**Accela Review & Process Steps:**

1. Staff will review all materials received in Accela and an Application Checklist identifying all items complete or incomplete will be provided to applicant or agent with an attached 15-day deficiency letter
2. Staff will send a [7-day deficiency letter](https://mendocinocountygov.sharepoint.com/:w:/r/sites/Cannabisprogramapplications/Application%20Materials/02.%20Contract%20Planner/4.0%20Templates/7%20Day%20Deficiency%20Letter.docx?d=w11ef9edc666f492b9c4ae10723db76a5&csf=1&web=1&e=shBBS6) and/or courtesy letter to applicant or agent when there is no response or when materials have not been re-submitted
3. Staff will coordinate a site inspection for locations identified by Accela without previously-approved inspections and will utilize a current and accurate: Site Plan, Structures List, Cults & Ops Plan and, when applicable, a signed Tree Removal Affidavit for instances when tree removal or vegetation modification has been identified
4. Staff will review Building permit status history for all current and proposed cultivation structures and will create a Compliance Plan in cases when cultivation structures are not determined “finaled”
5. Staff will conduct an Air Quality Clearance Checklist review and send status to applicant or agent for coordination with AQMD
6. Staff will prepare an SSHR Exhibit A to determine if referral to CDFW is required and send notification to applicant or agent that referral has been forwarded. Also, a Tree Clearing Affidavit may be deemed necessary at time of SSHR Exhibit A preparation that will be provided to applicant or agent for signature and return
7. Staff will, upon written response from CDFW, notify applicant or agent of the status of this referral process and will include any correspondence from CDFW that will be addressed by the applicant or agent.
8. Staff will prepare a recommendation of approval or denial once all application requirements have been determined completed and all supporting documentation will be uploaded into Accela
9. Staff will notify applicant or agent of issued permit