

## CANNABIS LICENSING OFFICE

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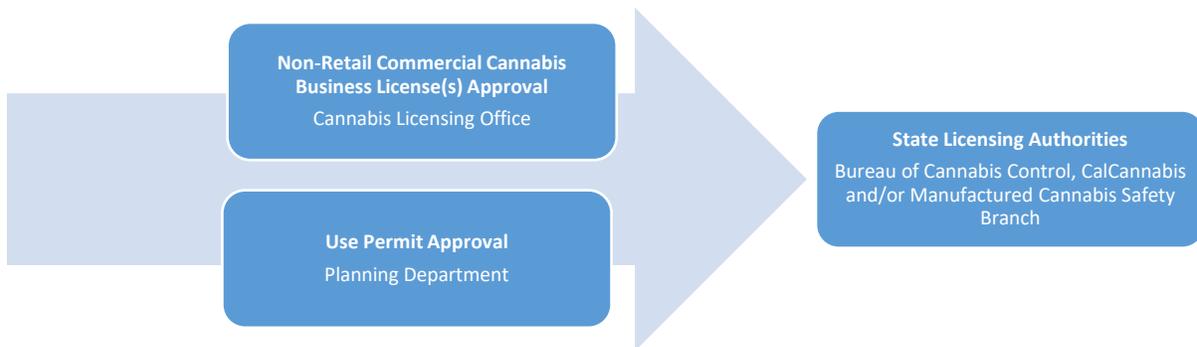
Website: <https://www.santacruzcounty.us/cannabislicensingoffice.aspx>

### APPLICATION OVERVIEW

#### Non-Retail Commercial Cannabis License and Use Permit

##### Cultivation, Manufacture, Distribution

Those seeking a Non-Retail Cannabis Business License in the unincorporated County of Santa Cruz must obtain BOTH a **Cannabis Business License** from the Cannabis Licensing Office (CLO) and any required **Use Permits** from the Planning Department. Once both a License and Use Permit have been issued locally, State annual cannabis business licenses must also be obtained. The license and use permit must be obtained prior to commencing cannabis business activities or expanding existing operations.



- You should first read through this entire document and study the cannabis regulations to determine your eligibility and requirements that apply to your specific project.
- See last page of this overview document for links to the regulations and other useful resources.
- If you cannot find an answer to your specific question after reviewing the regulations and resources, you can contact our office at 831-454-3833 or email [CannabisInfo@Santacruzcounty.us](mailto:CannabisInfo@Santacruzcounty.us).

The Non-Retail Cannabis Business License Application and Use Permit process is a three-phased process:

#### 1. **Phase 1- Pre-Application (Cannabis Licensing Office):**

The purpose of the pre-application review is to generate a complete description of the proposed non-retail cannabis business operation and identify “threshold” issues as early in the process as possible.

##### **Pre-Application Review**

- One (1) original copy of all required materials must be submitted at your intake meeting with CLO staff. To schedule an appointment, contact Michael Sapunor, Resource Planner IV ([michael.sapunor@santacruzcounty.us](mailto:michael.sapunor@santacruzcounty.us), 831-454-3405).

- At the end of the Pre-Application review, if a project site appears to meet basic eligibility requirements, the applicant will be e-mailed a “Canna-Clearance” that allows them to apply for a Commercial Use Permit. The applicant will receive, via e-mail from CLO, a pre-application evaluation letter highlighting “threshold issues” re. the proposed development project and a “CANNA-LORI” (Cannabis Development Permit “List of Required Information”) describing the required plans and supporting documents necessary for the Phase 2 Commercial Use Permit application packet.
- Be advised that while CLO staff will solicit all known requirements in preparation for Phase 2 License Application submittal, additional information may be requested by the CLO office or other County departments.
- No prospective licensee may approach the Planning Department to submit Use Permit application materials for cannabis related development or activities without a CLO-issued Canna-Clearance.

### **Pre-Application and License Application At-Cost Deposit Fee**

Pre-application applicants for non-retail cannabis business projects are required to establish an at-cost billing account for CLO reviews and pay an initial deposit of \$1500 (excepting projects that completed Pre-license inspections) at the intake meeting. Payment is made in-person to the Planning Dept. cashier (check, cash, money order, credit card accepted). Expenses for pre-application and license application reviews by CLO staff are billed at hourly rates to the at-cost account. Applicants will be notified, as needed, to refresh the account to cover the cost of anticipated licensing reviews and regular compliance checks.

### **2. Phase 2- Commercial Use Permit Application (Planning Department):**

The **Canna-Clearance** e-mail from CLO will authorize applicants to meet with Zoning Counter staff in the Planning Department to receive fee and routing information for Commercial Use Permit review. Phase 2 applicants will apply for a “Discretionary” commercial use review (“Use Permit”) and establish an at-cost account with the Planning Department for project/plan review by Planning staff and other County departments and responsible agencies. At this stage, engineered plans, architectural renderings, biotic reports, grading plans, and similar items may be required, dependent on the scope of the proposal.

### **3. Phase 3- Cannabis Business License Application (Cannabis Licensing Office)**

Following completion of Use Permit review by Planning staff, applicants will be scheduled by CLO to apply for the non-retail cannabis business licenses pertaining to their project. Required licensing fees will be deposited to the at-cost account established for the pre-application review.

### **General Advice and Instructions to the Applicant**

The information you provide in all phases of the application process will be used to determine your eligibility for eventual cannabis business licensing and land use permits, under County Code 7.128 and

13.10. The Ordinances may be reviewed on the Cannabis Licensing Website, link here:  
<https://www.santacruzcounty.us/cannabislicensingoffice.aspx>.

- The application requirements listed herein are the minimal requirements. Any additional information you believe will assist us in understanding your proposed operation may help your case and more effectively move you through the review process.
- Be advised that you will need the help of professionals at some point in the application process, either based upon a County requirement or to help you more efficiently navigate the licensing and use permit process. Such professionals may include: Land-use consultants familiar with County planning requirements and review procedures; County-approved biologists to review sensitive sites; Licensed professionals (architects, civil engineers, traffic engineers, surveyors, engineering geologists) to prepare grading plans, design commercial buildings, roads, and parking plans.
- It is your responsibility to provide all required information and cooperate with all required field investigations. Discovery of any false or misleading information is grounds for license denial or revocation.
- If you are filling out the application questionnaire by hand, neatly print in blue or black ink. Illegible writing will not be accepted.
- You must respond to all items and questions. If a question does not apply to you, write "N/A" (not applicable) in the space provided for your response.
- If you need more space for any response, attach additional sheets and identify the additional information by the application form number and question number.
- **The reviewing agencies may ask for additional information to process your application.**

**PROJECT DESCRIPTION QUESTIONNAIRE**

**(Required for ALL license types)**

Any responses that exceed available space should be provided in an attached document, with answers to questions listed by section number, item number, in the order requested.

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**1. What cannabis business license types are you applying for? (check all that apply)**

- Cultivation. If applicable, please also complete Phase 1, Form B
- Manufacture. If applicable, please also complete Phase 1, Form C
- Distribution. If applicable, please also complete Phase 1, Form D

**2. What is the location/situs of the proposed cannabis business site? If the site includes contiguous APN's, all APN's must be listed.**

Address	APN	Zone District	General Plan

**3. Permit History: List all discretionary (“Use”) and building permits for the subject parcel(s). Include the permit number, issuance date, and status (eg. “complete”, “in process”, “void”, “withdrawn”, “finaled”, “abandoned”). Permit records can be obtained from the Planning Department Zoning Counter (open Monday through Thursday; mornings 8:00 – 11:30 a.m., afternoon 1:00 – 3:30 p.m.) or online: <https://sccounty01.co.santa-cruz.ca.us/PlanningApplicationStatus/Report>**

**4. Evidence of property ownership or authorization to apply for cannabis business licenses**

*Attach the following supporting information, as applicable.*

- Copy of current deed, or other proof of ownership for the property where commercial activity will occur.
- Copy of lease or similar instrument explicitly authorizing cannabis business activities and development / permits you are applying for (if you are not the property owner).
- Notarized written consent of the property owner to allow named applicant(s) to apply for cannabis business license activity (if you are not the owner of record and do not have authority to apply for commercial cannabis permits through lease or written agreement)

**5. If you have/had an existing cannabis business in the County of Santa Cruz, did you or will you relocate your cannabis business?**

Yes           No

If yes, identify previous location: \_\_\_\_\_

**6. Is parcel located in the Coastal Zone plus 1-mile buffer?**

Yes           No

To determine this, type in your APN at: <https://gis.santacruzcounty.us/gisweb/>. Click the 'magnifying glass' button, then click the "Legend" arrow in the top left-corner of your screen to expand the layers key. Click the + box next to the "Land Use and General Plan" to expand the choices and then click the box next to "One Mile Buffer of Coastal Zone". The zone will show up on the map in the color notated in the key.

*If your answer is yes, be advised that no new structural development is allowed in the Coastal Zone plus 1 mile buffer (see SCCC 13.10.650(B)(2)).*

**7. Is the planned future parcel within the urban area defined by either the urban services line (USL) or the rural service lines?**

Yes           No

To determine this, type in your APN at: <https://gis.santacruzcounty.us/gisweb/>. Click the 'magnifying glass' button, then click the "Legend" arrow in the top left-corner of your screen to expand the layers key. Click the + box next to "Land Use and General Plan" to expand the choices, and then click the boxes next to "Urban Service Boundary" and the "Rural Service Boundary". The lines will show up on the map in the color notated in the key. You may have to zoom out or in to see the lines.

- If inside the USL, attach written confirmation from the sanitation district serving the parcel stating that adequate capacity is available to serve the proposed use (<https://www.dpw.santacruzcounty.us/Home/SewerWater.aspx>).

- For parcels outside of the USL, provide a copy of the onsite wastewater system (“septic system”) permit (contact Environmental Health Services, (831) 454-2022).

**8. What is the source of water for the proposed cannabis business operation?**

*Attach responses to the “Water System Information” questions (8-15) from the “Cannabis checklist- Environmental Health” survey*

Well

Municipal

Spring

Delivered (see restrictions set forth in SCCC 7.128.170(G))

Other (specify)

*If you have a copy of the statement of water diversion, or other permit, license or registration filed with the California State Water Resources Control Board (SWRCB), Division of Water Rights, attach to your application.*

**9. What is the source of electricity for the proposed cannabis business operation?**

PG&E

Generator

Renewables (specify)

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Other (specify)

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*If you plan to use equipment akin to a generator, please provide an attached description of this equipment and how it functions. Be advised, generators are not allowed per SCCC 7.128.170(F).*

**10. Are there any contracts or easements that affect the use of the property?**

*(e.g. Williamson Act contract, etc.)*

*If you are unsure, check with the Planning Department.*

Yes

No

If yes, attach contract information to this application packet.

**11. Security requirements.** From the “Security Requirements Overview” document posted online at: <https://www.santacruzcounty.us/Portals/0/County/clo/CLO%201008a%20Security%20Requirements%20Overview.pdf>, identify and list the security requirements that apply to the proposed commercial cannabis uses.

## 12. Site Plan (required for all projects)

**Submit one (1) full-size (24" x 36" or 18" x 24" format) and one (1) reduced-size (11" x 17", "8 ½ x 11" set of plans. The site plan must include existing and proposed development (structures, cleared areas, fences, etc.).**

### CONTENTS

1. Applicant's name, address and phone, fax and cell number and e-mail address.
2. Property owner's name, property address, and Assessor's Parcel Number(s) (APNs) on every sheet.
3. Date prepared and scale. Acceptable scales are: 1" = 10', 1" = 20', 1/4" = 1', 1/8" = 1". Other scales may be appropriate but must be clearly labeled.
4. Sheet Title (i.e. SITE PLAN, FLOOR PLAN)
5. North arrow
6. Vicinity map showing the location of the parcel within the County of Santa Cruz, including names of existing streets, cross streets and project area within parcel.
7. Access to site from nearest public road.
8. Adjacent streets, both public and private, and any access easements.
9. Location and dimensions of rights-of-way, driveways, parking spaces, and maneuvering aisles.
10. Dimensions of required "front", "rear" and "side" yards (zoning setbacks).
11. Location of cultivation site and/or other commercial cannabis business activity.
12. Dimensions showing all required setbacks that apply to commercial cannabis businesses, as per SCCC 13.10.650(C)(4).
13. Property uses on adjacent parcels and across adjacent streets ("residential", "agricultural", "office", etc.).
14. Building footprint of existing structures, clearly labeled, with use and distance from property line(s). Include decks and carports.
15. Proposed structure(s) and/or additions (if applicable), clearly labeled with use and distance to property line(s).

16. Location of nearest habitable structure (on neighboring parcel) and distance to existing and proposed cultivation areas.
17. Fences and retaining walls, existing and proposed (indicate height and material).
18. For cultivation projects, label State-required "Secure Harvest Storage" and, if applicable, drying/processing structures.
19. Solid waste storage facilities for cannabis and non-cannabis waste material.
20. Pesticide storage facility.
21. Utility lines and public utility easements (power, water, sewer, etc.)
22. Existing and proposed septic systems, including leachfields
23. Water wells with distances to any structures, septic systems and property lines.
24. Water storage structures labeled as to type, capacity, and date of construction.
25. Springs, ponds, rainwater catchments and any other water source.
26. Natural waterways, including perennial and seasonal streams, springs, ponds.
27. Riparian area(s) and wetlands
28. Topography; show slope direction ("flat", "steep", etc.) for entire parcel. Contour lines, drawn to scale, are acceptable.
29. Graded and cleared areas (existing and proposed). "Clouding" of disturbed areas is acceptable.
30. Location of trees greater than 6 inches d.b.h., label trees to be removed.
31. Flood plain/flood way location, if applicable (DFIRM maps).

**13. Interior Facility Plan (floor plan) for existing and proposed structures.**

See Phase 1, Supplemental Materials (pg. 28).

**14. Lighting Diagram for cultivation structures.** See Phase 1, Supplemental Materials (pg. 29).

**15. Copy of Assessor's Parcel map** highlighting all parcels involved in cannabis business license application.

**16. Aerial Imagery (OPTIONAL):** See pp. 27- 28 for examples of aerial maps.

**Vicinity Map**- Aerial vicinity map with parcel boundaries clearly demarcated showing all parcel(s) associated with proposed cannabis business and surrounding neighboring parcels. To

determine this, type in your APN at: <https://gis.santacruzcounty.us/gisweb/> click “Find It” and then click the white “Legend” arrow in the top left-hand area of your screen to expand the layers key. Then click on “+Parcel Related”, and check “Parcels” box to get parcel boundary layer.

**Site Map-** Updated (recent) aerial photo of the proposed cannabis business site in relation to the entire parcel(s) that shows all structures and/or grow areas superimposed/outlined over aerial where cannabis business activities will occur. Label all business activity areas and show dimensions. The map must be of sufficient scale and level of detail to accurately depict the proposed location of the cannabis activity on the property. For very large parcels show overview map with entire parcel depicted and provide a zoomed-in map of the portion of the parcel where cannabis business activities will occur.

## 17. Program Scope

*(A completed “Project Statement Template” may be submitted in lieu of responses to items a), b), d), e), f), h), i), n).*

**a) Please provide an overview of the proposed cannabis facility. If you intend to phase the development of structures and licensed cannabis businesses, describe the physical development and operational requirements of each phase to project completion.**

**b) Describe the products and services that would be provided by the facility, including licensed cannabis products and, if applicable, non-cannabis products.**

**c) If an existing cannabis business is operating on the parcel, summarize the past cannabis business activity. List any State-issued provisional or annual licenses. Include the time period of operations, square footage of cultivation areas and/or manufacture and processing structures, and number of employees.**

**d) Will there be multiple licensees associated with this parcel, e.g., is co-location proposed? This includes existing licensed dispensaries.**

Yes  No

*If yes, please also complete Phase 1, Form E*

**e) Will there be multiple parcels sharing infrastructure, e.g., is a master planned site proposed?**

Yes  No

*If yes, please also complete Phase 1, Form E*

**f) Describe the number and type of employees engaged in existing and proposed commercial operations (cannabis and non-cannabis) at the project location.**

*Distinguish between seasonal/part time and full-time employees. Describe the number of employees associated with proposed operations, including employees who would work in multiple licensed businesses.*

**g) Will the operation maintain a fleet of vehicles?**

Yes  No

*If yes, explain further below including intended use of vehicles. Be sure to note existing vehicles and their use, as distinct from what is proposed in the future (if your operation has been in operation at the project location in the past).*

**h) Will delivery/distribution vehicles come to the facility?**

Yes  No

*If so, estimate the frequency and number of deliveries based upon proposed project buildout.*

**i) What are the proposed hours of operation? Note any differences, if applicable, for each licensed cannabis use.**

**j) How will wastewater be removed? This includes wastewater from cultivation or manufacturing processes but not human waste.**

Septic   
Municipal   
Other (specify)

**k) Land Clearing and Grading**

*(Check the items below that apply to the proposed cannabis development project)*

- Land clearing exceeding ¼ acres in area
- Outdoor cultivation on slopes steeper than 20%
- Retained cuts and/or fills exceeding 10 feet.
- Non-retained cuts and/or fills exceeding 5 feet.
- Grading on slopes greater than 20%, where slope gradient is measured as natural grade, or where the grade has been modified through and approved grading permit
- Removal of mature trees

Describe any previous site alterations done to support existing cannabis cultivation operations (if applicable).

**l) Are you aware of sensitive habitat or species of special concern on your property (e.g. vernal pools, Santa Cruz long-toed salamander)?**

Yes                       No

*If yes, explain.*

**m) Will any of the following operations be performed as part of the cannabis operation?**

- Open outdoor storage, processing and/or mixing of soil or soil amendments
- Vegetation Clearing, soil disturbance or road construction/maintenance.
- Process that may generate fumes, dust, smoke or strong odors(Includes: Manufacturing, processing, production, testing, dispensing facilities)
- Open outdoor burning
- Aggregate and/or wood processing activities

**n) Will hazardous materials be used? Check this website to determine:**

[https://www.scceh.org/Portals/6/Env Health/hazardous materials/Hazardous%20Materials%20Permits%20Information%20Sheet.pdf](https://www.scceh.org/Portals/6/Env_Health/hazardous_materials/Hazardous%20Materials%20Permits%20Information%20Sheet.pdf).

Yes

No

**Best Management Operations Practices (BMOP)**

*Describe how the project would meet the Siting Criteria (Section A) and Site Design requirements (Section B) of the BMOP. The BMOP may be viewed/downloaded from the CLO website:*

<https://www.santacruzcounty.us/CannabisLicensingOffice/Non-RetailLicenses.aspx>

*(Attach additional sheets if needed).*



**FORM A**  
**Identifying Information (Required for ALL Applicants)**

a. APPLICANT NAME (PRINT)	<b>(Note:</b> The applicant must be 1) an owner, director or board member, listed below in section g., authorized to act on behalf of the business, 2) have authority to apply for commercial cannabis permits through lease or written agreement, or 3) provide notarized written consent of the property owner to apply for cannabis business license activity)		
b. AGENT NAME (PRINT) (See <b>Note</b> above for requirements)			
c. MAILING ADDRESS (Street number and name, city, state, zip code)			
d. PHONE NUMBER(S) Primary: <span style="float:right">Alternate:</span>			
e. E-MAIL(S) Primary: <span style="float:right">Alternate</span>			
f. TYPE OF OWNERSHIP (Check one)			
<input type="checkbox"/> Sole Owner <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership (LP)			
<input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Corporation			
<input type="checkbox"/> Other (Specify) _____			
If the applicant is other than a natural person (including general partnerships of more than one individual natural person), the applicant must provide documentation regarding the nature of the entity and the names of the individual natural persons who manage, own or control the entity. The most common entities are corporations, limited liability companies (LLCs), limited partnerships (LPs), or trusts. These entities can be multi-layered and/or interlocking, e.g. a corporation can be owned by another corporation. If that is the case, documents for those other related entities are needed until the individual natural persons who manage, own or control the entities can be identified.			
g. LIST ALL OFFICERS, DIRECTORS, GENERAL PARTNERS (if LLP) AND MANAGERS (if LLC), AND THEIR TITLES (attach additional sheets if necessary)			
PRINTED NAME	TITLE	PRINTED NAME	TITLE
PRINTED NAME	TITLE	PRINTED NAME	TITLE

County of Santa Cruz  
 Non-Retail Commercial Cannabis Business Application  
 Phase 1: PRE-APPLICATION (Revised 8/27/2019)

PRINTED NAME	TITLE	PRINTED NAME	TITLE
PRINTED NAME	TITLE	PRINTED NAME	TITLE
PRINTED NAME	TITLE	PRINTED NAME	TITLE
PRINTED NAME	TITLE	PRINTED NAME	TITLE
PRINTED NAME	TITLE	PRINTED NAME	TITLE

LIST ALL STOCKHOLDERS, LIMITED PARTNERS, LLC MEMBERS OR THOSE WITH A FINANCIAL INTEREST IN THE BUSINESS OF THE APPLICANT, AND THEIR PERCENTAGE OF OWNERSHIP. MUST TOTAL 100%

(Attach additional sheets if necessary)

PRINTED NAME		PRINTED NAME	
	%		%
PRINTED NAME		PRINTED NAME	
	%		%
PRINTED NAME		PRINTED NAME	
	%		%
PRINTED NAME		PRINTED NAME	
	%		%
<b>TOTAL OF ALL PERCENTAGES:</b>	<b>%</b>		

a. Federal Tax Identification Number for this business _____	NONE <input type="checkbox"/>
b. State Tax Identification Number _____	NONE <input type="checkbox"/>
c. Board of Equalization Tax Identification Number for this business _____	NONE <input type="checkbox"/>

**FORM B  
 Cannabis Cultivation License**

**1. Select the local license type(s) for planned cultivation activity**

- Class CA licenses for cultivation taking place on parcels zoned CA (Commercial Agriculture)
- Class A licenses for cultivation taking place on parcels zoned A (Agriculture)
- Class RA licenses for cultivation taking place on parcels zoned RA (Residential Agriculture)
- Class C-4 licenses for cultivation taking place on parcels zoned C-4 (Commercial Services)
- Class M licenses for cultivation taking place on parcels zoned M-1 (Small Light Industrial), M-2 (Light Industrial), or M-3 (Mining, Agriculture, etc.)
- Class TP licenses for cultivation taking place on parcels zoned TP (Timber Production)
- Class SU licenses for cultivation taking place on parcels zoned SU (Special Use) with I General Plan
- Class SU licenses for cultivation taking place on parcels zoned SU (Special Use) with AG, R-R, R-M General Plan
- Class CG licenses for cultivation taking place on parcels zoned A, RA, TP, SU (AG, R-R, R-M General Plan)
- Class N "Nursery" licenses for cultivation taking place on parcels zoned CA, RA, TP, SU
- Class P "Processor" licenses for cultivation taking place on parcels zoned CA, C-4, M

**2. For SU zoned parcels less than 20 acres (SCCC 13.10.650(C)(3)(f)), and TP, RA, and CG license types (SCCC 7.128.110(B)(3), (4), and (5)), license applicants must demonstrate that there is a history of commercially cultivating cannabis since before January 1, 2013 on the parcel for which a license is sought. In this case, you are required to demonstrate you or a licensee with whom you are co-locating (if applicable) have been cultivating cannabis as required above. Provide sufficient, reliable evidence that links cannabis cultivation to the property where a license is sought.**

*Evidence to support this requirement may include (but not be limited to) the following: satellite imagery, law enforcement activity linked to you and cannabis operations, power bills, receipts associated with cannabis activities, lease agreements; a combination thereof. Applicants must link their evidence to the parcel. Suggestions for map imagery for our county include:*

- Google Earth: [Google Earth](#)
- Tera Server: [Tera Server](#)
- Digital Globe: [Digital Globe](#)
- Harris MapMart: [MapMart](#)

*Applicants must link their evidence to the parcel.*

**3. Assessor Parcel Number (APN) and Exact Size(s) of each parcel and proposed canopy size (SU and RA zoned parcels are subject to restrictions under SCCC 7.128.030(NN))**

APN	Parcel (ac.)	Canopy Size (sf)	Estimated # of Plants


**4. Aside from CA, C-2, C-4, and M zoned parcels, which are excluded from the residence requirement (SCCC 7.128.110(B)(5)), does the parcel for which a cultivation license is sought have a permitted residence onsite or under construction?**

Yes                      No

*If no, where will the required cultivation manager reside?*

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**5. For outdoor cultivation sites, attach a written statement demonstrating that the applicant has, to the maximum extent feasible given the topography of the site, taken neighboring sensitive receptors into account in site selection. (SCCC 13.10.650(B)(19).**

**6. Describe all aspects of cultivation activities, including: planting, growing, developing, propagating, harvesting, drying, processing, curing, grading, trimming, packaging and storage of cannabis plants.**

**7. Will you require any offsite processing of your cannabis (e.g., offsite drying, curing, trimming)? If so, where? Be advised that offsite cultivation activities related to your proposed cultivation license must be separately accounted for and licensed. Attach additional sheets if necessary.**

**8. How will cannabis be transported to and from the facility (will you seek your own distribution or have a 3rd party do this)?**

**9. Will cannabis products be manufactured on the planned future cultivation site (edibles, tinctures, salves, etc.)?**

Yes  No

*If yes, complete Form C.*

**10. Will the planned future cultivation site be visible from any adjacent public-right-of way?**

Yes  No

**11. How do you intend to screen your cannabis plants from view? If the property is far away from public view, please explain.**

**12. Will there be nighttime lighting required for the cultivation of plants? If so describe how you will comply with the BMOP Section D no. 4, "Supplemental Lighting for Cultivation".**

Yes  No

*Explain. Attach additional sheets and diagrams as needed.*

**13. If cultivation will be indoors, describe how you intend to comply with BMOP Section D no. 6, “Odor Abatement Plan”?**

*Explain. Attach diagrams and other supporting information as needed.*

**14. How do you intend to comply with the BMOP Section D no. 4 “Herbivory Prevention Plan“ requirements?**

**15. How do you intend to comply with BMOP Section D no. 7 “Water Supply and Quality”?**  
**Discuss control measures to contain any, or all, of the following on site: i) irrigation run-off; ii) fertilizers; and iii) contaminates. Attach additional sheets and diagrams as needed.**

**FORM C**  
**Cannabis Manufacture License**

***In the RA, A, SU, and TP zone districts, cannabis manufacture licenses must be associated with a licensed cannabis cultivation site.***

**1. Select the local license type(s) for planned activity**

- Class 1 manufacture license: infusion only
- Class 2 manufacture license: non-volatile solvents or no solvents
- Class 3 manufacture license: volatile solvents

Note: if request is to combine multiple license categories into one operation. E.g., Class 2 and Class 1; Class 3, Class 2 and Class 1, etc. describe below.

**2. Does the proposed cannabis manufacture facility meet setback requirements (SCCC 13.10.650(D)(3))?**

Yes       No

*If no, what site-specific or operational factors could justify an exception?*

**3. What products will be manufactured?**

**4. Please describe any extraction methods used in detail (equipment, raw materials, chemicals, etc.):**

**5. Will you be manufacturing any food products?**

**6. Odor control systems are required for all indoor cannabis facilities (SCCC 7.128.170(P), (Q). Describe how you intend to comply with BMOP Section D no. 6, “Odor Abatement Plan”? Attach diagrams and other supporting information as needed.**

**FORM D**  
**Cannabis Distribution License**

***In the RA, A, SU, and TP zone districts, cannabis distribution licenses must be associated with a licensed cannabis cultivation site.***

**1. Select the local license type(s) for planned activity**

- Class 1 Distribution license: transport of licensee’s own cannabis product
- Class 2 Distribution license: transport of other licensees’ cannabis product (can include licensee)

**2. Is the distribution aspect of the business accessory to the primary use?      YES      NO**

If yes, please select the primary use of the business.

Cultivation      Manufacturing      Retail

**3. If “Distribution – Transport Only” was selected, please select the description that best applies:**

Locally permitted/licensed cultivation site, processing facility, or manufacturing facility, pursuing a Distribution – Transport Only license to move only product from the permitted/licensed site.

Transportation business transporting cannabis goods between locally permitted/licensed cultivation sites, manufacturing and distribution facilities.

**4. Distribution License: Provide detailed description of cannabis distribution license sought and proposed operations.**

**5. Number of vehicles to be used from the site: \_\_\_\_\_**

**6. Odor control systems are required for all indoor cannabis facilities (SCCC 7.128.170(P), (Q). Describe how you intend to comply with BMOP Section D no. 6, “Odor Abatement Plan”? Attach diagrams and other supporting information as needed.**

**7. Does the proposed cannabis distribution facility meet setback requirements (SCCC 13.10.650(E)(3))?**

Yes       No

*If no, what site-specific or operational factors could justify an exception?*

**FORM E**  
**Co-Location or Master Planned Facilities**

**1. Please specify the type of facility:**

- Co-Location
- Master Plan
- Both

**2. Is the Applicant for the Co-Location/Master Plan Use Permit also applying for a license?**

- Yes Type: \_\_\_\_\_
- No

*In the RA, A, SU, and TP zone districts, cannabis manufacture and distribution licenses may only be applied for if associated with a licensed cannabis cultivation site.*

**3. List the applicants and license type(s) sought for cannabis business activities on parcel.**

License Applicant Name (if known)	Registration # (if applicable)	License Type(s)

**4. Explain in detail how co-location or master planned facilities will operate (e.g., provide the total number of licenses proposed; describe whether licensees will operate independently or cooperatively; for Master Plans, describe the facilities to be shared). Attach additional sheets as needed.**

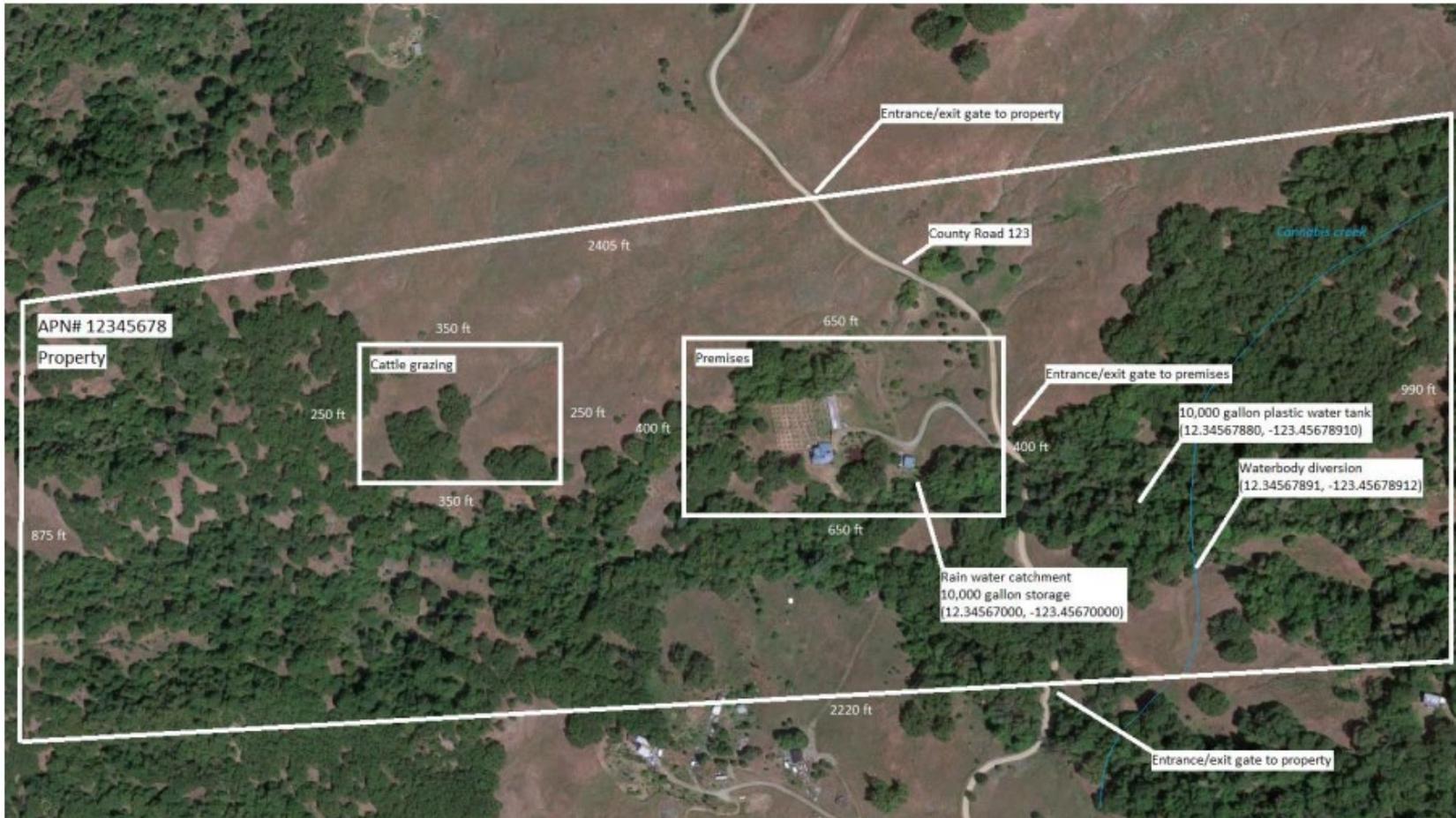
**SUPPLEMENTAL APPLICATION REQUIREMENTS (Attach if applicable)**

- If already in operation, attach documentation of tax payment history.
- If already completed, copy of the statement of water diversion, or other permit, license or registration filed with the State Water Resources Control Board, Division of Water Rights.
- If already completed, copy of State Water Resources Control Board General Permit and associated Regional Water Quality Control Board approvals.
- Streambed Alteration Permit obtained from the Department of Fish and Wildlife.
- Copy of County of Santa Cruz well permit, if applicable.
- Hazardous Materials Business Plan  
[https://www.sceeh.org/Portals/6/Env\\_Health/hazardous\\_materials/Hazardous%20Materials%20Permits%20Information%20Sheet.pdf](https://www.sceeh.org/Portals/6/Env_Health/hazardous_materials/Hazardous%20Materials%20Permits%20Information%20Sheet.pdf)
- Copy of any existing Timberland Conversion Permit or agreement between property owner and CalFire, if applicable.
- If applying as a non-profit or partnership, a copy of the articles of incorporation or statement listing members of the partnership.
- Road Association Agreement

Phase 1  
Supplemental Materials

EXAMPLE AERIAL SITE PLAN

*These images are meant for illustrative purposes and are not intended to be all-inclusive of requirements you must fulfill to complete your unique site plans. Follow instructions in Pre-Application Questionnaire and use these as a reference.*



**Sample property diagram using aerial imagery and basic image-editing software to accurately label overall and use activities and structures on property**

**Phase 1**  
**Supplemental Materials**

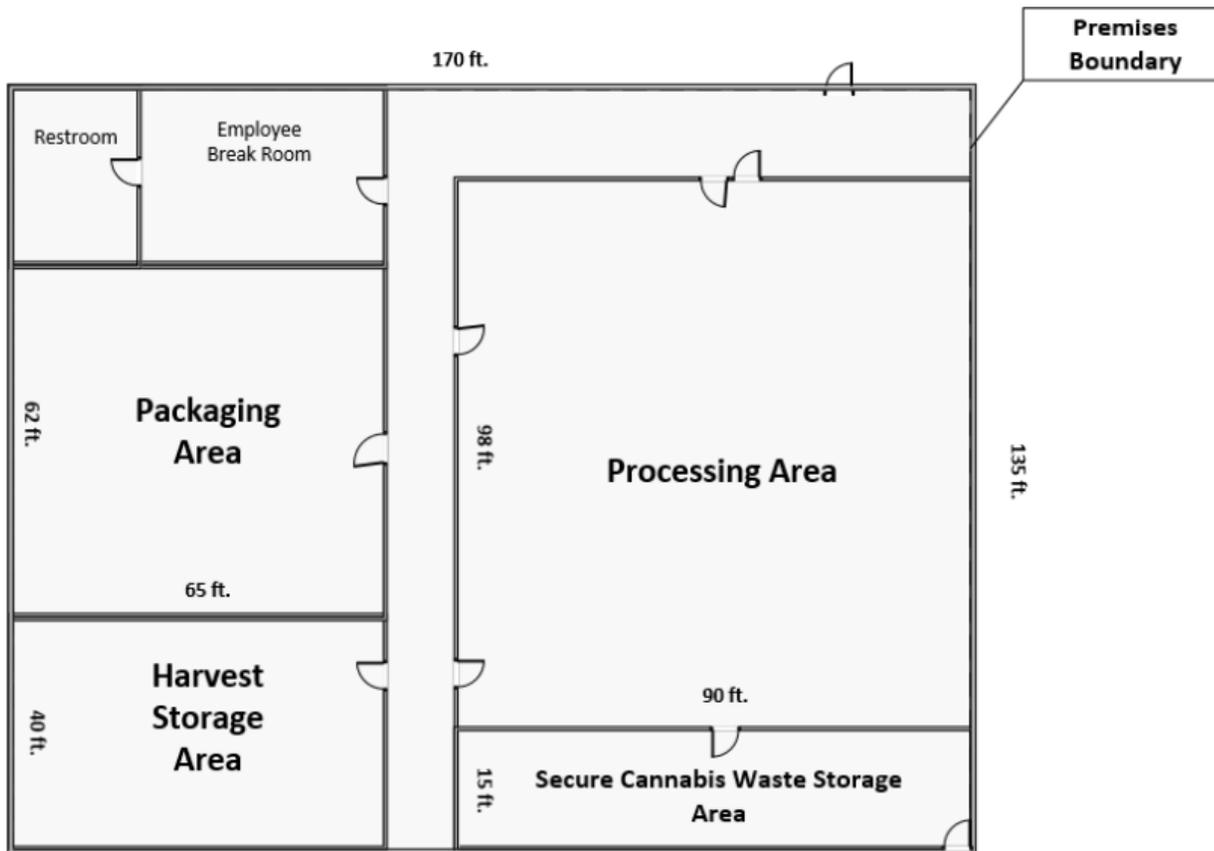
**EXAMPLE AERIAL SITE AND FACILITY PLANS**



Sample property diagram using aerial imagery and basic image-editing software to accurately label cultivation license activities

**Supplemental Materials**

**EXAMPLE INTERIOR FACILITY PLAN**



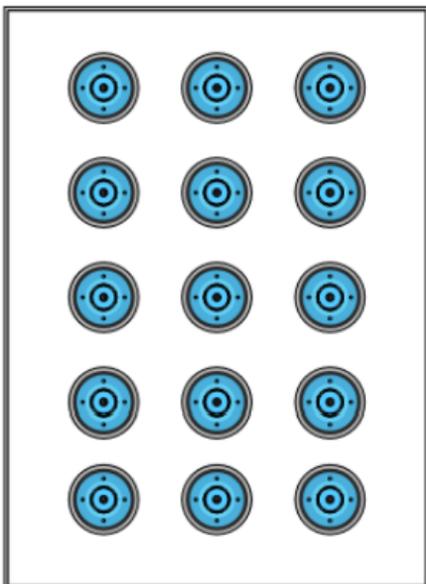
Sample diagram of cannabis harvest, processing and storage rooms

**Supplemental Materials**

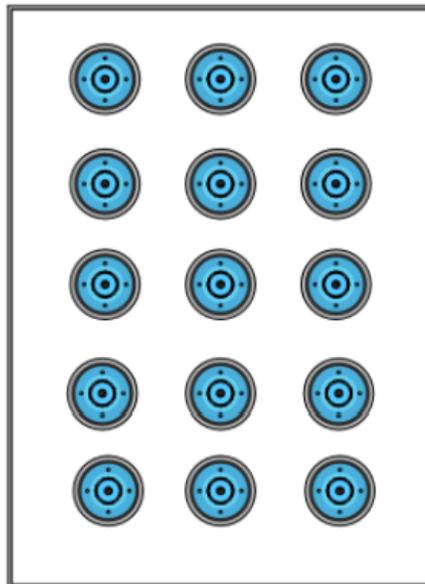
**EXAMPLE PLAN**

**Lighting Diagram**

**Canopy Area 1** (identified in the premises diagram as greenhouse 1)



**Canopy Area 2** (identified in the premises diagram as greenhouse 2)



**Aggregate Wattage per Canopy Area**  
15 lights X 1200 watts per light = 18,000 watts  
Each canopy area (greenhouse) is 1,500 square feet  
18,000 watts / 1,500 square feet = **12 watts/square foot**

**Maximum Wattage of Each Light**  
 = 1200 maximum watt light

**Sample diagram of cannabis lighting plan**

## Useful Resources

*As you plan your project, you are highly encouraged to consult the Santa Cruz County Planning Department's resource materials that may apply to your property or land use proposal. Below are links to potentially helpful Planning Department Handouts and Forms with some particular links that may prove useful.*

- Santa Cruz County Planning Department Handouts and Forms

<https://www.sccoplanning.com/PlanningHome/HandoutsForms.aspx>

- ADA Requirements and Your Small Business

Making your business accessible is not a onetime endeavor, it is an ongoing responsibility. Various state and federal disability access laws apply to small businesses in California.

<https://www.sccoplanning.com/Portals/2/County/Planning/bldg/ADA%20Requirements%20and%20Your%20Small%20Business.pdf>

- Determining Parcel Buildability

To determine if a parcel is potentially buildable, it is the responsibility of the property owner or applicant to provide the County with evidence including the details in this link:

[https://www.sccoplanning.com/Portals/2/County/Planning/forms\\_docs/Parcel%20Buildability.pdf?ver=2012-12-04-093641-980](https://www.sccoplanning.com/Portals/2/County/Planning/forms_docs/Parcel%20Buildability.pdf?ver=2012-12-04-093641-980)

- Hazardous Materials Permitting Information

State and local regulations require all businesses that store or handle specified quantities of hazardous materials to provide the Environmental Health Division with a Hazardous Materials Business Plan (HMBP) and obtain a Hazardous Materials Permit.

[https://www.scceh.org/Portals/6/Env\\_Health/hazardous\\_materials/Hazardous%20Materials%20Permits%20Information%20Sheet.pdf](https://www.scceh.org/Portals/6/Env_Health/hazardous_materials/Hazardous%20Materials%20Permits%20Information%20Sheet.pdf)