



COUNTY OF MENDOCINO CANNABIS DEPARTMENT

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DATE: April 30, 2024
TO: MCD Staff/CCBL Applicants and CCBL Holders
FROM: Steve Dunncliff, Interim Cannabis Director
RE: Internal Policy 10- Modification of a Cannabis Cultivation Business License

PREVIOUS POLICY

None.

PURPOSE

This policy is to inform Mendocino Cannabis Department ("MCD") staff as well as Cannabis Cultivation Business License ("CCBL") applicants and CCBL holders what constitutes the need to submit a modification of to the Department to review proposed changes. Additionally, this policy defines when CCBL holders and applicants are required to notify MCD regarding modifications to their cultivation site and/or cannabis related activities.

DEFINITIONS

"Cannabis Cultivation Business License" or "CCBL" means a business license issued to persons engaged in the cultivation of cannabis in Mendocino County pursuant to this Chapter.

"CCBL Holder" means a person issued a CCBL to engage in the cultivation of cannabis in Mendocino County pursuant to Mendocino County Code ("MCC") 10A.17.

"CCBL Applicant" means a person who has applied for a CCBL to cultivate cannabis in Mendocino County pursuant to MCC 10A.17.

POLICY

A modification must be submitted to MCD anytime an applicant or CCBL holder would like to make one or more of the following changes: license size; license type; cultivation area reconfiguration – relocation on same parcel, new immature plant area, etc.; water source; and/or add new cultivation related structure(s).

Materials to be submitted prior to modifying the cultivation site, water source, and/or new cultivation related structures:

1. Updated Site Plan.
2. Updated Structures List.
3. Updated Custom Fields and Custom Lists in Accela.
4. Updated State Water Resource Control Board ("SWRCB") – Notice of Applicability (if applicable).
5. Expansion or permit type change to indoor cultivation may require an administrative permit or use permit in certain zoning districts.

Modification Policy

6. Updated California Department of Fish and Wildlife ("CDFW"), Lake and Streambed Alteration permit, as applicable.
7. Updated local permits as applicable – water tank permit, well permit, pond permit, will serve letter, etc.
8. Updated State Water Resource Control Board, Water Rights Division permit – water source documentation such as water right and/or well permit for newly constructed wells.
9. A Modification Fee consistent with the current Department fee schedule must be submitted before the modification can be accepted for processing.

RESPONSIBILITY

Applicants and CCBL holders are required to notify MCD when they intend to modify their cultivation site prior to making the proposed changes.

If during the review of a renewal or application the Department discovers a modification has occurred and was not reported to the Department, the applicant/ CCBL holder will be provided 15-day notice to file the modification application materials and be held to 30-days to complete the modification after filing.

If applicants or current CCBL holders modify their cultivation site without approval from MCD, the modification may be subject to Administrative Citation and will be subject to the Department's hourly fee for any additional review time.

MCD planning staff will review the proposed changes for compliance with MCC Chapter 10A.17 and MCC Chapter 20.242 before approving the modification of a CCBL.

AUTHORITY

Policy Approved:



Date:

4/24/25

Steve Dunnicliff, Interim Cannabis Department Director