

Mendocino County Cannabis Department
How to Submit a Commercial Cannabis Business License Application

Before you begin, please review the below Lists of Information and Possible Documents you should have available to you, as they may be required during the application submittal process:

A. Additional Information you may need to have readily available:

- a. Commercial Cannabis Cultivation Location Information:
 - i. Site Address
 - ii. Assessor Parcel Number (APN)
 - The property's APN can be found utilizing the County's Zoning Web Map portal:
<https://www.mendocinocounty.org/government/planning-building-services/zoning-web-map>
 - iii. Parcel Acreage
 - Parcel acreage can be verified on the County's Zoning Web Map portal:
<https://www.mendocinocounty.org/government/planning-building-services/zoning-web-map>
- b. Employee Information (if you plan to utilize full or part time employees)
 - i. Number of Employees (both full time and seasonal)
 - ii. Employee information:
 - i. Name
 - ii. Date of Birth
 - iii. Start Date
 - iv. End Date
- c. Grant Information, Local Equity Entrepreneur Program (LEEP)
 - i. LEEP Equity Eligibility Number
 - Link to the County of Mendocino Cannabis Grant Information page:
<https://www.mendocinocounty.org/departments/cannabis-department/cannabis-grant-information>

B. Possible Documents you may need for submittal:

- a. Site Plan
 - i. Submit an accurate and up-to-date Site Plan that reflects the applicant's current and proposed cultivation activities. The Site Plan must match the information provided in the Structures List (A part of the Accela Application).
 - Link to the County's Plot Plan Requirements Checklist detailing information to be shown on the Site Plan:
<https://www.mendocinocounty.org/home/showpublisheddocument/20725/638103315509600000>
- b. Valid Seller's Permit
- c. Agent Consent Form
 - i. If the applicant would like to register an agent in association with the application, an Agent Consent Form must be submitted. Only one Agent Consent Form may be submitted per application.
 - A download link to the County's Agent Consent Form:
<https://www.mendocinocounty.org/home/showpublisheddocument/61304/638346192795100000>
- d. Property Owner Consent Form
 - i. If the applicant does not own the property where the cultivation will be occurring, a Property Owner Consent Form must be completed and submitted.
 - Link to the County's Property Owner Consent Form:
<https://www.mendocinocounty.org/home/showpublisheddocument/60402/638297778846970000>

- e. State Business Formation Documents
- i. If the applicant is not a sole proprietor, submittal of the Business Formation Documents will be required.
 - Link to the California Secretary of State’s Business Entities Online Services and Resources:
<https://www.sos.ca.gov/business-programs/business-entities>
- f. State License (DCC)
- i. In addition to the local area licensing (Mendocino County), the applicant will require state licensing through the Department of Cannabis Control.
 - Link to the California Secretary of State’s Business Entities Online Services and Resources:
<https://cannabis.ca.gov/applicants/license-types/>
- g. Sensitive Species Habitat Questionnaire
- Link to the County’s Sensitive Species Habitat Questionnaire:
<https://www.mendocinocounty.org/home/showpublisheddocument/60404/638297778850570000>
- i. Bull Frog Management Plan:
 - If the applicant has a pond on the property where the cultivation will be occurring, a **Bull Frog Management Plan** must be submitted.

For a project with an existing or proposed pond of any kind (on- or off-stream, including rainwater catchment), the applicant shall provide a bullfrog monitoring and management plan that describes the implementation of the plan. Projects proposing new ponds, or where a pond has been constructed within the past five years, are subject to referral to CDFW.
 - ii. Generator/Machinery Noise Management Plan:
 - If the applicant will be utilizing a generator to support the cultivation operations, a **Generator Noise Plan** must be submitted.

Noise generated on any portion of the project site shall not exceed 50 decibels when measured from 100 feet of the generator or machinery while running. This includes but is not limited to projects using a generator for any purpose, motorized trimming machines, fans, ventilation systems, and other machinery.

The management plan shall include information on containment structures, and a plan demonstrating that the generator or other machinery would not generate, or have the potential to generate, noise exceeding the above limits.
 - iii. Artificial Light Management Plan:
 - If the applicant will be using outdoor security lighting, artificial lighting for propagation, and/or artificial lighting for cultivation, an **Artificial Light Management Plan** must be submitted.

The Artificial Light Management Plan must explain what actions the applicant will take to protect wildlife and comply with the County ordinance. All lights used for the indoor or mixed light cultivation of cannabis shall be fully contained within structures or otherwise shielded to fully contain any light or glare involved in the cultivation process.

For security lighting, explain what steps the applicant has taken to ensure the security lighting will not interfere with nocturnal wildlife.
 - iv. Notice of Violations
 - If the applicant has received a notice of violation from a state licensing authority, local agency, or state agency, the **Notice of Violation(s)** must be submitted.

- h. State Water Resources Control Board (SWRCB) Notice of Applicability or Notice of Exemption
- i. All cultivators must adhere to the state Cannabis General Order (Order No. WQ 2019-0001-DWQ) as such the applicant must submit and receive approval of either a Notice of Applicability or a Notice of Exemption from the SWRCB.
 - Link to the SWRCB's Cannabis Cultivation Water Quality website with resources and information:
https://www.waterboards.ca.gov/water_issues/programs/cannabis/cannabis_water_quality.html
 - i. Small Irrigation and Use Registration (SIUR)
Applicant shall provide:
 - i. A valid SIUR for each surface water diversion used for cannabis irrigation;
 - ii. Proof of application for a SIUR for each surface water diversion used for cannabis irrigation; or
 - iii. A letter from the SWRCB, Division of Water Rights (DWR) stating that a SIUR is not required for the project.
 - Link to the SWRCB's Cannabis Cultivation Water Rights website with resources and information:
https://www.waterboards.ca.gov/water_issues/programs/cannabis/cannabis_water_rights.html
 - j. Appropriative Water Right
 - i. If the applicant will be using a water source to irrigate cannabis that has an appropriative water right associated with it, submit documentation that establishes the appropriative water right.
 - Link to the SWRCB's Frequently Asked Questions regarding Water Rights:
https://www.waterboards.ca.gov/waterrights/board_info/faqs.html#toc178761090
 - k. California Department of Fish and Wildlife (CDFW) Lake or Streambed Alteration Agreement
Submit a PDF copy of one of the following documents:
 - i. A Final Lake or Streambed Alteration Agreement;
 - ii. A Draft Lake or Streambed Alteration Agreement that has been signed by the applicant and returned to CDFW;
 - iii. Written verification by CDFW that a Lake or Streambed Alteration Agreement is not needed; or
 - iv. Written verification by CDFW that the applicant submitted a notification, submitted payment of the applicable fees, and is responsive to CDFW.
 - Link to the CDFW's Cannabis Cultivation Permitting website with resources and information:
<https://wildlife.ca.gov/Conservation/Cannabis/Permitting>
 - l. Will Serve Letter
 - i. if the applicant is connected to a municipal water system or intends to receive delivered water to irrigate cannabis, at any time in the year, then the applicant shall submit a Will Serve Letter from the permitted water hauler or municipal water service district.
 - m. Watershed Assessment
 - i. Watershed Assessment. All Permit applications, except for legal parcels located in the Agricultural (A-G) zoning district, shall demonstrate there is adequate water to serve the cultivation site.
 - If surface water (or groundwater influenced by surface water) will be used, applicants may demonstrate that there is adequate water by providing (i) a watershed assessment that establishes there is sufficient watershed supply to serve the proposed cultivation site and existing uses within the watershed, and (ii) a water right exists to serve the cultivation site. A watershed assessment shall consist of an established "In Stream

Flow Policy" as prepared by the State Water Resources Control Board Division of Water Rights or an equivalent document approved by that agency.

- If groundwater not influenced by surface water will be used, the applicant may demonstrate that there is adequate water by providing a water availability analysis which will address the adequacy of the proposed water supply, the direct effects on adjacent and surrounding water users, and possible cumulative adverse impacts of the development on the water supply within the watershed and show there is a sustained yield to support the proposed level of use.
- If water will be provided by a mutual water company, municipal or private utility or similar community provider, the applicant may demonstrate that there is adequate water by providing a will serve letter from the proposed provider.

n. Tree Removal Affidavit

- i. If tree removal has or is proposed to occur onsite for the installation or development of cultivation areas or structures, equipment, and or other related materials the applicant must fill out an "Affidavit For Tree Removal For Cannabis Cultivation"

- Link to the Affidavit For Tree Removal For Cannabis Cultivation:
<https://www.mendocinocounty.org/home/showpublisheddocument/60410/638297779094000000>

o. Air Quality Clearance Checklist Form

- i. County Staff will review information provided by the applicant on the County's "Air Quality Clearance Checklist" and will email the applicant either clearance or information on how the applicant can contact MCAQMD directly if any further action is needed.

- Link to the County's Air Quality Clearance Checklist Form:
<https://www.mendocinocounty.org/home/showpublisheddocument/60390/638297778828370000>

p. EnviroStor/Cortese List Review

- i. Submit a copy of the website results from the EnviroStor Cortese List using the cultivation site address.

- Link to the Department of Toxic Substances Control (DTSC) EnviroStor database:
<https://www.envirostor.dtsc.ca.gov/public/>

q. Pond Permit

- i. A Pond Permit is required when used for cannabis irrigation, as follows:

- If the applicant indicates there is an existing pond, used for the purpose of cannabis irrigation, then there is no need to submit a pond permit.
- However, if the applicant indicates a proposed pond, newly-constructed pond, or changes or upgrades to a pond, then the applicant shall submit proof of an issued pond permit. For instances when proof of the pond permit is not available, then the applicant shall provide the assessor's parcel record that indicates the approximate date of pond installation.

r. Well Permit

- i. A Well Permit is required when used for cannabis irrigation, as follows:

- If the applicant indicates there is an existing well, used for the purpose of cannabis irrigation, then there is no need to submit a well permit.
- However, if the applicant indicates a proposed well, newly-constructed well, or changes or upgrades to a well, then the applicant shall provide proof of an issued well permit. For instances when proof of the well permit is not available, then the applicant shall provide the assessor's parcel record that indicates the approximate date of well installation.

s. Septic System Permit

- i. A Septic System Permit is required when an Onsite Wastewater Treatment System (OWTS) is used for supporting cannabis operations employees.

- ii. If the applicant indicates there is an existing OWTS, then the applicant shall provide proof of an issued Septic System Permit.
- t. Grading Permit
 - i. If grading has occurred, or is proposed as part of the proposed project, please consult with the Building Department to determine if a permit is required.

*Please Note: The application process may take more than one hour.

At any time while filling out the application, you can stop and save your progress by clicking on

[Save and resume later](#)


located in the bottom left of your screen.

To begin a Commercial Cannabis Business License Application, navigate to <https://aca-prod.accela.com/MENDOCINO/Default.aspx>.

1. Enter the User Name or E-Mail and your Password that you used when you created your account, and then click [Sign In](#).

2. You will be taken to your "Dashboard." Click on **HOME**.

3. From the "Home" page, click **Create an Application**.

HOME DASHBOARD MY ACCOUNT  SEARCH REPORTS SIGN UP LOG OUT


Welcome
You are now logged in. Please make sure your information is up to date by going to My Account

What would you like to do today?
To get started, select one of the services listed below:

Dashboard	My Records Advanced Search	My Account
Create an Application	Search Applications	Request an Inspection

4. You will be presented with Terms and Conditions. Please review and check the box next to "I have read and accepted the above terms."

5. Once checked, click **Continue Application »**.

HOME DASHBOARD MY ACCOUNT  SEARCH REPORTS SIGN UP LOG OUT

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

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I have read and accepted the above terms.

Continue Application »

6. Select "Cannabis Cultivation Application."

7. Click [Continue Application >>](#)

*This guide follows the Cannabis Cultivation Application option. Although the process is similar for both applications, you may notice some differences if you are following this guide and filling out the Cannabis Nursery Application.

The screenshot shows the top navigation bar with links for HOME, DASHBOARD, MY ACCOUNT, SEARCH, REPORTS, SIGN UP, and LOG OUT. The central logo is for Mendocino County. Below the navigation, the heading is "Select a Record Type". A sub-heading reads: "Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us." There is a search input field and a "Search" button. Under the heading "Cannabis", there are two radio button options: "Cannabis Cultivation Application" and "Cannabis Nursery Application". A red arrow points to the "Cannabis Cultivation Application" option. Below these options is a green button labeled "Continue Application >>" with a red arrow pointing to it.

8. Provide the Legal Business Name you will be applying under and a detailed description about the Business.


9. Click [Continue Application >>](#)

The screenshot shows the "Cannabis Cultivation Application" progress bar with steps 1 through 9. Step 1, "Business", is highlighted. Below the progress bar, the heading is "Business > Business Details". A note states "* indicates a required field." The main form area is titled "Detail Information" and contains two required fields: "Business Legal Name:" and "Detailed Description:". Red arrows point to the input boxes for both fields. Below the "Detailed Description" field is a "spell check" link. At the bottom of the form, there are two buttons: "Save and resume later" and "Continue Application >>". A red arrow points to the "Continue Application >>" button.

10. Provide the address of the location where cultivation will be occurring including Street Number, Street Name, City, State, and Zip Code. Click **Search** to confirm the property address.

11. Provide the Assessor Parcel Number (APN) and click **Search**. This will look up your parcel and provide the parcel acreage amount in the box to the right.

12. Click **Continue Application »**.

HOME DASHBOARD MY ACCOUNT  SEARCH REPORTS SIGN UP LOG OUT

Cannabis Cultivation Application

1 Business 2 Location and Contacts 3 General Information 4 Application Information 5 Additional Information 6 7 8 9

Location and Contacts > Location

Show Map

* indicates a required field.

Address

Please enter the "Street No.," and click on "Search" button to look up an address.

* Street No.: * Street Name: Direction:

* City: * State: * Zip:

Search **Clear**

Parcel

* Parcel Number: Parcel Acreage GIS:

Search **Clear**

Parcel Information

PARCEL INFO

* Please enter the primary parcel acreage.:

* For the parcel you entered, is it entirely within the application area? : Yes No

* Does the application area include more than one parcel, either in whole or in part?: Yes No

Save and resume later **Continue Application »**

13. ***If your cultivation area only includes one APN,*** click **Continue Application »** and continue with this guide at Step 18.

If your cultivation area resides on more than one APN, please follow Steps 14 through 17.

14. Provide the additional APNs by clicking on **Add a Row**.

HOME DASHBOARD MY ACCOUNT  SEARCH REPORTS SIGN UP LOG OUT

Cannabis Cultivation Application

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Location and Contacts > Additional Parcels

* indicates a required field.

Additional Parcel Information

ADDITIONAL PARCELS

Showing 0-0 of 0

Parcel Number	Partial Parcel
No records found.	

Add a Row **Edit Selected** **Delete Selected**

Save and resume later **Continue Application »**

15. You will be presented with a new text box that allows you to add an additional APN. Once the additional APN is added, click **Submit**. You can repeat Steps 14 and 15 for any additional APNs you may need to add.

16. Click **Continue Application »**.

HOME DASHBOARD MY ACCOUNT SEARCH REPORTS SIGN UP LOG OUT

Cannabis Cultivation Application

1 Business 2 Location and Contacts 3 General Information 4 Application Information 5 Additional Information 6 7 8 9

Location and Contacts > Additional Parcels

* indicates a required field.

Additional Parcel Information

ADDITIONAL PARCELS

Showing 0-0 of 0

Parcel Number	Partial Parcel
No records found.	

Add a Row Edit Selected Delete Selected

Save and resume later Continue Application »

ADDITIONAL PARCELS

Parcel Number:

Partial Parcel: Yes No

Submit Cancel

17. If you are the Applicant, applying from your Accela Citizens Account (ACA), click **Select from Account** and select your contact information. Proceed to Step 20 in this guide.

18. If an additional Applicant is to be included, click **Add New**, and proceed to Step 22 in this guide.

HOME DASHBOARD MY ACCOUNT SEARCH REPORTS SIGN UP LOG IN

Cannabis Cultivation Application

1 Business 2 Location and Contacts 3 General Information 4 Application Information 5 Additional Information 6 7 8 9

Location and Contacts > Contacts

* 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.

Select from Account Look Up

Contact List

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

Select from Account Add New Look Up

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Save and resume later Continue Application »

22. Provide the First Name, Last Name, and Primary Phone Number of the contact you would like to add.

23. Click **Continue** when you are done.

24. Click **Continue Application »**.



Cannabis Cultivation Application

1 Business 2 Location and Contacts 3 General Information 4 Application Information 5 Additional Information 6 7 8 9

Location and Contacts > Contacts

* Indicates a required field.

Applicant

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

✔ Contact added successfully.

Test Example

Contact Information ×

* First: Middle: * Last:

Name of Business:

* Primary Phone: Secondary Phone:

▼ Contact Addresses

Add Additional Contact Address

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

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			


Continue **Clear** Discard Changes

Save and resume later **Continue Application »**

25. Review and select Yes or No, as applicable, for all General Information.

26. If you do not have any Notice of Violation(s) (NOV), skip to Step 30.

27. If you have any existing Notice of Violation(s) (NOV), please click **Add a Row** to add any NOV's attached to the property where cultivation is proposed.

HOME DASHBOARD MY ACCOUNT  SEARCH REPORTS SIGN UP LOG IN

Cannabis Cultivation Application

1 Business 2 Location and Contacts 3 General Information 4 Application Information 5 Additional Information 6 7 8 9

General Information > General Information * indicates a required field.

General Information

GENERAL INFORMATION

- * Are you a Business?: Yes No
- * Are you the owner of the property?: Yes No
- * Is the property owner a business entity? : Yes No
- * Is the seller's permit in a business entity's name? : Yes No
- * Do you need a four wheel drive vehicle in order to access your property?: Yes No
- * Do you have a State License?: Yes No
- * Are the DCC State License(s) in a business entity's name?: Yes No
- * Do you have any Notices of Violation (NOV) with any agencies?: Yes No

Notice of Violations

NOTICE OF VIOLATIONS


Showing 0-0 of 0

Issuing Agency

No records found.

Add a Row | **Edit Selected** | **Delete Selected**

28. Select the Lead Agency that has provided the NOV.

HOME DASHBOARD MY ACCOUNT  SEARCH REPORTS SIGN UP LOG IN

Cannabis Cultivation Application

1 Business 2 Location and Contacts 3 General Information 4 Application Information 5 Additional Information 6 7 8 9

General Information > General Information * indicates a required field.

General Information

GENERAL INFORMATION

- * Are you a Business?: Yes No
- * Are you authorized to sign on behalf of the business? : Yes No
- * Are you the owner of the property?: Yes No
- * Is the property owner a business entity? : Yes No

NOTICE OF VIOLATIONS

Issuing Agency:

--Select--

- Select--
- Army Corp of Engineers
- Department of Fish and Wildlife
- Department of Cannabis Control
- Mendocino County Code Enforcement
- State Water Resource Control Board

* Are the DCC State License(s) in a business entity's name?: Yes No

* Do you have any Notices of Violation (NOV) with any agencies?: Yes No

29. Enter the amount of cultivation in square feet (SF) within the appropriate box for the type of cultivation proposed (Indoor, Outdoor, or Mixed Light).

30. Click **Continue Application »**.

Notice of Violations

NOTICE OF VIOLATIONS

Showing 0-0 of 0

Issuing Agency

No records found.

Add a Row **Edit Selected** **Delete Selected**

Permit Type

PERMIT TYPE

Indoor SF:

Outdoor SF:

Mixed Light SF:

Total SF:

Permit Type:

Save and resume later **Continue Application »**

31. Select whether Grading has occurred. If grading has occurred, please provide the Grading Permit Number for the approved Grading Permit this work was performed under.

32. Check any cultivation related equipment listed under "Equipment" that is used on-site, even if only briefly.

33. Click **Continue Application »**.

General Information > Grading & Equipment

* indicates a required field.

Grading Info

GRADING INFO

* Has grading occurred? : Yes No

Is this over 1 acre or 1 mile of road? : * Yes No

Grading Permit No.: *

Equipment

EQUIPMENT

Generators:

Odor control devices:

Drying equipment with exhaust stacks:

Non-diesel engines – 250 horsepower or greater:

Diesel engines – 50 horsepower or greater, or multiple engines that total 90 horsepower or greater:

Gasoline fuel storage and/or dispensing equipment:

Diesel fuel storage and/or dispensing equipment :

Boiler or water heating equipment that individually or cumulatively produces more than 500,000 btu/hour:


* Is CO2 used? : Yes No

Save and resume later **Continue Application »**

34. Fill out the Water Rights questions.

35. Under Water Source, click

Add a Row

HOME DASHBOARD MY ACCOUNT  SEARCH REPORTS SIGN UP LOG IN

Cannabis Cultivation Application

1 Business 2 Location and Contacts 3 General Information 4 Application Information 5 Additional Information 6 7 8 9

General Information > Water & Irrigation * Indicates a required field.

Water Rights

WATER RIGHTS

* Do you have a water source?: Yes No


* Is water stored on site?: Yes No

* Source/vessel on plan: Yes No

* What is the anticipated yearly water use?:

* Do you have a Small Irrigation Use Registration (SIUR)?: Yes No

* Which type of notice will you be supplying: State Water Resource Control Board Notice of Applicability or a Notice of Exemption?:

What date was the Notice of Applicability issued?: 

Water Source

WATER SOURCE

Showing 0-0 of 0

Water Source Type	Permit No	Water Source Identifier	Diversion	Diversion Type	Cannabis Irrigation	Domestic	Fire	Supplemental	Agriculture	Other	Storage Size/Volume
No records found.											

Add a Row **Edit Selected** **Delete Selected**

36. Select the Water Source Type. Provide any relevant Permit Number, such as a Well Permit Number if irrigation water is sourced from a well.

37. When all information has been provided for the water source, click **Submit**.

38. Click **Continue Application >>**.

Notice of Exemption?

WATER SOURCE

* Water Source Type:

* Diversion: Yes No Cannabis Irrigation

Domestic Fire Supplemental

Agriculture

Submit Cancel

39. Fill out the Water Quality and Irrigation System section. If you have an Irrigation System, one of the below choices (Drip, Flood, Micro-spray, or Hand Watering) must be checked as well, or a description may be added under "Other."

40. Once all questions have been addressed, click

Continue Application »

The screenshot shows two sections of a form. The first section is titled "Water Quality" and contains a question: "* Is Notice of Applicability older than 12 months old?:" with radio buttons for "Yes" and "No". The second section is titled "Irrigation System" and contains a question: "* Do you have an irrigation system?:" with radio buttons for "Yes" and "No". Below this are five checkboxes for "Drip:", "Flood:", "Micro-spray:", "Hand Watering:", and "Other:". The "Other:" checkbox is followed by a text input field. Below these is another question: "How is irrigation water monitored?:" followed by a larger text input field. A "spell check" link is located below the input field. At the bottom of the form, there is a question: "* Are inputs and/or cleaning products applied through the irrigation system?:" with radio buttons for "Yes" and "No". At the bottom of the form, there are two buttons: "Save and resume later" and "Continue Application »" with a red arrow pointing to it.

41. Check Yes or No if you are using power sources related to cultivation. This includes but is not limited to: generators, solar, and utility based power sources.

42. Click

Continue Application »

The screenshot shows the top navigation bar of the Cannabis Cultivation Application form. The navigation bar includes links for HOME, DASHBOARD, MY ACCOUNT, SEARCH, REPORTS, SIGN UP, and LOG IN. Below the navigation bar is the Cannabis Cultivation Application logo. The main content area shows a progress bar with steps 1 through 9. Step 3, "General Information", is currently selected. Below the progress bar, the text "General Information > Power" is displayed. The "Power Sources" section contains a question: "* Are you utilizing any power sources as part of your cultivation operation?:" with radio buttons for "Yes" and "No". At the bottom of the form, there are two buttons: "Save and resume later" and "Continue Application »" with a red arrow pointing to it.

43. On the next page, click **Add a Row** and select the power source type.

44. Click **Continue Application »**.

* Please note the example provided in this guide will be for a Generator. The process is similar for each power source type. Please select the appropriate power source type for your cultivation activities.


The screenshot shows the 'Cannabis Cultivation Application' interface. At the top, there are navigation links: HOME, DASHBOARD, MY ACCOUNT, SEARCH, REPORTS, SIGN UP, and LOG IN. The application progress bar shows steps 1 through 9, with step 4 'Application Information' highlighted. The current section is 'General Information > Power Source & Generator'. A note indicates that an asterisk (*) denotes a required field. Below this is a 'Power Sources' section with a table header: 'POWER SOURCE(S)'. The table has columns for Type of Power, Amps, Primary Power Type, Permit No, Make, Model, Horsepower/kW, Uses, Types of Fuel, Contained, Containment Description, and Manual Available On-Site. Below the table, it says 'Showing 0-0 of 0' and 'No records found.' There are three buttons: 'Add a Row' (highlighted with a red arrow), 'Edit Selected', and 'Delete Selected'. At the bottom of the section are two buttons: 'Save and resume later' and 'Continue Application »' (highlighted with a red arrow).

45. Fill out the requested information on the next page. In this example, the Generator information would be added.

46. Click **Continue Application »**.

The screenshot shows the 'Cannabis Cultivation Application' interface. At the top, there are navigation links: HOME, DASHBOARD, MY ACCOUNT, SEARCH, REPORTS, SIGN UP, and LOG IN. The application progress bar shows steps 1 through 9, with step 4 'Application Information' highlighted. The current section is 'Application Information > Generator Information'. A note indicates that an asterisk (*) denotes a required field. Below this is a 'Generator' section with the heading 'GENERATOR INFO'. There are three questions, each with a text input field and a 'spell check' link: 1. '* What measures are taken to suppress the sound?:' with a text input field. 2. '* If the generator is the PRIMARY source of power, has an alternative source been installed?:' with radio buttons for 'Yes' and 'No'. 3. '* Do you store fuel on-site?:' with radio buttons for 'Yes' and 'No'. 4. '* How are leaks and spills managed?:' with a text input field. 5. '* How are spent oil, used oil filters, exposed batteries, and other hazardous materials generated from the operation of the generator(s) managed and disposed of?:' with a text input field. At the bottom of the section are two buttons: 'Save and resume later' and 'Continue Application »' (highlighted with a red arrow).

47. Fill out each Yes or No under Security Plan and provide details on prevention of unauthorized access to the site, and any additional security protocols not included in one of the previous Yes or No options.

HOME DASHBOARD MY ACCOUNT  SEARCH REPORTS SIGN UP LOG IN

Cannabis Cultivation Application

1 2 Location and Contacts 3 General Information 4 Application Information 5 Additional Information 6 Documents 7 8 9

Application Information > Security Plan * Indicates a required field.

Security

SECURITY PLAN

* Do you have, or plan on having, security lighting? : Yes No

* Will buildings and structures where cannabis is propagated, cultivated, processed, and/or stored be locked when staff is not immediately present? : Yes No

Do you have a locked gate?: Yes No

* Do you have, or plan on having, security cameras? : Yes No

* Do you have, or will you have, security alarms? : Yes No

What methods are used to prevent unauthorized individuals from accessing the site?:

[spell check](#)


* Will there be contracted security on-site?: Yes No

* Will a guard dog(s) be present on-site?: Yes No

Please describe any additional security protocols you have, or plan to put into place below::

[spell check](#)

48. Provide a range of hours for each day when security staff may be on-site.

49. Click **Add a Row** to enter the time range for a day. You can also click the  to enter multiple days at a time.


Security Cont'd

SECURITY ON-SITE HOURS

Please enter time using a 24 hour clock. For example, Start Time = 08:00 (8am), End Time = 17:00 (5pm).

Showing 0-0 of 0

Day	Start Time	End Time
No records found.		

Add a Row  **Edit Selected** **Delete Selected**

Save and resume later **Continue Application >>**

50. Select the day (Sunday through Saturday) and the start and end times for security staff on-site.

51. Click **Submit**.

52. Click **Continue Application >>**.

*Please note, the time entries are based on the 24-hour clock.
For example, "08:00" = 8:00am, while "17:00" = 5:00pm.

SECURITY ON-SITE HOURS

Please enter time using a 24 hour clock. For example, Start Time = 08:00 (8am), End Time = 17:00 (5pm).

Day: --Select-- Start Time: 08:00 = 8am End Time: 17:00 = 5pm

Submit Cancel

53. Fill out the requested employee information, including providing an employee list and hours of operation.

HOME DASHBOARD MY ACCOUNT SEARCH REPORTS SIGN UP LOG IN

Cannabis Cultivation Application

1 2 Location and Contacts 3 General Information 4 Application Information 5 Additional Information 6 Documents 7 8 9

Application Information > Employee Information * indicates a required field.

Employees

EMPLOYEES

* Will you have employees on-site at any time over the course of the year? Yes No

Employee List

EMPLOYEE LIST

Showing 0-0 of 0

Employee Name	Government ID	Date of Birth	Employee Start Date	Employee End Date	Employment
No records found.					

Add a Row **Edit Selected** **Delete Selected**

Operations Hours

OPERATIONS HOURS

Please enter time using a 24 hour clock. For example, Start Time = 08:00 (8am), End Time = 17:00 (5pm).

Showing 0-0 of 0

Day	Start Time	End Time
No records found.		



Add a Row **Edit Selected** **Delete Selected**

Save and resume later **Continue Application >>**


54. If you selected Yes to having employees, the following questions will populate to be completed.

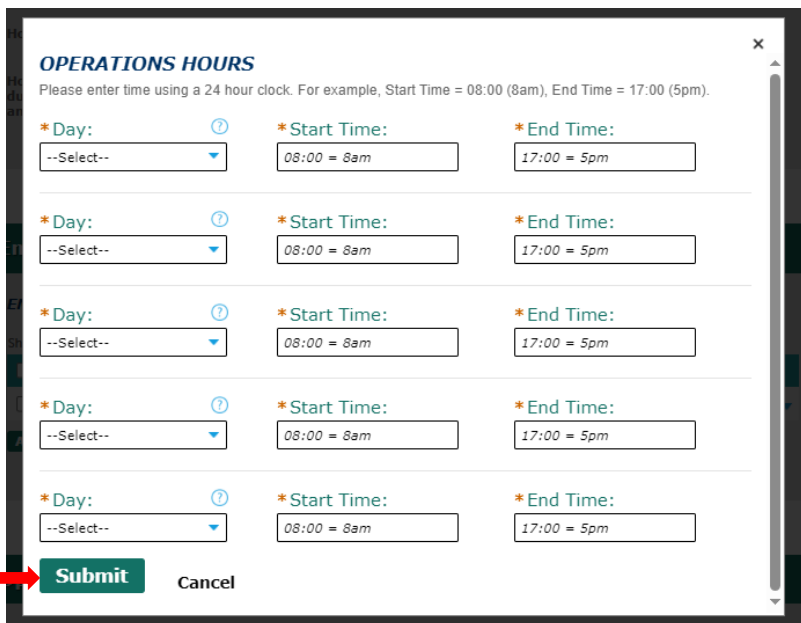
 **How many employees will you have full time?: ***

How many employees will you have seasonal/temporary during peak staffing times (such as planting, harvest, and/or processing)?: *

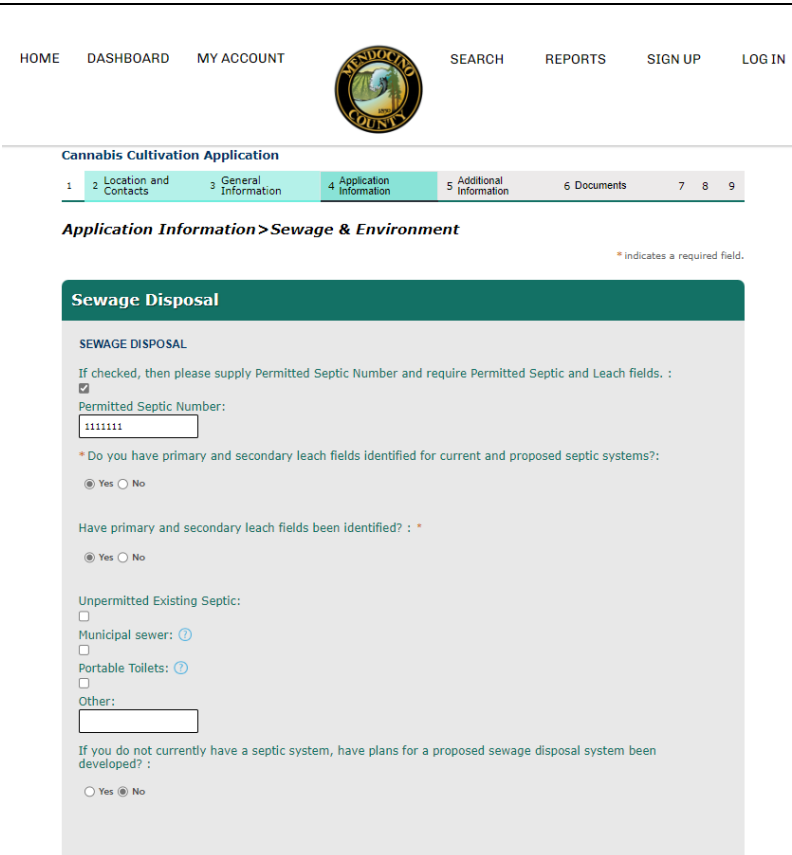
55. When entering the Operations Hours, click the  and select "add 7 rows" to be able to populate all 7 days of the week at once, then click .

Please note that time entries are based on the 24-hour clock.

56. Click .



57. If you previously indicated an onsite wastewater treatment system (OWTS) exists, please provide the Sewage Disposal information requested. Otherwise, continue to Step 58.



58. Under "Environment", provide details on the site and activities that are undertaken as part of the cannabis cultivation proposed.

59. Click [Continue Application >>](#)

Environment

ENVIRONMENT
Please check all boxes that apply to activities as part of the cannabis cultivation

* Are any slopes greater than 30 percent within 15 feet of your cultivation area?:
 Yes No

Open-air outdoor storage and processing of cannabis:

Open-air outdoor mixing of soil, medium, and/or amendments:

Grading, large area soil disturbance (such as tillage), or road construction/maintenance:

Processes 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:

Do you have any artificial lighting (for cultivation, security, etc.)?:


* Provide narrative description and the approximate dates of all cultivation activities occurring on this parcel prior to May 4, 2017. If not applicable, please type N/A.:

[spell check](#)

[Save and resume later](#) [Continue Application >>](#)

60. If you have any structures on-site related to cannabis cultivation, please select Yes. Otherwise, select No.

61. Click [Continue Application >>](#)

HOME DASHBOARD MY ACCOUNT  SEARCH REPORTS SIGN UP LOG IN

Cannabis Cultivation Application

1 2 Location and Contacts 3 General Information 4 Application Information 5 Additional Information 6 Documents 7 8 9

Application Information > Structures

* indicates a required field.

Structures

STRUCTURE

* Do you have structures on the site plan?: Yes No

[Save and resume later](#) [Continue Application >>](#)

62. Select **Add a Row** and proceed to provide the Structure information including Site Plan Identifier, Type of Structure, Size and SF, and what the structure is used for. Please add a separate row for each structure related to the proposed cannabis operation.

63. Select Yes or No for the Environmental questions as they apply to the project.

64. Click **Continue Application >>**.

The screenshot shows the 'Cannabis Cultivation Application' interface. At the top, there are navigation links: HOME, DASHBOARD, MY ACCOUNT, SEARCH, REPORTS, SIGN UP, and LOG IN. The application progress bar shows steps 1 through 9, with step 4 'Application Information' highlighted. Below the progress bar, the breadcrumb trail reads 'Application Information > Structures / Environmental'. A note indicates that an asterisk (*) denotes a required field.

The 'Structures' section features a table titled 'STRUCTURE/SITE PLAN ID LIST' with columns for Site Plan Identifier, Type of Structure, Size and SF, Permit No., Other, Gallons, Drying, Curing, Trimming, Grading, Rolling, Storage, Packaging, Labeling, and IP. The table currently shows 'Showing 0-0 of 0' records. A red arrow points to the 'Add a Row' button below the table. Other buttons include 'Edit Selected' and 'Delete Selected'.

The 'Environmental' section contains several questions with radio button options:

- * Do you have a LSAA?: Yes No
- * Do you have a Timberland Permit?: Yes No
- * Do you have a SW Construction Type?: Yes No
- SW 401:
- SW 404:

 At the bottom, there are buttons for 'Save and resume later' and 'Continue Application >>', with a red arrow pointing to the latter.

65. Identify if you utilize any soil imports for propagation or cultivation purposes under the Materials section.

66. Select **Add a Row** and provide details on the name of the input material, reason for use, and primary chemicals in the material. Please add a separate row for each input you use on-site for soil and soil amendments.

67. Click **Continue Application >>**.

This screenshot shows the 'Cannabis Cultivation Application' interface at the 'Materials and Inputs' stage. The navigation and progress bar are identical to the previous screenshot, with step 5 'Additional Information' highlighted. The breadcrumb trail is 'Application Information > Materials and Inputs'. A note indicates that an asterisk (*) denotes a required field.


The 'Materials' section includes:


- * Do you import soil and/or other types of growing medium(s) for propagation and/or cultivation purposes?: Yes No
- If yes, describe how soil and/or growing medium will be stored on the property.: *
- Is perlite present in the soil or medium used for propagation and/or cultivation?: * Yes No
- * How are pesticides, including herbicides, fungicides, and biocides, stored on the property?: *


 A 'spell check' link is visible below the pesticide storage text area.

The 'Inputs' section features a table titled 'INPUT(S)' with columns for Name and Formulation, Brand Name/Source, and Reason for Use. It shows 'Showing 0-0 of 0' records. A red arrow points to the 'Add a Row' button below the table. Other buttons include 'Edit Selected' and 'Delete Selected'.

At the bottom, there are buttons for 'Save and resume later' and 'Continue Application >>', with a red arrow pointing to the latter.

68. The Operations Calendar is to be completed to detail when actions occur on-site during each calendar year. Select the  to the right of "Actions" and click "Edit" for each month. On the pop-up screen, provide a short description of actions and approximately when those actions start.

69. Make sure you select  to update November and December on the next page.

70. Click .

71. If you have received grant funding or have been notified you are eligible to receive grant funding through the Local Equity Entrepreneur Program (LEEP), select Yes and provide your Equity Eligibility Number and award date. Otherwise select No.

72. Click .

73. You will be provided with a list of documents (it may look different than the example to the right) based on the information you have provided up to this point.

74. To add a copy of each respective document, click **Add** and in the window that pops up, navigate to where you have the respective document saved, and select it.

75. When you have done this for each document requested in the list, click **Continue Application »**

Welcome to the Mendocino County!
Phone:

Logged in as: Max Hilken Collections (0) Cart (0) Account Management Logout

Search...

Cannabis

Create an Application Search Applications Request an Inspection

Cannabis Cultivation Application

1 2 3 4 Application Information 5 Additional Information 6 Documents 7 Review 8 Pay Fees 9

Step 6: Documents > Documents

* indicates a required field.

Documents

The maximum file size allowed is 100 MB.
adeadp;baitscm;mdmsconscpl;eevsh;ashhtm;html;ins;isp;jar;js;se;lib;lnk;mde;mht;mhtml;mssc;mpg;mpst;php;pdf;scr;scst;shb;sysv;bv;vbs;vxd;wscv; are disallowed file types to upload.

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

* Required Documents

1. Agent Consent Form	Agent Consent Form.docx	Add
2. Business Formation	State Business Formation.docx	Add
3. Business Formation - DCC State License	DCC State License_Business Formation.docx	Add
4. EnviroStor / Cortese List	Cortese List Review.docx	Add
5. Lake and Streambed Alteration Agreement	Lake and Streambed Alteration Agreement.do	Add
6. Mendocino County Air Quality Management District Form	Mendocino Air Quality Management District Fc	Add
7. Sensitive Species Habitat Review, Generator / Machinery Noise Management Plan	Generator Noise Management Plan.docx	Add
8. Sensitive Species Habitat Review, Questionnaire	Sensitive Species Habitat Review.docx	Add
9. Septic System Permit	Septic System Permit.docx	Add
10. Site Plan	Site Plan.docx	Add
11. Small Irrigation Use Registration	Small Irrigation Use Registration SIUR.docx	Add
12. State Water Resource Control Board, Notice of Applicability	SWRCB Notice of Applicability.docx	Add
13. Valid Seller's Permit	Sellers Permit.docx	Add
14. Water Availability Analysis	Water Availability Analysis.docx	Add

Save and resume later Continue Application »

76. Now scroll through this page, review all the information that has been recorded, and confirm that it is accurate.

HOME DASHBOARD MY ACCOUNT SEARCH REPORTS SIGN UP LOG IN

Cannabis Cultivation Application

1 2 3 4 5 Additional Information 6 Documents 7 Review 8 Pay Fees 9 Record Issuance

Review

Save and resume later Continue Application »

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

Record Type

Cannabis Cultivation Application

Detail Information Edit

Business Legal Name: HowToGuide, LLC
Detailed Description: N/A

Address Edit

301 West Lake Mendocino Dr
Ukiah CA 95482

77. If all the information was accurate, select the check box at the bottom and click

[Continue Application »](#)

Continue to Step 80.

78. If the information was not accurate, click

[Save and resume later](#)

. This will allow you to start back at the beginning of the application process to correct any information. The information will still be saved, so you can click [Continue Application »](#) on each page until you get to the section you need to correct.

Name	Type	Size	Latest Update	Action
Agent Consent Form.docx	Agent Consent Form	70.44 KB	12/19/2023	Actions ▾
State Business Formation.docx	Business Formation	11.56 KB	12/19/2023	Actions ▾
DCC State License_Business Formation.docx	Business Formation - DCC State License	11.56 KB	12/19/2023	Actions ▾
Cortese List Review.docx	EnviroStor / Cortese List	11.56 KB	12/19/2023	Actions ▾
Lake and Streambed Alteration Agreement.docx	Lake and Streambed Alteration Agreement	11.56 KB	12/19/2023	Actions ▾

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 »](#)

2023 | Mendocino County | Main Office 125 East Commercial Street, Willits, CA 95490 Phone: 707-234-6680

79. Review the Fees associated with your application.

80. Click [Checkout »](#)

HOME DASHBOARD MY ACCOUNT  SEARCH REPORTS SIGN UP LOG IN

Cannabis Cultivation Application

1 2 3 4 **5 Additional Information** 6 Documents 7 Review 8 Pay Fees 9 Record Issuance

Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Initial Application Fee	1	\$1,648.59

TOTAL FEES: \$1,648.59

Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)

81. Review the payment processing information on the screen and confirm the Cannabis Cultivation Application you selected in the previous step is listed under [PAY NOW](#).

82. Click [Checkout »](#)

HOME DASHBOARD MY ACCOUNT  SEARCH REPORTS SIGN UP LOG IN

Cart

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

Paying for items from different departments within the same transaction is not allowed.

Any unpaid fee items, in the cart, will be cleared out each evening at 11:00 PM.

Service Charges: Credit Card All Types - 2.35% with a \$2.00 minimum.

Debit Card All Types - \$3.50.

ACH or eChecks - 0.00

PAY NOW

301 West Lake Mendocino Dr, Ukiah CA 95482

1 Application(s) | \$1,648.59

▸ Cannabis Cultivation Application Total due: \$1,648.59
23TMP-000379

Total amount to be paid: \$1,648.59

Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#)

[Edit Cart »](#)

[Continue Shopping »](#)

83. Select one of the two payment options listed here: "Pay with Credit Card" or "Pay with Bank Account." Once you have selected your preferred payment method, click

Submit Payment »

*"Pay with credit/debit or PayPal" does not work at this time. Please use one of the other two options.

HOME DASHBOARD MY ACCOUNT SEARCH REPORTS SIGN UP LOG IN

1 Select item to pay 2 Payment information 3 Receipt/Record Issuance

Payment information

Please select a payment method and then fill in all required information.
The available payment methods are:
•Credit Card
•Bank Account

Use the dropdown menu to change the payment type. * indicates a required field.

Payment Options

Paying for items from different departments within the same transaction is not allowed.
Any unpaid fee items, in the cart, will be cleared out each evening at 11:00 PM.

Service Charges: Credit Card All Types - 2.35% with a \$2.00 minimum.
Debit Card All Types - \$3.50.
ACH or eChecks - 0.00

Amount to be charged: \$1,648.59

Pay with Credit Card
 Pay with credit/debit or PayPal
 Pay with Bank Account

Submit Payment »

84. You will be taken to a payment processing screen that should look like the one to the right.

85. Ensure that the Cannabis Permit Application is listed under "My Bills."

86. Enter your billing address registered with your Credit or Debit Card under "Cardholder Information."

87. Select the Payment Option and enter the information on your Credit or Debit Card including Card Number, Expiration Date, and the CVV (often a three-digit number found on the back of your card).

88. Click **Continue**.

COUNTY OF MENDOCINO California

Step 1: Select Payments Step 2: Review and Submit Step 3: Confirmation and Receipt

Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.

If your balance is less than a dollar, minus the convenience fee please contact the Mendocino County Cannabis Department at 707-234-6690 to make a payment.

Note: * indicates a required field.

My Bills

Description
+ Cannabis Permit and Renewal payment of \$1,048.59

Cardholder Information

First Name: * Last Name: *

Address Line 1: * Address Line 2: *

City: * State: * Zip Code: *

Phone Number: * Email Address: *

Payment Information

Payment Method: *
Credit Card

Card Number: * VISA MEXICO

Expiration Date: * (in mm/yy format)

CVV: *
Where is this number?

Cancel **Continue**

89. Please review the information you have provided then click

[Submit Payment](#)

Step 2: Review and Submit

Please review the details of the items you have selected to pay, along with the fees associated with using this service. When you are ready to submit your payment, please review and accept the Terms and Conditions, and click Submit to send your payment for authorization.

My Bills

Description	Amount
Cannabis Permit and Renewal payment of \$1,648.59	\$1,648.59
Subtotal:	\$1,648.59
Convenience Fee:	\$38.74
Total Payment:	\$1,687.33

Customer Information

First Name: Test
 Last Name: Name
 Address Line 1: 501 Low Gap
 Address Line 2:
 City: Ukiah
 State: California
 Zip Code: 95482
 Phone Number: 777-777-7777
 Email Address: example707@proton.me

Payment Information

Payment Date: 12/19/2023
 Card Type: Visa
 Card Number: *****4838

Terms and Conditions

CONVENIENCE FEE
 Your agency has partnered with a third party service provider to provide you with convenient online payment services via credit card debit card or electronic check payments. IN ORDER TO USE THIS SERVICE YOU MAY HAVE TO PAY A NON-REFUNDABLE CONVENIENCE FEE IN ADDITION TO THE AMOUNT(S) OWED TO YOUR PAYEE. Please note that the service provider (not your Payee) will appear as the merchant of record next to your payment on your bank or credit card statement.

ACCESSIBILITY
 This service is accessible through the Internet. In order to use this service you will need a personal computer with access to the Internet through an Internet service provider and a web browser which supports this service.

ACCURACY OF YOUR INFORMATION AND BILLING; COMPLETION OF PAYMENT

I Agree to Terms and Conditions

[Back](#) [Cancel](#) [Submit Payment](#)

90. You have now paid the fees associated with your Cannabis Cultivation Application!

Welcome to the Mendocino County!
 Phone:

Logged in as: Max Hilken Collections (0) [Cart \(1\)](#) [Account Management](#) [Logout](#)

Search...

Cannabis

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#)

1 Select item to pay 2 Payment information 3 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. Please click the below link to go back to your dashboard.

[Dashboard](#)

301 West Lake Mendocino Dr, Ukiah CA 95482

23TMP-000379

91. A receipt of this transaction will appear in your email (the email address associated with your ACA portal account and Cannabis Application).

92. Your application has now been submitted for review by the Mendocino County Planning Department.