

# ***Cannabis Supply Chain Business Use Permit Application Requirements PJR-124***

**This is the required application for Testing/Laboratories, Non-Volatile Manufacturing, Dispensaries, Centralized Processing, Microbusiness, and/or Distributor-Transport.**

**PLEASE NOTE:** For Microbusiness applications that request cultivation, applicants must submit both PJR-124 and PJR-123 (Cannabis Cultivation Permit Application).

**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.

**MINOR AND CONDITIONAL USE PERMIT PROCEDURE:** The applicant submits a complete application to the Planning Division 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.

**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.
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.



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

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- c. Please list and attach any other cannabis related applications that the operator(s) has 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 the site plan any existing easements.
  - Describe any existing agricultural, commercial, and residential uses.
- b. Description of the Proposed Cannabis Use and Operational Plan
- Include the type(s) of cannabis businesses on site even if under a separate application.
  - What structures and/or tenant improvements are proposed? Does anything need to be legalized?
  - Describe the cannabis use and include a full narrative on the process and all specifications for equipment to be used.
  - Describe the plan for transportation in detail including vehicle specification, security measures, and geographic areas/jurisdictions to be served.
- 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
  - Fire Safety Plan – describe how proposal meets fire safe standards.
  - Hazardous Materials Plan – if applicable
  - Exterior Lighting Plan-Type and location of all exterior lighting.
  - Signage Plan with full proposed design and photographs of proposed location.
  - Landscaping Plan.
  - Parking.
  - Stormwater Management Plan – if applicable
  - Security Plan- including a thorough narrative and map of security details including all physical and passive security measures. This is kept confidentially, please provide in separate from the rest of the application materials.
  - Hours of operation
  - Water Supply Details including a “will serve” letter or “utilities certificate” from municipal water district. A bill showing an existing connection is not adequate.
  - Product Disposal – include a description of the plan to dispose cannabis product that is not sold or transported.
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., locator maps & road maps).
8.  Preliminary building and grading plans. (1 full set)
9.  Photographs, including aerials, of the proposed development site.
10.  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;

- 11.  At-Cost Project Reimbursement (Form PJR-095)
- 12.  Filing fee – see the current PRMD 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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