



**COUNTY OF MENDOCINO
CANNABIS DEPARTMENT**

860 NORTH BUSH STREET
UKIAH, CALIFORNIA 95482

CONTACT INFORMATION

PHONE: 707-234-6680

mcdpod@mendocinocounty.org

<https://www.mendocinocounty.org/departments/cannabis->

CANNABIS CULTIVATION BUSINESS LICENSE RENEWAL APPLICATION CHECKLIST

Annual License Number			
Applicant Information			
Name of Applicant(s):			
Home Phone:		Business Phone:	
Email Address:			
Mailing Address:			
City:	State:	Zip:	

Cultivation Site Information			
Street Address:			
City:	State:	Zip:	
Assessor Parcel Number(s) (APNs):			

Agent Information			
Agent name:			
Street Address:			
City:	State:	Zip:	
Phone:		Email Address:	

Annual License Type			

Type C (restricted to a 2,500 square foot growing area) <input type="checkbox"/> C (outdoor) <input type="checkbox"/> C-A (indoor) <input type="checkbox"/> C-B (mixed light)	Type 2 (restricted to a 10,000 square foot growing area) <input type="checkbox"/> 2 (outdoor) <input type="checkbox"/> 2-A (indoor) <input type="checkbox"/> 2-B (mixed light)
Type 1 (restricted to a 5,000 square foot growing area) <input type="checkbox"/> 1 (outdoor) <input type="checkbox"/> 1-A (indoor) <input type="checkbox"/> 1-B (mixed light)	Type 4 (restricted to a 22,000 square foot growing area - minimum 10-acre parcel) <input type="checkbox"/> 4-N (nursery) <input type="checkbox"/> 4-S (seed nursery)

List each license type, and the square footage of each below.

License Type	Square footage of the plant canopy

LEGEND

Cultivation Types: OD (outdoor); ML1 (mixed light tier 1); ML2 (mixed light tier 2); ID (indoor); N (nursery)
H2O: P (pond); W (well); WD (water delivery); S (surface water such as a spring, creek, or river)
Power: S (solar); G (grid); Gen (generator)

Complete Item: 

Incomplete item: 

Not applicable: **N/A**

Review Date:	Cult. Type	Square Feet	APN	ZONING	ACREAGE	H2O	Power
Reviewer Initial:							
<p>Cultivation License Renewal Application, submit a completed and signed cultivation license renewal application. The applicant must use the renewal application posted to the department's website. Required pursuant to Sec. 10A.17.090</p>							
<p>Cultivation and Operations Plan, submit a completed and accurate cultivation and operations plan that is consistent with all other application materials, and represents the applicant's current activities. The applicant must use the latest Cultivation and Operations Plan form, found on the website HERE Required pursuant to Sec. 10A.17.090 (F), (N)</p>							
<p>Agent Consent Form, if the applicant would like to register an agent in association with the application an agent consent form must be submitted. Previously submitted agent consent forms will not be considered. Only one agent consent form may be submitted per application. This is required / allowed pursuant to department policy</p>							

	<p>Structures List, submit an up-to-date structures list that clearly identifies all structures used for the propagation, cultivation, processing, and storage of cannabis. These structures must be clearly identified on the Site Plan and referenced in the Cultivation and Operations Plan as applicable.</p> <p>Required pursuant to Sec. 10A.17.100 (C), to support verification with any issued Compliance Plan</p>
	<p>Site Plan, submit an accurate and up to date site plan that reflects the applicant's current and proposed activities. The site plan must match the cultivation related information provided in the structures list and the Cultivation & Operations Plan.</p> <p>Required pursuant to Sec. 10A.17.090 (D)</p>
	<p><u>Property Owner Consent Form</u>, if the applicant does not own the property where the cultivation will be occurring a property owner consent form must be completed, executed, and submitted.</p> <p>If the property is <u>not</u> owned by a sole proprietor, the applicant must also submit business formation documents that authorize the individual signing as the "landowner" to act on behalf of the business that owns the property.</p> <p>Required pursuant to Sec. 10A.17.090 (B)</p>
	<p><u>EnviroStor / Cortese List</u>, submit a copy of the website results from the EnviroStor Cortese List using the cultivation site address.</p> <p>Required pursuant to Sec. 10A.17.090 (X)</p>
	<p>State Water Resource Control Board (SWRCB) - <u>Notice of Applicability</u>, submit a valid Notice of Applicability (NOA) or Notice of Exemption. If the NOA is more than 12 months old, also submit the water monitoring report associated with the SWRCB's most recent reporting period.</p> <p>Required pursuant to Sec. 10A.17.090 (I) & (V) and Sec. 10A.17.110 (B), (F) & (G)</p>
	<p>California Department of Fish and Wildlife (CDFW), <u>Lake or Streambed Alteration Agreement</u>, if a final lake and streambed alteration agreement, or written verification by CDFW that a lake and streambed alteration is not needed, submit a PDF copy of one of the following documents:</p> <ul style="list-style-type: none"> • A final lake or streambed alteration agreement, • A draft lake and streambed alteration agreement that has been signed by the applicant and returned to CDFW, • Written verification by CDFW that a lake and streambed alteration agreement is not needed, or • Written verification by CDFW that the applicant submitted a notification, submitted payment of the applicable fees, and is responsive to DFW. <p>Required pursuant to Sec. 10A.17.090 (J) & Sec. 10A.17.110 (I), and Department of Cannabis Control regulations Sec. 15001. Provisional Licenses</p>
	<p>State Water Resource Control Board (SWRCB) <u>Small Irrigation Use Registration (SIUR)</u>, submit the following documentation:</p> <ul style="list-style-type: none"> • A valid SIUR for each surface water diversion used for cannabis irrigation; • Proof of application for a SIUR for each surface water diversion used for cannabis irrigation; or • A letter from the SWRCB, Division of Water Rights (DWR) stating that a small irrigation use registration is not required for the project. <p>Required pursuant to Sec. 10A.17.090 (G)</p>

	<p>State Water Resources Control Board (SWRCB) - Appropriative Water Right, 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.</p> <p>Required pursuant to Sec. 10A.17.090 (G)</p>
	<p>Will Serve Letter, 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.</p> <p>Required pursuant to Sec. 10A.17.090 (H) & (Y) and Department of Cannabis Control Regulations – Sec. 16311. Supplemental Water Source Information</p>
	<p>Department of Cannabis Control (DCC), Cultivation License, submit each state license associated with the cultivation license.</p> <p>Required pursuant to Sec. 10A.17.110 (B) & Sec.10A.17.160 (B)</p>
	<p>Mendocino County Air Quality Management District Form, submit a completed Air Quality Management District questionnaire. Be sure to include all supplemental information that might be required, as a single PDF, including but not limited to burn permit(s). This is a required document regardless of whether the application was previously referred to the Mendocino County Air Quality Management District.</p> <p>Required pursuant to Sec. 10A.17.090</p>
	<p>Sensitive Species Habitat Questionnaire (SSHQ), if the license has not previously completed the sensitive species habitat review, submit a completed sensitive species habitat questionnaire, along with the following supplemental information, if applicable.</p> <ul style="list-style-type: none"> • SSHQ 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. 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 deliver, or have the potential to deliver noise exceeding the above limits. • SSHQ 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. • SSHQ 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. • SSHQ 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. • SSHQ Contiguous Expansion Affidavit, if the cultivation site has been expanded and/or reconfigured the cultivation area and qualifies for the Contiguous Expansion Affidavit,

	<p>submit the executed affidavit and required support materials.</p> <p>If the application has already completed the SSHR then please submit the California Department of Fish and Wildlife "comment sheet" and/or the MCD "review packet".</p> <p>Required pursuant to Sec. 10A.17.100 (A)(2)</p>