

Mendocino County Cannabis Department

How to File for a Notice of Non-Cultivation

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

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

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

4. Use your mouse to click [View All Records](#).

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

6. Click [Make Changes](#) for any "Active" CCBL for which you would like to apply for a Notice of Application Stay.

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
01/22/2024	CAN-C-2024-0001	Cannabis Cultivation Permit		HowToGuide, LLC	01/22/2025	Active	Make Changes
01/18/2024	24TMP-000006	Cannabis Modification	Creating How To Guides since 2023.	HowToGuide, LLC			Resume Application
01/18/2024	24TMP-000007	Cannabis Notice of Application Stay	Creating How To Guides since 2023.	HowToGuide, LLC			Resume Application
01/17/2024	CAN-C-2024-0001-APP	Cannabis Cultivation Application	Creating How To Guides since 2023.	HowToGuide, LLC		Issued	Pay Fees Due

7. Select the “Cannabis Notice of Non-Cultivation” option and click [Continue Application »](#).

HOME DASHBOARD MY ACCOUNT  SEARCH REPORTS SIGN UP LOG OUT

Select an Amendment Type

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

[Search](#)

Cannabis Modification

Cannabis Notice of Non-Cultivation

Cannabis Withdrawal

[Continue Application »](#)

8. Enter the Business Legal Name associated with your CCBL and provide a description of your business.

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Cannabis Notice of Non-Cultivation

1 Business Details 2 Location and Contacts 3 General Information 4 Review 5 Record Issuance

Business Details > Business Details

* indicates a required field.

Detail Information

Business Legal Name:

Detailed Description:

[spell check](#)

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

9. Review the Address and Parcel information and ensure it is the correct location for which you wish to file a Notice of Non-Cultivation. If it is, click [Continue Application »](#).

*Note, if the Address and Parcel information are not correct, click [Save and resume later](#) and repeat steps 4 through 9, ensuring you select “Make Changes” on the correct CCBL in Step 6.

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Cannabis Notice of Non-Cultivation

1 Business Details 2 Location and Contacts 3 General Information 4 Review 5 Record Issuance

Location and Contacts > Location

[Show Map](#)

* indicates a required field.

Address

* Street No.: * Street Name: Direction:

* City: * State: * Zip:

[Search](#) [Clear](#)

Parcel

* Parcel Number: Parcel Acreage GIS:

[Search](#) [Clear](#)

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

10. Review the Applicant, Contact List, and Licensed Professional Lists to ensure your information is correct.

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

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Cannabis Notice of Non-Cultivation

1 Business Details 2 Location and Contacts 3 General Information 4 Review 5 Record Issuance

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.

Max Hilken
Example Business
example707email@proton.me
Primary phone:
Secondary Phone:
Edit

▼ Contact Addresses

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

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		21 West 4th Street	

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 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Max Hilken	Example Business	Business Contact			example707email@proton.me	Edit Delete

Licensed Professional List

To add a new DCC License Number, click the Select from Account or Add New button. To edit a DCC License Number, click the Edit link. To find a DCC License Number, click the Look Up button.

Add New

Showing 1-1 of 1

License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Fax	Action
1111111	Cultivation - Nursery						Edit Delete

Save and resume later **Continue Application >**

12. Select "Yes" and review the red text to confirm you understand what the Notice of Non-Cultivation requires.

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

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Cannabis Notice of Non-Cultivation

1 Business Details 2 Location and Contacts 3 General Information 4 Review 5 Record Issuance

General Information > General Information

* indicates a required field.

Custom Fields

GENERAL INFORMATION

This will put your permit on hold for one year from date of submission. This can be done only once per five years. No cultivation can take place while your application is on hold for one year. Your tax liability is only granted for one year from date of submission. You may appeal your tax liability by submitting a cannabis tax appeal form here www.mendocinounty.org.

* Do you wish to apply for Notice of Non Cultivation?: Yes No

Save and resume later **Continue Application >**

14. Review the full Notice of Non-Cultivation Application and at the bottom select "By checking this box, I agree to the above certification."

15. Click [Continue Application >](#)

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Cannabis Notice of Non-Cultivation

1 Business Details 2 Location and Contacts 3 General Information 4 Review 5 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 Notice of Non-Cultivation

Detail Information [Edit](#)

Business Legal Name: Example Business
General Description: PH3
Detailed Description: Example Business for How to Guides, LLC.

Address [Edit](#)

West Lake Mendocino Dr
Ukiah CA 95482

Parcel [Edit](#)

Parcel Number: 1790201100
Parcel Acreage GIS: 37.2

Applicant [Edit](#)

Individual
Max Hilken
Example Business
Primary Phone:
Secondary Phone:
E-mail: example707email@proton.me

Contact List [Edit](#)

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Max Hilken	Example Business	Business Contact			example707email@proton.me	Edit

Licensed Professional List [Edit](#)

Showing 1-1 of 1

License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Fax	Action
1111111	Cultivation - Nursery						Edit

Custom Fields [Edit](#)

GENERAL INFORMATION

Do you wish to apply for Notice of Non Cultivation?: Yes

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 >](#)

16. Congratulations, you have submitted your Notice of Non-Cultivation successfully!



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

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

CAN-C-2024-0001-NNC-001

 A notice was added to this record on 01/25/2024. Condition: Water Availability Analysis Severity: Notice Total Conditions: 12 (Notice: 10, Required: 2)

[View additional details](#)