copy.

- a. Applicant's name, address and phone, and cell number and e-mail address.
- b. Property owner's name, property address, and Assessor's Parcel Number(s) (APNs) on every sheet.
- c. Date prepared and scale. Acceptable scales are: 1"=10', 1"=20', ¼"=1, 1/8"=1'. Other scales may be appropriate but must be clearly labeled.
- d. Sheet Title (i.e. SITE PLAN, FACILITY LAYOUT, GRADING PLAN, etc.)
- e. North arrow
- f. Vicinity map showing the location of the parcel in El Dorado County, including names of existing streets, cross streets and project area within parcel.
- g. Dimensions of required "front", "rear" and "side" yards (zoning setbacks).
- h. Location of cultivation site and/or other commercial cannabis business activity.
- i. Dimensions showing all required setbacks that apply to commercial cannabis businesses.
- j. Property uses on adjacent parcels and across adjacent streets ("residential", "agricultural", "office", etc.).

ROADWAYS

- Adjacent streets, both public and private, and any access easements.
- Location and dimensions of driveways, parking spaces, maneuvering aisles, rights-of-way, edge of pavement easements, curb-cuts, sidewalks, street trees.
- Access to site from nearest public road.
- Distance from the centerline of any public or private roadway to property line.

STRUCTURES

- Building footprint of existing structures, clearly labeled, with use and distance from property line(s). Include decks and carports.
- Proposed structure(s) and/or additions (if applicable), clearly labeled with use and distance to property line(s).
- Location of nearest adjacent habitable structure and distance to any outdoor cultivation area. (Does not include habitable structures on subject site).
- Fences and retaining walls, existing and proposed (indicate height and material).

UTILITIES

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

ON-SITE

- Existing and proposed septic systems, including leach fields

WATER SOURCES

- Water wells with distances to any structures, septic systems and property lines.
- Water storage structures labeled as to type, capacity, and date of construction (if known).
- Springs, ponds, rainwater catchments and any other water source that the property owner has water rights to.

SITE CHARACTERISTICS

- Natural waterways, including perennial and seasonal streams, springs, ponds, and any other water features.
- Riparian area(s) and wetlands
- Topography; show slope direction (“flat”, “steep”, etc.) for entire parcel. Contour lines, drawn to scale, are acceptable.
- Graded and cleared areas (existing and proposed). “Clouding” of disturbed areas is acceptable.
- Location of native oak trees - label trees to be removed.
- Flood plain/flood way location, if applicable (DFIRM maps).

SUMMARY TABLE

- Owner’s name and assessor’s parcel number.
- Square footage of the lot; Square footage of the existing and proposed structures.
- Name(s) of utilities district (water, sewer), if applicable.
- Name of Fire District
- If known, grading quantities (cut and fill volumes in cubic yards)

5. **Interior Facility Plan (floor plan) for existing and proposed structures.**
See Phase 1, Supplemental Materials (pg. 36).

6. **Lighting Diagram for cultivation structures. See Phase 1, Supplemental Materials (pg. 37).**

7. **If you have/had an existing cannabis business in the El Dorado County, did you or will you relocate your cannabis business?**

Yes No

If so, identify previous location. (Please attach documentation)

8. **Are there any contracts or easements that affect the use of the property? e.g. Williamson Act Contract, etc.**

If you are unsure you may inquire with the Planning and Building Department.

Yes No

9. Does the property for which a license is sought have a residence onsite or under construction?

Yes No

If no, please explain status:

10. If applicable, does or will the cultivator or cultivation manager reside on property for which a license is requested? Attach evidence if available.

Yes No

11. Provide the name and contact information for the Designated Local Contact?

12. Program Scope

a. Please provide a short, general overview of the proposed cannabis facility (attach additional sheets if needed). Please limit your description to the physical and logistical requirements of the facility ONLY.

b. Please indicate what products/services will be provided by the facility (attach additional sheets if needed).

c. Will there be multiple licensees associated with this parcel, e.g., is co-location proposed? This includes existing dispensaries.

Yes No

If yes, please also complete Phase 1, Form F

d. Will there be multiple parcels sharing infrastructure, e.g., is a master planned site proposed?

Yes No

If yes, please also complete Phase 1, Form F

e. Provide description of number of employees proposed.
Distinguish between seasonal, full/part-time employees, and if employment is existing now or proposed. Clarify number of employees associated with each license type proposed or if same employees will perform various duties across multiple license types for your business).

f. Will the operation maintain a fleet of vehicles?

Yes No

If yes, explain further below including intended use of vehicles. Be sure to note existing vehicles and their use, as distinct from what is proposed in the future (if your operation has been in operation at the project location in the past).

g. Will delivery vehicles come to the facility?

Yes No

If so, provide estimates on frequency and number of deliveries based upon proposed project buildout.

h. What is the source of electricity for the cannabis business operation?

PG&E
Generator
Renewables (specify) _____
Other (specify) _____

Generators may be used as a secondary or back-up power source pursuant to a valid permit from the El Dorado County Air Quality Management District and evidence that it meets EDC noise standards.

i. What is the source of water for the cannabis operation?

Well
District
Spring
Other _____

If you have a copy of the statement of water diversion, or other permit, license or registration filed with the California State Water Resources Control Board (SWRCB), Division of Water Rights, attach to your application.

- j. How will wastewater be removed? This includes wastewater from cultivation or manufacturing processes.

Septic
District
Other (specify)

- k. What are the proposed hours of operation? Note differences, if applicable, for each license type.

- l. If you intend to phase your development over several years and gradually add on square footage/structures, licensed activities, employees and the like, please describe approximate phasing plan (e.g. Year 1, Year 2, Year 3 with accompanying description of the physical development and operational requirements of each phase).

If not applicable, insert "N/A" and move on to next question.

- m. Describe ALL proposed land alteration needed to support site improvements such as development of structures, roads/parking, employee facilities, septic, fencing, etc. Check each of the following additional items that apply and describe in detail.

Attach additional sheets if necessary.

Estimated grading (cut/fill) required to provide road access, support structural development, etc.,

Type and number of native oak trees to be removed, acreage of other vegetation to be altered/removed. Ensure full description includes any trimming of trees/vegetation.

Note any previous site alteration done to support existing operations (if applicable).

Stream/river crossings required to access cannabis operation. Detail if permits will be needed for development proposed near streams/river crossings. Provide determination from CDFW or USACE if available.

- n. Will any of the following operations be performed as part of the cannabis operation?

Open outdoor storage, processing and/or mixing of soil or soil amendments Vegetation Clearing, soil disturbance or road construction/maintenance.

Process that may generate fumes, dust, smoke or strong odors (Includes: manufacturing, processing, production, testing, dispensing facilities)

Open outdoor burning

Aggregate and/or wood processing activities

- o. Will you be using or storing hazardous materials?

Yes No

- p. Are you aware of sensitive habitat or species of special concern on your property?

Yes No

If yes, explain.

- q. Do you or will you illuminate any portion of the property that is visible from the exterior between sunset and sunrise (e.g., security lights, mixed lighting)?

Yes No

If yes, describe how you will comply with the El Dorado County Zoning Ordinance Chapter 130.34

- r. How do you intend to secure your site and comply with the Security and wildlife exclusionary fencing development standards (Article 4 – Special Use Regulations, Chapter 130.41 – Cannabis)

- s. How do you intend to manage onsite cannabis waste?

t. How do you intend to comply with the (Article 4 – Special Use Regulations, Chapter 130.41 – Cannabis), Renewable Energy Sources?

u. Have you completed a Business Plan for your operation?

Yes No

If yes, you may submit a copy for review.

v. Do you understand that the County staff may inspect your site, sometimes without notice?

Yes No

FORM A
Identifying Information (Required for ALL Applicants)

a. APPLICANT NAME (PRINT)	(Note: Applicant must be one of the owners, directors or board members listed below who is authorized to act on behalf of the business. Please attach a completed Applicant / Owner Certification Form; see supplemental documents)		
b. AGENT NAME (PRINT)	(Note: Submit an "Owner-Agent" authorization if applicable; see supplemental documents)		
c. MAILING ADDRESS (Street number and name, city, state, zip code)			
d. PHONE NUMBER(S) Primary:		Alternate:	
e. E-MAIL(S) Primary:		Alternate:	
f. TYPE OF OWNERSHIP (Check one)			
<input type="checkbox"/> Sole Owner <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership (LP)			
<input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Corporation			
<input type="checkbox"/> Other (Specify)			

<p>If the applicant is other than a natural person (including general partnerships of more than one individual natural person), the applicant must provide documentation regarding the nature of the entity and the names of the individual natural persons who manage, own or control the entity. The most common entities are corporations, limited liability companies (LLCs), limited partnerships (LPs), or trusts. These entities can be multi-layered and/or interlocking, e.g. a corporation can be owned by another corporation. If that is the case, documents for those other related entities are needed until the individual natural persons who manage, own or control the entities can be identified.</p>			
g. LIST ALL OFFICERS, DIRECTORS, GENERAL PARTNERS (if LLP) AND MANAGERS (if LLC), AND THEIR TITLES (attach additional sheets if necessary)			
Printed Name	Title	Printed Name	Title
Printed Name	Title	Printed Name	Title
Printed Name	Title	Printed Name	Title
Printed Name	Title	Printed Name	Title

Printed Name	Title	Printed Name	Title
Printed Name	Title	Printed Name	Title

LIST ALL STOCKHOLDERS, LIMITED PARTNERS, LLC MEMBERS OR THOSE WITH A FINANCIAL INTEREST IN THE BUSINESS OF THE APPLICANT, AND THEIR PERCENTAGE OF OWNERSHIP. MUST TOTAL 100%

(Attach additional sheets if necessary)

Printed Name	%	Printed Name	%
Printed Name	%	Printed Name	%
Printed Name	%	Printed Name	%
Printed Name	%	Printed Name	%
Printed Name	%	Printed Name	%
TOTAL OF ALL PERCENTAGES:	%		

a. Federal Tax Identification Number for this business_____	NONE
b. State Tax Identification Number _____	NONE
c. Board of Equalization Tax Identification Number for this business_____	NONE

FORM B
Cannabis Cultivation License

1. What cultivation license type(s) are being applied for?

2. Assessor Parcel Number(APN) and Exact Size(s) of each parcel and proposed canopy size

APN	Parcel (ac.)	Canopy Size (sf)	Estimated # of Plants

3. Describe all aspects of cultivation activities including: planting, growing, developing, propagating, harvesting, drying, processing, curing, grading, trimming, packaging and storage of cannabis plants. Detail other factors such as plans for indoor/outdoor cultivation, electrical requirements and lighting plans.

4. Will you require any offsite processing of your cannabis (e.g., offsite drying, curing, trimming)? If so, where and what will be done offsite? Be advised that offsite cultivation activities related to your proposed cultivation license must be separately accounted for and licensed. Attach additional sheets if necessary.

5. Who will transport cannabis products to and from the facility (will you seek your own distribution license or have a 3rd party do this)? Be advised that those who transport cannabis products require their own distribution license.

6. Will you manufacture any cannabis products on the planned future cultivation site (edibles, tinctures, salves, etc.)?

Yes No

If yes, complete Form C.

7. Will the planned future cultivation site be visible from any adjacent public-right-of way?

Yes No

8. How do you intend to screen your cannabis plants from view? If the property is far away from public view, please explain.

9. Will there be nighttime lighting required for the cultivation of plants? If so describe how you will comply with El Dorado County Zoning Ordinance Chapter 130.34.

Yes No

Explain. Attach additional sheets and diagrams as needed.

10. If cultivation will be indoors, will you use a commercial air scrubbing device that prevents the odors from escaping? How do you intend to comply with Article 4 – Special Use Regulations Chapter 130.41 - Cannabis? Attach diagrams and other supporting information as needed.

11. Include discussion on how the planned cultivation site includes control measures to contain any or all of the following on site: i) irrigation run-off; ii) fertilizers; and iii) contaminants. Attach additional sheets and diagrams as needed.

12. Does the proposed cannabis cultivation area meet setbacks in Article 4 – Special Use Regulations Chapter 130.41 - Cannabis?

You may require the help of professionals to verify setbacks are met- miscalculations or misrepresentations may significantly delay processing of your application. Ensure you read entire code section for exceptions and instructions on measuring setbacks.

Commercial cannabis cultivation area is at least 1,500 feet from; any school, school bus stop, place of worship, park, playground, child care center, youth-oriented facility, pre-school, public library, licensed drug or alcohol recovery facility, or licensed sober living facility?

Yes

No

FORM C
Cannabis Delivery/Retail License

1. Select which of the following you are applying for: delivery or retail?

2. Are you located in El Dorado County? Will you be delivering to other jurisdictions? Do you have a facility in another county?

3. How many vehicles do you anticipate delivering product?

4. How many deliveries per day do you anticipate delivering product?

5. Does the proposed cannabis activity meet setbacks in Article 4 – Special Use Regulations Chapter 130.41 - Cannabis?

You may require the help of professionals to verify setbacks are met- miscalculations or misrepresentations may significantly delay processing of your application. Ensure you read entire code section for exceptions and instructions on measuring setbacks.

Commercial cannabis cultivation area is at least 1,500 feet from; any school, school bus stop, place of worship, park, playground, child care center, youth-oriented facility, pre-school, public library, licensed drug or alcohol recovery facility, or licensed sober living facility?

Yes No

6. How will you comply with odor standards in Article 4 – Special Use Regulations Chapter 130.41 - Cannabis?

FORM D
Cannabis Manufacture License

1. Select the El Dorado County license type(s) for planned manufacturing activity

2. What zone designation will the manufacturing occur?

3. What products will be manufactured?

4. Please describe any extraction methods used in detail (equipment, raw materials, chemicals, etc.):

5. Will you be manufacturing any food products? If so, what products?

6. Does the proposed cannabis facility meet setbacks in Article 4 – Special Use Regulations Chapter 130.41 - Cannabis?
You may require the help of professionals to verify setbacks are met- miscalculations or misrepresentations may significantly delay processing of your application. Ensure you read entire code section for exceptions and instructions on measuring setbacks.

Commercial cannabis facility is at least 1,500 feet from; any school, school bus stop, place of worship, park, playground, child care center, youth-oriented facility, pre-school, public library, licensed drug or alcohol recovery facility, or licensed sober living facility?

Yes No

7. Describe how you intend to comply with the following Article 4 – Special Use Regulations Chapter 130.41 - Cannabis, Odor Abatement Plan.

Attach diagrams and other supporting information as needed.

FORM E

Cannabis Distribution License

1. Select the El Dorado County license type(s) for planned activity

Distribution license: transport of licensee's own cannabis product

Distribution license: transport of other licensees' cannabis product (can include licensee)

2. Is the distribution aspect of the business accessory to the primary use?

Yes

No

If yes, please select the primary use of business

Cultivation

Manufacturing

Retail

3. Distribution License: Provide detailed description of cannabis distribution license sought and proposed operations.

4. Number of vehicles to be used from the site: _____

5. Does the proposed cannabis facility meet setbacks in Article 4 – Special Use Regulations Chapter 130.41 - Cannabis?

You may require the help of professionals to verify setbacks are met- miscalculations or misrepresentations may significantly delay processing of your application. Ensure you read entire code section for exceptions and instructions on measuring setbacks.

Commercial cannabis distribution is at least 1,500 feet from; any school, school bus stop, place of worship, park, playground, child care center, youth-oriented facility, pre-school, public library, licensed drug or alcohol recovery facility, or licensed sober living facility?

Yes

No

If you do not meet the required setbacks, explain the reasons you believe your facility qualifies for an exception to the required setback.

FORM F

Co-Location or Shared Use Facility

1. Please specify the type of facility:
 Co-Location
 Shared Use Facility
 Both

2. Is the Applicant for the Co-Location/Shared Facilities Use Permit also applying for a license?
 Yes No
 Type: _____

3. List the applicants and license type(s) sought for cannabis business activities on parcel.

License Applicant Name (if known)	Registration # (if applicable)	License Type(s)

4. Explain in detail how co-location or shared facilities use will operate (e.g., provide the total number of licenses proposed; describe whether licensees will operate independently or cooperatively; describe the facilities to be shared). Attach additional sheets as needed.

 Ensure your Site Plan, required in the Pre-Application Questionnaire (#7), includes depiction of those co-locating on the site or those involved in the plan. All proposed site improvements and development, as well as uses should be clearly labeled.

5. Attach a copy of the proposed Co-Location/Shared Facilities Plan Agreement.

 The Agreement must describe the rights and obligations of all licensees, including any remedies for violating the Agreement.

SUPPLEMENTAL APPLICATION REQUIREMENTS (Attach if applicable)

If the applicant is not the record title owner of the legal parcel, written consent with an original signature from the owner allowing the specific commercial cannabis business activities applied for on their property by the applicant: Applicant/Owner Certification Form

If already in operation, attach documentation of tax payment history.

If already completed, copy of the statement of water diversion, or other permit, license or registration filed with the State Water Resources Control Board, Division of Water Rights.

If already completed, copy of State Water Resources Control Board General Permit and associated Regional Water Quality Control Board approvals.

If already completed, copy of Streambed Alteration Permit obtained from the Department of Fish and Wildlife.

Copy of County of El Dorado well permit, if applicable.

Hazardous Materials Business Plan and Pesticide Monitoring Program

https://www.edcgov.us/Government/emd/HazardousMaterials/pages/hazardous_materials_storage_business_plans.aspx <https://www.edcgov.us/Government/ag/Pages/pesticides.aspx>

Copy of any existing Timberland Conversion Permit or agreement between property owner and CalFire, if applicable.

If applying as a non-profit or partnership, a copy of the articles of incorporation or statement listing members of the partnership.

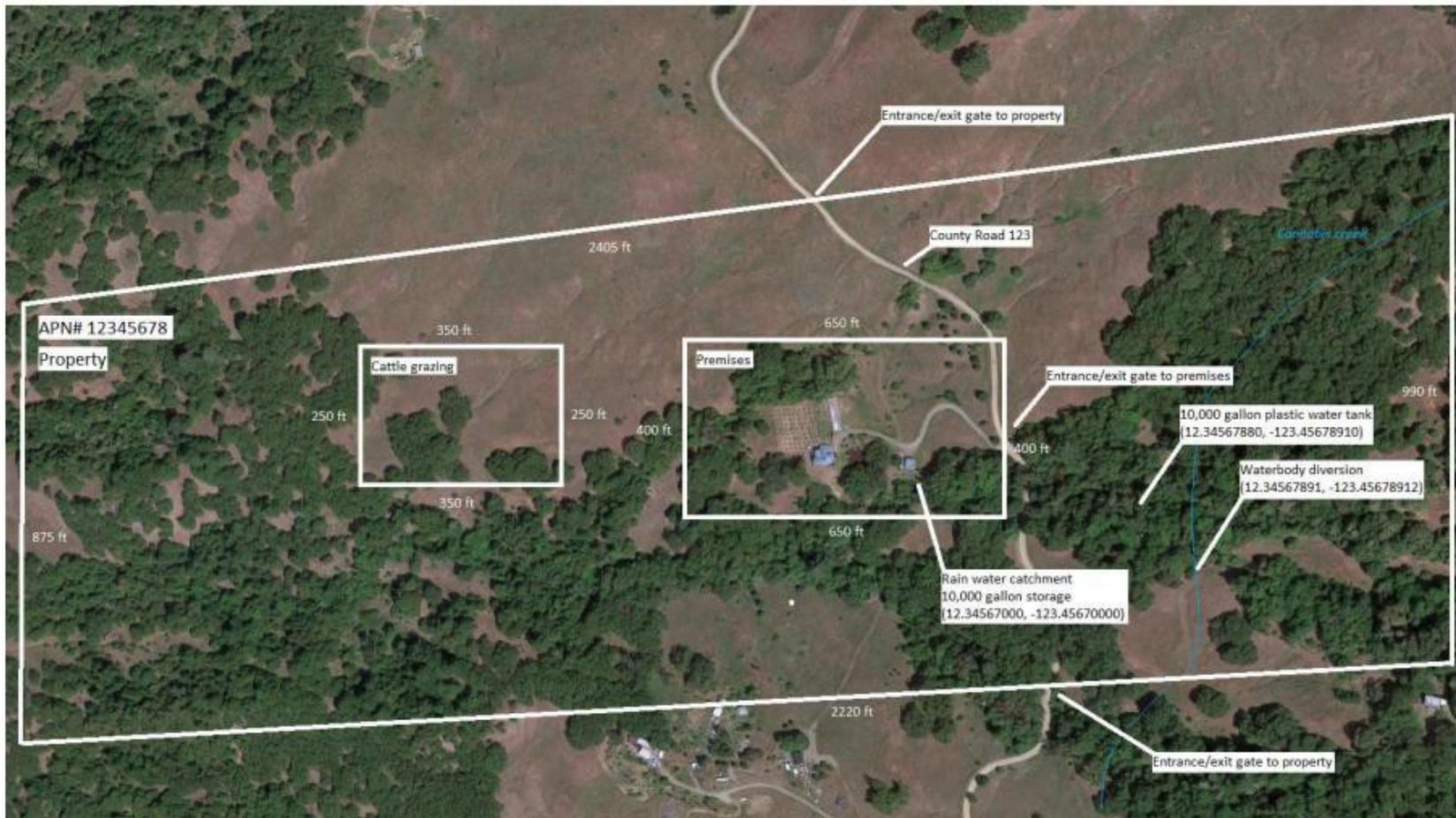
For non-exempt activities that involve construction and other work in the waters of the US, include a copy of a federal Clean Water Act (CWA) Section 404 permit obtained from the Army Corps of Engineers).

Road Association Agreement

Phase 1 Supplemental
Materials

EXAMPLE AERIAL SITE PLAN

These images are meant for illustrative purposes and are not intended to be all-inclusive of requirements you must fulfill to complete your unique site plans. Follow instructions in Pre-Application Questionnaire and use these as a reference.



Sample property diagram using aerial imagery and basic image-editing software to accurately label overall and use activities and structures on property

**Phase 1 Supplemental
Materials**

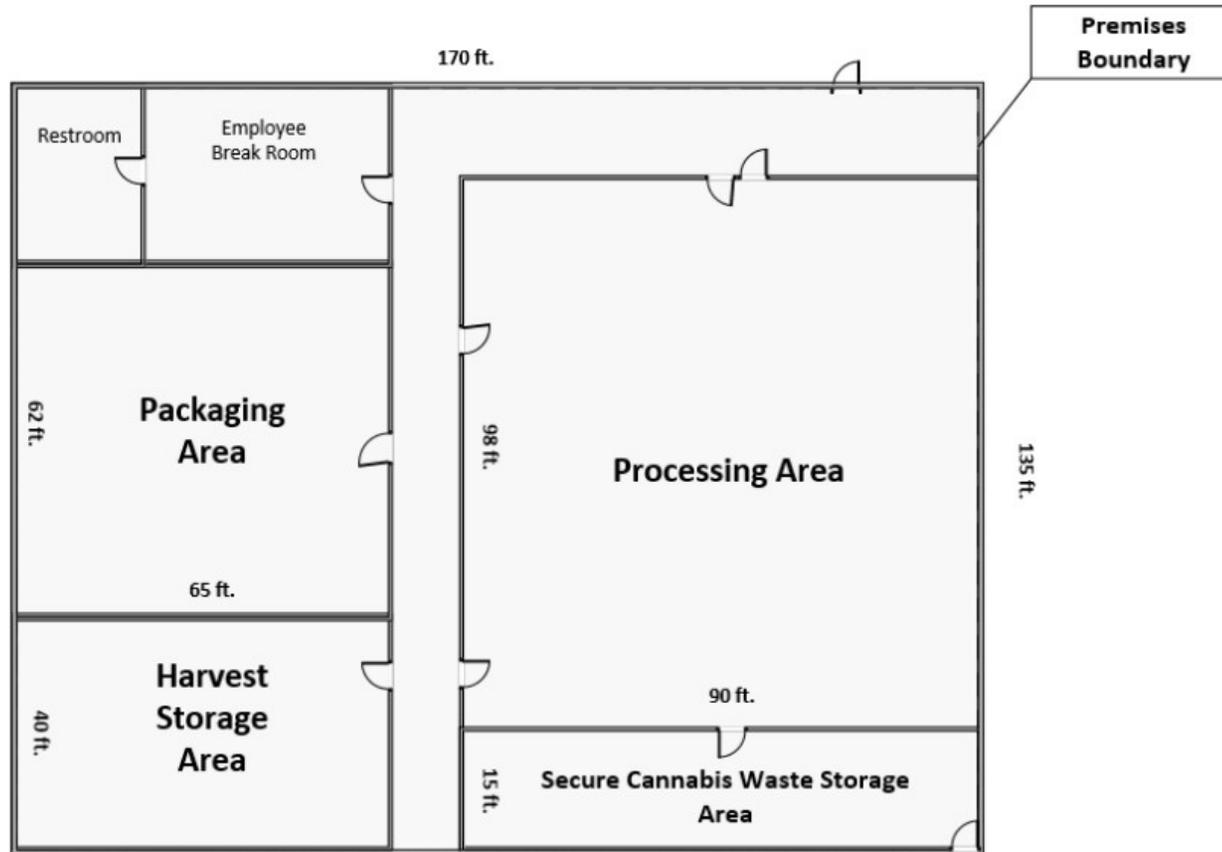
EXAMPLE AERIAL SITE AND FACILITY PLANS



Sample property diagram using aerial imagery and basic image-editing software to accurately label cultivation license activities

Supplemental Materials

EXAMPLE INTERIOR FACILITY PLAN



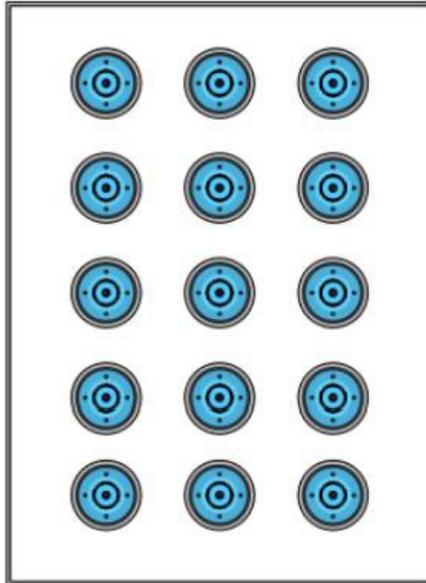
Sample diagram of cannabis harvest, processing and storage rooms

Supplemental Materials

EXAMPLE PLAN

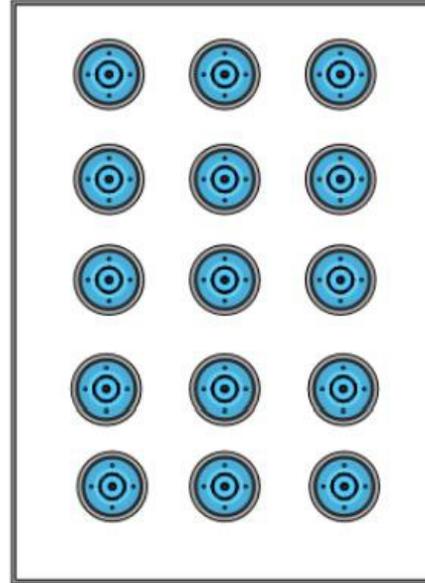
Lighting Diagram

Canopy Area 1 (identified in the premises diagram as greenhouse 1)



Aggregate Wattage per Canopy Area
15 lights X 1200 watts per light = 18,000 watts
Each canopy area (greenhouse) is 1,500 square feet
18,000 watts / 1,500 square feet = **12 watts/square foot**

Canopy Area 2 (identified in the premises diagram as greenhouse 2)



Maximum Wattage of Each Light
 = 1200 maximum watt light

Sample diagram of cannabis lighting plan

Useful Resources

As you plan your project, you are highly encouraged to consult the El Dorado County Planning and Building Department's resource materials that may apply to your property or land use proposal. Below are links to potentially helpful Planning Department Handouts and Forms with some particular links that may prove useful.

- El Dorado County Commercial Cannabis website

<https://www.edcgov.us/Government/CAO/Cannabis/Pages/Cannabis---Commercial.aspx>

- El Dorado County Planning Division Applications and Forms

https://edcgov.us/Government/planning/Pages/applications_and_forms.aspx

- ADA Requirements and Your Small Business

Making your business accessible is not a onetime endeavor, it is an ongoing responsibility. Various state and federal disability access laws apply to small businesses in California. A good example of Federal and State rules are provided at the following link:

<https://sfosb.org/ada-requirements-and-your-small-business>

- Parcel Buildability

To determine if a parcel is potentially buildable, it is the responsibility of the property owner or applicant to provide the County with evidence. The link below provides information on frequently asked questions including contact information for the Planning Division:

https://www.edcgov.us/Government/planning/Pages/frequently_asked_questions-planning.aspx#Buildable

- Hazardous Materials Permitting Information and Pesticide Monitoring Program

State and local regulations require all businesses that store or handle specified quantities of hazardous materials to provide the Environmental Management Department with a Hazardous Materials Business Plan (HMBP) and obtain a Hazardous Materials Permit.

https://www.edcgov.us/Government/emd/HazardousMaterials/pages/hazardous_materials_storage_business_plans.aspx

The El Dorado County Department of Agriculture conducts the Pesticide Use Enforcement and Monitoring Program in cooperation with the California Department of Pesticide Regulation. Pesticide use is monitored to protect public health, the environment and to ensure worker safety. Department staff enforces state regulations, issue use permits, compile use data, perform outreach with the public and investigate complaints. For more information on El Dorado County Department of Agriculture's Pesticide Monitoring Program go to the link below:

<https://www.edcgov.us/Government/ag/Pages/pesticides.aspx>