

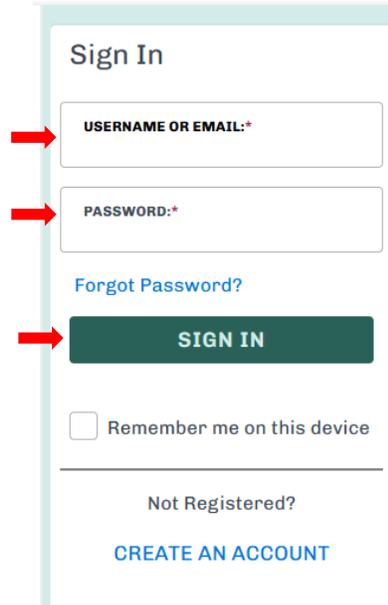
Mendocino County Cannabis Department

How to File for a Notice of Application Stay

Pursuant to Section 10A.17.090 of the Mendocino County Code, an applicant may file a Notice of Application Stay for the purpose of preventing the denial of an application for a Phase One Permit based on inactivity by the applicant for up to a one-year period.

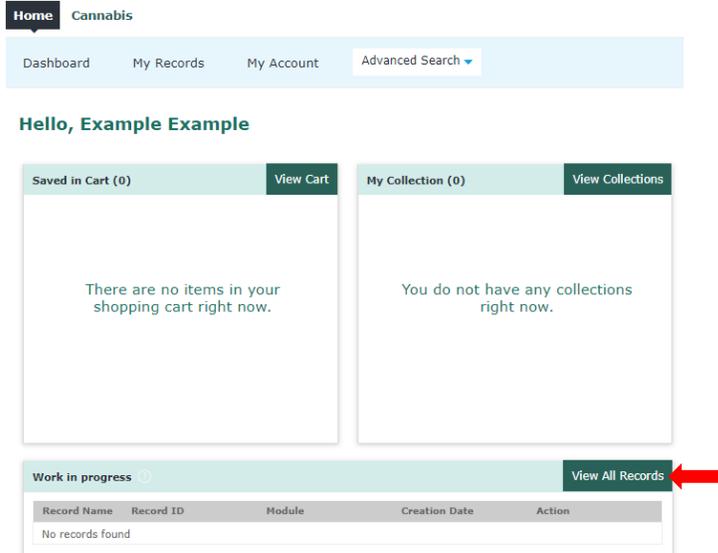
1. Navigate to <https://aca-prod.accela.com/MENDOCINO/Default.aspx>.

2. Enter the Username or E-Mail and your Password that you used when you created your account, and then click .



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 .



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  for any "Active" CCBL for which you would like Modify.



Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
01/22/2024	CAN-C-2024-0001	Cannabis Cultivation Permit	Creating How To Guides since 2023.	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	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 Application Stay" option and click

Continue Application »

Home Cannabis

Create an Application Search Applications Request an Inspection

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 Application Stay
 Cannabis Withdrawal

Continue Application »

8. Review the Business Legal Name and detailed description associated with your CCBL and ensure it is the correct license you wish to apply for a Notice of Application Stay, then click

Continue Application »

*Note, if the Business Legal Name is not correct, click [Save and resume later](#) and repeat Steps 4 through 8, ensuring you select "Make Changes" on the correct CCBL in Step 6.

Home Cannabis

Create an Application Search Applications Request an Inspection

Cannabis Notice of Application Stay

1 Business Details 2 Location and Contacts 3 General Information 4 Review 5 Pay Fees 6

Step 1: Business Details > Business Details

* indicates a required field.

Detail Information

Business Legal Name:

Detailed Description:

spell check

Continue Application »

9. Review the Address and Parcel information and ensure it is the correct location for which you wish apply for a Notice of Application Stay. If it is, click

Continue Application »

Home Cannabis

Create an Application Search Applications Request an Inspection

Cannabis Notice of Application Stay

1 Business Details 2 Location and Contacts 3 General Information 4 Review 5 Pay Fees 6

Step 2: Location and Contacts > Location

* indicates a required field.

Address

* Street No.: * Street Name: Direction:

* City: * State: * Zip:

Parcel

* Parcel Number: Parcel Acreage GIS:

Continue Application »

10. Review the Applicant information and Contacts List.

11. Click **Continue Application »**.

Home **Cannabis**

Create an Application Search Applications Request an Inspection

Cannabis Notice of Application Stay

1 Business Details	2 Location and Contacts	3 General Information	4 Review	5 Pay Fees	6
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Step 2: 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.

Example Example
example707@email@proton.me
Primary phone:7777777777
Secondary Phone:
Edit

▼ Contact Addressess

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 W 4th St	

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.						

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
TBA	Cultivation - Medium Outdoor					

Save and resume later **Continue Application »**

12. Select “Yes” where asked “Do you wish to apply for Notification of Application Stay?”

13. Click **Continue Application »**.

Home **Cannabis**

Create an Application Search Applications Request an Inspection

Cannabis Notice of Application Stay

1 Business Details	2 Location and Contacts	3 General Information	4 Review	5 Pay Fees	6
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Step 3: General Information > General Information * indicates a required field.

General Information

GENERAL INFORMATION

* Do you wish to apply for Notification of Application Stay?: Yes No

Save and resume later **Continue Application »**

14. Review your Cannabis Notice of Application Stay.

15. Scroll down and review the Certification then click on the checkbox confirming you agree to the certification.

16. Click **Continue Application >>**.

General Information

GENERAL INFORMATION Edit

Do you wish to apply for Notification of Application Stay?: 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 >>

17. Review the Application Fees associated with the Notice of Application Stay (NAS Fee)

18. Click **Check Out >>**.

Home **Cannabis**

Create an Application Search Applications Request an Inspection

Cannabis Notice of Application Stay

1	2 Location and Contacts	3 General Information	4 Review	5 Pay Fees	6 Record Issuance
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Step 5: 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
NAS Fee	<input type="text" value="1"/>	\$55.00

TOTAL FEES: \$55.00

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

Recalculate

Check Out >>

19. Review the payment processing information on the screen and confirm the Notice of Application Stay Fee you selected in the previous step is listed under **PAY NOW**.

20. Click **Checkout >>**.

Home Cannabis

Dashboard My Records My Account Advanced Search

Cart

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

Step 1: 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

501 LOW GAP, UKIAH CA 95482
1 Application(s) | \$55.00
Cannabis Notice of Application Stay 24TMP-000147 Total due: \$55.00

Total amount to be paid: \$55.00
Note: This does not include additional inspection fees which may be assessed later.

Checkout >> Edit Cart >> Continue Shopping >>

21. 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.

22. Fill out the Credit Card Information (Or Bank Account information if "Pay with Bank Account" is selected).

23. Click **Submit Payment >>**.

Home Cannabis

Dashboard My Records My Account Advanced Search

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

Step 2: Payment information

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Bank Account
- Trust 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: \$55.00

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

Credit Card Information:

* Card Type: * Card Number: * Security Code: ⓘ
--Select-- [] []

* Name on Card: * Exp. Date:
[] [01] [2024]

Credit Card Holder Information:

Auto-fill with Example Example

Country:
--Select--

* Street Address:
[]

* City: * State: * Zip:
[] [] []

* Phone:
[]

E-mail:
[]

Submit Payment >>

24. Please review the information you have provided then click "I Agree to Terms and Conditions"

25. Click **Submit Payment**.

The screenshot shows the 'Step 2: Review and Submit' page of the County of Mendocino payment portal. At the top, the county logo is displayed. Below it, a progress bar indicates three steps: 'Step 1: Select Payments', 'Step 2: Review and Submit' (which is active), and 'Step 3: Confirmation and Receipt'. The main heading is 'Step 2: Review and Submit', followed by a brief instruction to review details and accept terms. A 'My Bills' section contains a table with one row: 'Cannabis Permit and Renewal payment of \$1,848.59'. To the right, a summary table shows: Subtotal: \$1,848.59; Convenience Fee: \$38.74; Total Payment: \$1,887.33. The 'Customer Information' section lists fields for 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), and Email Address (example707@proton.me). The 'Payment Information' section shows Payment Date (12/19/2023), Card Type (Visa), and Card Number (*****4838). The 'Terms and Conditions' section includes a 'CONVENIENCE FEE' notice, an 'ACCESSIBILITY' statement, and a heading 'ACCURACY OF YOUR INFORMATION AND BILLING; COMPLETION OF PAYMENT'. At the bottom right of this section is a checkbox for 'I Agree to Terms and Conditions' with a red arrow pointing to it. At the very bottom of the page are three buttons: 'Back', 'Cancel', and 'Submit Payment', with a red arrow pointing to the 'Submit Payment' button.

26. You have now submitted and paid the fees associated with your Notice of Application Stay.

The screenshot shows the user dashboard for the Mendocino County portal. At the top, the county seal is on the left, and the text 'Welcome to the Mendocino County!' and 'Phone:' is on the right. Below this, user information shows 'Logged in as: Max Hilken' and navigation links for 'Collections (0)', 'Cart (1)', 'Account Management', and 'Logout'. A search bar is present. The main heading is 'Cannabis', followed by a navigation bar with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A progress bar shows three steps: '1: Select item to pay', '2: Payment information', and '3: Receipt/Record issuance' (which is active). The main heading is 'Step 3: Receipt/Record issuance', followed by 'Receipt'. A green success message states: '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.' Below this is a 'Dashboard' button. At the bottom, the address '301 West Lake Mendocino Dr, Ukiah CA 95482' and the phone number '23TNP-000379' are displayed.

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

28. Your Notice of Application Stay has now been submitted for review by the Mendocino County Planning Department.