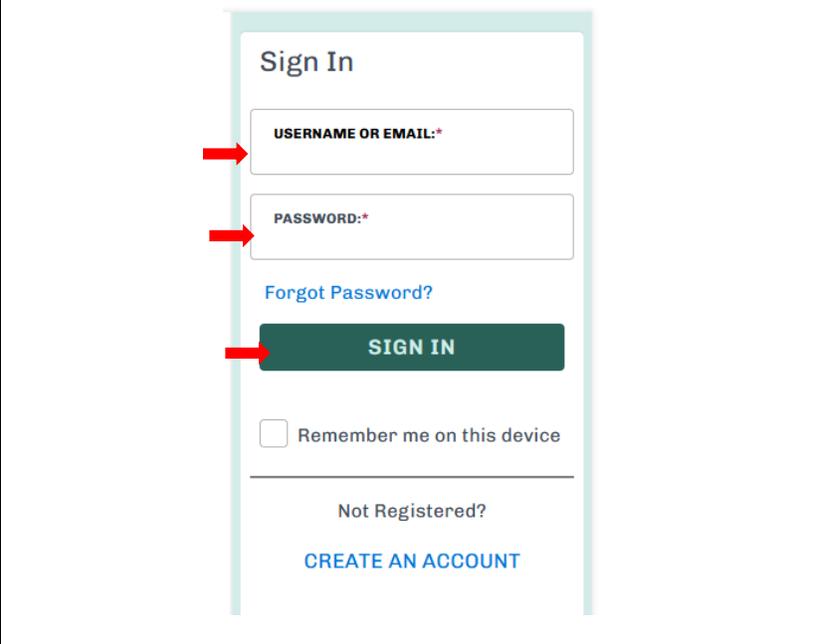


Mendocino County Cannabis Department

How to Withdraw Your Cannabis Application

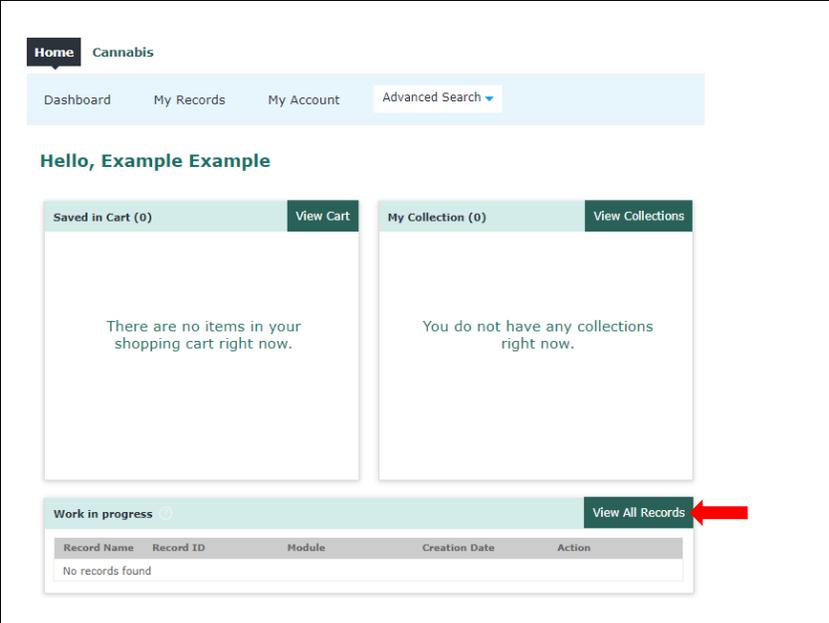
1. Navigate to <https://aca-prod.accela.com/MENDOCINO/Default.aspx>.

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



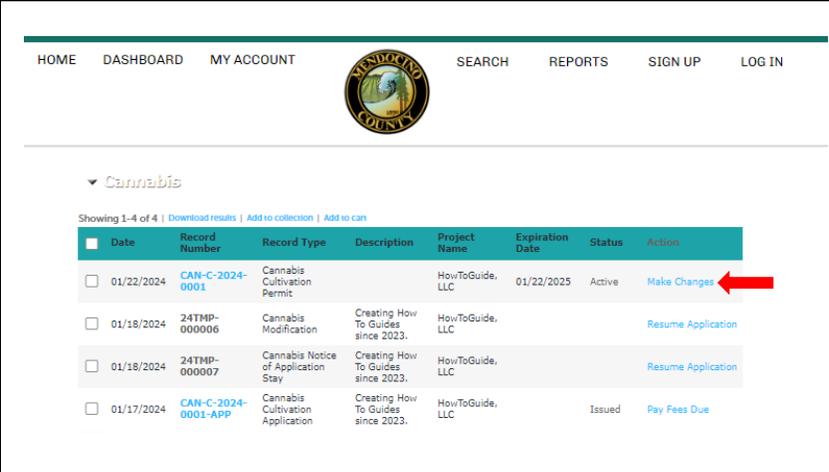
3. You will be taken to your "Dashboard." From this page you can locate Cannabis Cultivation Business License(s) (CCBL) and Applications related to your Accela Citizens Account (ACA).

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 to withdraw.



7. Select the “Cannabis Withdrawal” 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 withdraw, 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 Withdrawal

1 Application Details 2 Review 3 Record Issuance

Step 1: Application Details > Detail Information

* indicates a required field.

Detail Information

Business Legal Name:

Detailed Description:

Continue Application »

9. Review the Address and Parcel information and ensure it is the correct location for which you wish to withdraw the associated cannabis application. If it is, click **Continue Application »**.

Home Cannabis

Create an Application Search Applications Request an Inspection

Cannabis Withdrawal

1 Application Details 2 Review 3 Record Issuance

Step 1: Application Details > Location

Show Map

* indicates a required field.

Address

* Street #: * Street Name: Direction:

* City: * State: * Zip:

Parcel

* Parcel Number: Parcel Acreage GIS:

Continue Application »

10. Review the Contacts List.

11. Click **Continue Application >>**

Home **Cannabis**

Create an Application Search Applications Request an Inspection

Cannabis Withdrawal

1 Application Details 2 Review 3 Record Issuance

Step 1: Application Details > Contact * 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
example707email@proton.me
Primary phone:7777777777
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 W 4th St	

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

12. Provide a short description of why you are submitting a request to withdraw your application.

13. Click **Continue Application >>**

Home **Cannabis**

Create an Application Search Applications Request an Inspection

Cannabis Withdrawal

1 Application Details 2 Review 3 Record Issuance

Step 1: Application Details > Application Information * indicates a required field.

Withdrawn Details

GENERAL INFO

* What is the reason for the withdrawal request?: spell check

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

14. Review your Cannabis Withdrawal record.

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

16. Click **Continue Application »**.

Home **Cannabis**

Create an Application Search Applications Request an Inspection

Cannabis Withdrawal

1 Application Details 2 Review 3 Record Issuance

Step 2: 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 Withdrawal **Edit**

Detail Information **Edit**

Business Legal Name: BlueBudsExample
General Description: PH3
Detailed Description: Detailed Description.

Address **Edit**

501 LOW GAP Road
UKIAH CA 95482

Parcel **Edit**

Parcel Number: 0010501400
Parcel Acreage GIS: 0

Applicant **Edit**

Example Example Primary Phone: 7777777777
Secondary Phone: 7777777799
E-mail: example707email@proton.me

Withdrawn Details

GENERAL INFO **Edit**

What is the reason for the withdrawal request?: Example text, reason for withdrawal will go here.

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. You will receive this Receipt/Record Issuance confirming you have successfully submitted your cannabis withdrawal.

Home **Cannabis**

Create an Application Search Applications Request an Inspection

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.

501 LOW GAP Road, UKIAH CA 95482

CAN-C-2024-0025-WIT-000

 A notice was added to this record on 09/12/2024. Condition: Water Availability Analysis Severity: Notice Total Conditions: 13 (Notice: 11, Required: 2)

[View additional details](#)

18. Your cannabis application withdrawal has now been successfully submitted to the Mendocino County Planning Department.