

# ***Cannabis Cultivation Permit Application Requirements (Zoning and Use Permit) PJR-123***

**NOTE: Zoning Permits for Outdoor Cultivation under 10,000 square feet in Diverse Agriculture (DA) and Land Extensive Agriculture (LEA), and under 25 plants in Land Intensive Agriculture (LIA) are being processed by the Department of Agriculture, Weights and Measures. Any associated processing, structures, grading, etc. will be processed at Permit Sonoma.**

**PURPOSE:** The Cannabis Land Use Ordinance was originally adopted December 20, 2016 and was amended on October 16, 2018 and provides a comprehensive set of regulations for the full cannabis license chain.

**ZONING PERMIT PROCEDURE:** Please note that zoning permits are for cannabis cultivation only; recreational adult use cultivation requires a use permit (see below). The applicant submits a complete cannabis cultivation application to a planner at the Permit Sonoma zoning cubicle. After a complete application is submitted, a project planner in the Project Review Division is assigned to the project. The project planner reviews the proposal and all submitted information in detail and performs a site visit. The project also will go on referral to the Northwest Information Center and tribal governments for review of cultural resources. This is the only referral that will be sent. The planner will determine if the proposed project meets all of the criteria listed in the ordinance. If so, the planner will approve the project administratively. There is a ten (10) day appeal period for appeals of all administrative decisions. All zoning cannabis permits will be issued for one year from the date of approval and will expire if not renewed.

**MINOR AND CONDITIONAL USE PERMIT PROCEDURE:** The applicant submits a complete cannabis cultivation application to a planner at the Permit Sonoma zoning cubicle. After a complete application is submitted, a project planner in the Project Review Division is assigned to the project. The assigned planner will review the application for completeness and if more information is necessary the planner will send an incomplete letter within 30 days. Referrals are then sent to various Permit Sonoma Divisions, County departments, and State agencies for review, comment(s) and condition(s). The project planner then reviews all this information in detail and performs a site visit. The project planner then makes a decision on the level of environmental review required and carries out any necessary documentation consistent with the California Environmental Quality Act (CEQA).

After the environmental review is completed, the planner will either prepare to approve the project administratively or set a date for a public hearing before the Board of Zoning Adjustments. A notice of the public hearing or hearing waiver is posted at the property and sent to owners of the property within 300 to 1,000 feet of the site, as appropriate. If a hearing is scheduled, all interested persons are given an opportunity to comment on the proposed use permit at the public hearing. If the project is approved by the Board, there is a ten (10) day appeal period for appeals to the Board of Supervisors. All cannabis permits may be issued up to five years from the date of approval and condition compliance and will expire if not renewed.



**Sonoma County Permit and Resource Management Department**  
2550 Ventura Avenue Santa Rosa CA 95403-2859 (707) 565-1900

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**REQUIRED APPLICATION MATERIALS:** A complete application must include all of the following:

1.  Planning Application (PJR-001) signed by all property owners, officers and shareholders associated with the operation.
2.  Indemnification Agreement form PJR-011, signed by the applicant.
3.  Business Entity Documents and Authorization (articles of incorporation, etc.) showing all individual owners and percentage of ownership, as well as a Certificate of Good Standing (if applicable).
4.  Copy of current lease agreement, share-cropping agreement, etc.
5.  Statement of Operator Qualifications:
  - a. Disclose any felony convictions.
  - b. Include the number of employees (both permanent year-round and temporary) and if they are 21 years of age or older.
  - c. Please list and attach any other cannabis related applications that the operator(s) have applied for.
6.  Proposal Statement. This shall be a written statement that should include descriptions of how the operation meets all of the Development Criteria and Operating Standards in Section 26-88-254 of the Sonoma County Code including the following information:
  - a. Description of the Existing Use and Property
    - List and identify on site plan any existing easements.
    - Describe any existing agricultural, commercial, and residential uses.
    - Yes  No Is the project subject to a Land Conservation (Williamson) Act Contract? If so, please provide a copy of the contract.
    - What is the highest natural slope of cannabis cultivation? \_\_\_\_\_
  - b. Description of the Proposed Cannabis Use and Operational Plan
    - Include the types of cannabis use, sizes, and locations.
    - What structures are proposed? Does anything need to be legalized?
    - Will cannabis be processed (drying, curing, grading trimming) onsite? If not, list location of processing activity.
  - c. Description of how the project will meet the Cannabis Land Use Ordinance Development Criteria (26-88-254(f)). Please provide copies of any studies or documentation in the following areas:
    - Number and type of facilities
    - Square footage of each cultivation area (note if stacking is being utilized); cultivation area is measured based on canopy.
    - Setbacks of all cultivation and outdoor activity areas to property lines.
    - Separation distance of property boundary of cultivation site to property line of sensitive uses.
    - List all existing structures and proposed uses of these structures.
    - Biotic Resources – professional site assessment required.
    - Farmland Protection- Will crops be removed? If so, what 1:1 mitigation ratio is proposed?
    - Fire Safety Plan – describe how proposal meets fire safe standards.
    - Grading and Access – define the slope of cultivation sites and access.



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Hazardous Materials – include list of nutrients, soil or medium types, pest control methods, etc.

If pesticides are used, provide a copy of current Operator Identification Number issued by the Sonoma County Department of Agriculture: \_\_\_\_\_

Outdoor Lighting Plan – Type and location of all exterior lighting.

Stormwater Management Plan

Security and Fencing Plan including a thorough narrative and map of security details including the type of fencing materials and landscaping used for screening and the physical and passive security measures (narrative and map). This is kept confidentially, please provide the security information separate from the rest of the application materials.

d. Description of how the project will meet the Cannabis Land Use Ordinance Operating Standards (26-88-254(g)). Please provide copies of any studies or documentation in the following areas:

Odor Control Plan.

Energy source use.

Hours of operation.

Outdoor activity areas and distance to property lines.

Waste Management Plan – describe how mediums, plant waste, and material waste will be handled.

Water Supply and Management Plan (see supplemental application attached).

Groundwater Monitoring Easement if Water Well (can be submitted after application is accepted).

Wastewater Management Plan – septic system, sewer system, etc.

7.  Location/vicinity map (8 ½ in. X 11 in.) showing where the project is located in relation to nearby lots, streets, highways and/or major natural features (e.g., location maps & road maps).

8.  Hydrogeological study, if applicable (SGMA Basins, Groundwater Availability Zone 3 and 4).

9.  Preliminary building and grading plans, including tenant improvements. (1 full set)

10.  Photographs, including aerials, of the proposed development site.

11.  Site plan. Include either a 24 in. x 36 in. or 11 in. x 17 in. site plan and one reduced site plan (8 ½ in. x 11 in.). This reduced site plan must clearly depict the information shown on the full-sized site plan. Full sized plans must be folded. Preparation of the site plan by a professional draftsman, architect, or engineer is strongly recommended. If the existing site is to be greatly modified by the proposed project (removal of existing buildings, vegetation), both an existing site plan and a proposed site plan are required.

a. All Site plans shall meet the Minimum Standard Site Plan Requirements (Form CSS-019) and include the following:

Cultivation area(s), which shall contain all plants both mature and immature. Cultivation area is measured based on canopy.

Propagation area(s), if applicable.

Storage area/structure for pesticides and other agricultural chemicals as well as fuels.

Areas where composting of green waste will occur, if applicable.

Holding area for Cannabis scheduled for destruction.

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- Area(s) and structures where Cannabis will be processed, if applicable.
- Area(s) for non-compostable refuse.
- Area(s) where harvested Cannabis will be stored.
- 12.  At-Cost Project Reimbursement (Form PJR-095), if Use Permit.
- 13.  Filing fee – see the current Permit Sonoma Project Review Fee Schedule.

**APPLICANTS PROVIDING FALSE OR MISLEADING INFORMATION IN THE PERMITTING PROCESS WILL RESULT IN REJECTION OF THE APPLICATION AND/OR NULLIFICATION OR REVOCATION OF ANY ISSUED PERMIT.**



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## Supplemental Application

### Water Use

Estimated water use in gallons for each month separated by source of water:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Municipal													
Recycled													
Surface													
Groundwater													
<b>Total</b>													

Water source (check all that apply):

- Municipal source (Must attach documentation.)
- Recycled water (Must attach documentation of source and permitted storage facility.)
- Surface water (Must attach documentation of water rights.)
- Well water / Groundwater Zone: \_\_\_\_\_

If using groundwater on any parcel, is the well located in a high or medium priority basin as defined by the State Department of Water Resources?  Yes  No

**If using groundwater, must attach copy of recorded easement allowing access to Sonoma County personnel.**

If located in groundwater zone 3 or 4 or in high or medium priority basin, attach:

1. Documentation to show that proposed use would not result in a net increase in water use on site,
- OR**
2. A hydrogeological report prepared by a qualified professional providing supporting data and analysis and certifying that the onsite groundwater supply is adequate to meet the proposed uses and cumulative projected land uses in the area on a sustainable basis, and that the operation will not:
    - a. Result in or exacerbate an overdraft condition in basin or aquifer
    - b. Result in reduction of critical flow in nearby streams, **or**
    - c. Result in well interference at offsite wells

Is the project well equipped with a meter and sounding tube or other water level sounding device?

- Yes  No

If yes, describe: \_\_\_\_\_

Describe your waste water management plan (how will you manage storm and waste water to prevent the movement of nutrients, sediment, and other contaminants either on site or sanitary sewer):

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