



124 N. Cloverdale Blvd., Cloverdale, CA 95425

COMMERCIAL CANNABIS CULTIVATION PERMIT APPLICATION GUIDELINES

Applications for Commercial Cannabis Cultivation Permits may be submitted in person at:

City Hall
124 N. Cloverdale Blvd.
Cloverdale, CA 95425

Cultivation Permit Types:

- **Nursery Cultivation**
 - Wholesale (Outdoor): up to 5,000 sq. ft.
 - Wholesale (Indoor/Greenhouse): See Table 1 to Ordinance 715-2017 for lot coverage restrictions
- **Outdoor Cultivation:**
 - Cottage: 25 plants
 - Specialty Outdoor: up to 5,000 sq. ft. or 50 plants
 - Small Outdoor: 5,001 – 10,000 sq. ft.
- **Indoor Cultivation:**
 - Cottage: up to 500 sq. ft.
 - Specialty Indoor: 501 – 5,000 sq. ft.
 - Small Indoor: 5,001 – 10,000 sq. ft.
- **Mixed Light Cultivation:**
 - Cottage: up to 2,500 sq. ft.
 - Specialty Mixed Light: 2,501 – 5,000 sq. ft.
 - Small Mixed Light: 5,001 – 10,000 sq. ft.

Cultivation greater than 10,000 sq. ft. is not allowed; other restrictions and minimum parcel requirements may apply—see Table 1 to Ordinance 715-2017

An application is considered **COMPLETE**, if it contains **ALL** items in the following this checklist (see section 18.15.030(D) of the Cloverdale Municipal Code):

- Completed application packet, which includes:
 - Commercial Cannabis Cultivation Permit Application
 - Criminal History/Background Check Forms to be completed by **ALL** interested operator permit holders
 - State of California Department of Justice Request for Live Scan Service Form (BCII 8016)
 - Proof of Property Ownership or Property Owner Consent Form (if required)
 - Air Quality Calculations
 - Biotic Resources/Arborist Study
 - Greenhouse Gas Emissions Calculations

- Hazardous Materials Plan, if applicable
- Water Supply Plan
- Wastewater Discharge Plan
- Hours of Operation
- Odor Control and Ventilation Information
- Site Security Plan
- Fire Prevention Plan
- Lighting Plan
- Waste Management Plan
- Floor Plan
- Site Plan
- Non-refundable Permit Fees

If an application is incomplete, it will be returned to the applicant. All applications will be reviewed for a completeness determination within thirty (30) days.

A commercial cannabis cultivation permit is valid for a period not to exceed one (1) year from the date of permit approval unless suspended or revoked sooner and shall be subject to annual permit renewals. The operator must apply for permit renewal prior to the expiration of the limited term permit. The guidelines specified above also apply to applications for permit renewals.

CULTIVATION DURING THE APPLICATION PROCESS

Please be advised that the commercial cultivation of cannabis is prohibited without a valid City permit and the required State license. Cannabis cultivation may not begin on the property until the permit has been approved – even if your application has been submitted and is being processed.

SCHEDULE OF FEES*:

Permit Type	Application Deposit	Annual Fee
Commercial Cannabis Cultivation Permit Type		
Outdoor Cottage - 25 Plants	\$2,300.00	\$1,212.00
Outdoor Specialty - 5,000 sq. ft. or 50 Plants	\$2,300.00	\$6,061.00
Outdoor Small - 5,001 - 10,000 sq. ft.	\$2,300.00	\$12,122.00
Indoor Cottage - 500 sq. ft.	\$2,300.00	\$3,030.50
Indoor Specialty - 501 - 5,000 sq. ft.	\$2,300.00	\$6,061.00
Indoor Small - 5,001 - 10,000 sq. ft.	\$2,300.00	\$12,122.00
Mixed Light Cottage - 2,500 sq. ft.	\$2,300.00	\$3,030.50
Mixed Light Specialty - 2,501 - 5,000 sq. ft.	\$2,300.00	\$6,061.00
Mixed Light Small - 5,001 - 10,000 sq. ft.	\$2,300.00	\$12,122.00
Commercial Nursery Permit	\$2,300.00	\$12,122.00

*If the outside auditing firm discovers any irregular findings during their financial and/or regulatory compliance reviews additional fees may be charged.

ADDITIONAL INFORMATION (NOT REQUIRED FOR APPLICATION SUBMITTAL, BUT COMPLIANCE IS REQUIRED WITH THE FOLLOWING FOR FINAL PERMIT ISSUANCE, UNDER CLOVERDALE MUNICIPAL CODE CHAPTER 18.15):

BUILDING REQUIREMENTS

All structures used in commercial cultivation, including greenhouses, require a building permit and shall comply with all applicable sections of the Cloverdale Municipal Code. Cultivation uses that provide access to the public including, but not limited to, employees, vendors, contractors, business partners, members, customers or patients shall meet Cloverdale Municipal Code requirements for accessibility including accessible parking, accessible path of travel, restrooms, and washing facilities.

EMISSIONS CONTROL

All commercial cannabis uses shall utilize appropriate measures in construction and, where applicable, operations to prevent the emissions of dust, smoke, noxious gases, or other substances that have the potential to impact local or regional air quality.

PROPERTY SETBACKS (DISTANCE CHECKS WILL BE CONDUCTED BY THE CITY)

Outdoor

Outdoor commercial cultivation areas and all associated structures shall not be located in the front yard setback area and shall be screened from public view and shall comply with the setbacks for the base zone districts. Outdoor cultivation areas shall not be visible from a public area or right of way. Outdoor cultivation areas shall be setback a minimum of one hundred feet (100') from property lines and a minimum of three hundred feet (300') feet from occupied residences and businesses on surrounding properties. Unless state law or regulation allows otherwise and the City approves, cannabis cultivation sites shall be setback:

- a. a minimum of six hundred feet (600') from a school, or childcare center, and
- b. a minimum of two hundred feet (200') feet from a park, library, or youth center.

The distance for setback requirements shall be measured in a straight line from the property line of the protected site to the cannabis cultivation area, except when measuring from a school, childcare facility or youth center, in which case the distance shall be measured in a straight line from both property lines pursuant to state law.

Indoor

All structures used for indoor commercial cultivation and all structures used for drying, curing, grading or trimming and all indoor cultivation structures shall comply with the setbacks for the base zone districts. Structures associated with the cultivation shall not be located in the front yard setback area and shall be screened from public view. There shall be no exterior evidence of cultivation either within or outside the structure.

Mixed Light/Greenhouse

Mixed Light/Greenhouses in industrial zones shall not be established on any parcel containing a dwelling unit used as a residence, nor within one hundred feet (100') of a residential zoning district. Greenhouses/mixed light structures in all zones shall be setback a minimum of six hundred feet (600') from a school or a childcare center and at least two hundred feet (200') from a park, library, or a youth center. The distance shall be measured in a straight line from the property line of the protected site to the closest property line of the parcel with the cannabis cultivation use.

RUNOFF AND STORM WATER MANAGEMENT PLAN

Runoff containing sediment, or other waste or by products, shall not be allowed to drain to the storm drain system, waterways, or adjacent lands. Prior to beginning grading or construction, the operator shall prepare and implement a storm water management plan and an erosion and sediment control plan, approved by the City. The plan must include best management practices for erosion control during and after construction and permanent drainage and erosion control measures pursuant to Chapter 16.10, "Storm Water," of the Cloverdale Municipal Code.

CITY BUSINESS LICENSE TAX CERTIFICATE

A Business License Tax and Certificate is an annual tax you pay each year for doing business within the incorporated area of the City of Cloverdale. Cloverdale's municipal code requires that you obtain a license prior to conducting any business activity within the City.

CITY CANNABIS BUSINESS TAX

The Cannabis Business Tax is set 4.5% of all gross receipts per Resolution 076-2017 and pursuant to Section 3.46.070(A) of the Cloverdale Municipal Code.



124 N. Cloverdale Blvd., Cloverdale, CA 95425

COMMERCIAL CANNABIS CULTIVATION PERMIT APPLICATION

New Application Renewal

All application forms must be submitted with a State of California Department of Justice Request for Live Scan Service Form (BCII 8016) to be completed by ALL interested parties* (forms are available and to be completed at the Police Department). All interested parties must also pay a non-refundable fingerprinting fee of \$54.00 per person.

BUSINESS NAME

A. Information on Cultivation Business

SITE ADDRESS STREET CITY STATE ZIP

ASSESSOR PARCEL NUMBER ZONING DESIGNATION

CHARACTERISTICS OF THE NEIGHBORHOOD OR SURROUNDING AREA

Cultivation Permit Type:

- | | |
|--|---|
| <input type="checkbox"/> Outdoor Cottage (25 Plants) | <input type="checkbox"/> Indoor Cottage (500 sq. ft.) |
| <input type="checkbox"/> Outdoor Specialty (5,000 sq. feet or 50 Plants) | <input type="checkbox"/> Indoor Specialty (501 – 5,000 sq. ft.) |
| <input type="radio"/> Outdoor Small (25 Plants) | <input type="checkbox"/> Indoor Small (5,001 - 10,000 sq. ft.) |
| <input type="checkbox"/> Mixed Light Cottage (2,500 sq. ft.) | <input type="checkbox"/> Nursery Wholesale |
| <input type="checkbox"/> Mixed Light Specialty (2,501 – 5,000 sq. f.t) | (Outdoor): up to 5,000 sq. ft |
| <input type="radio"/> Mixed Light Small (5,001 – 10,000 sq. f.t) | <input type="checkbox"/> Nursery Wholesale |
| | (Indoor/Greenhouse) |

State License Type: _____ (example: Type 2, Medical)

Status of State License Application: _____

B. Information on Applicant

LAST NAME FIRST NAME

TITLE DATE OF BIRTH (MM/DD/YYYY)

BUSINESS NAME

TYPE OF OWNERSHIP (EX: Sole Proprietorship, Partnership, Corporation, etc.)

MAILING ADDRESS STREET CITY STATE ZIP

HOME PHONE CELL PHONE WORK PHONE

EMAIL ADDRESS

Preferred method of contact (check one): Mail Phone Email

C. Information on Co-Applicant(s)

Please attach additional sheets if there are more than 2 applicants

LAST NAME		FIRST NAME		
TITLE		DATE OF BIRTH (MM/DD/YYYY)		
BUSINESS NAME				
TYPE OF OWNERSHIP (EX: Sole Proprietorship, Partnership, Corporation, etc.)				
MAILING ADDRESS	STREET	CITY	STATE	ZIP
HOME PHONE	CELL PHONE		WORK PHONE	
EMAIL ADDRESS				
Preferred method of contact (<i>check one</i>):				
		<input type="checkbox"/> Mail	<input type="checkbox"/> Phone	<input type="checkbox"/> Email

D. Information on Property Owner or Landlord

LAST NAME		FIRST NAME		
MAILING ADDRESS	STREET	CITY	STATE	ZIP
HOME PHONE	CELL PHONE		WORK PHONE	

If the applicant is not the legal owner of the property, the application must be accompanied by a notarized Owner's Statement of Consent to operate a cannabis cultivation business on the property.

E. Required Submissions

Please attach the following documents to your application.

DESCRIPTION OF REQUIRED DOCUMENTS

PROPERTY OWNER CONSENT

A notarized written consent form signed by the owner or landlord of the proposed site to operate a cannabis cultivation business, specifying the street address and parcel number.

AIR QUALITY CALCULATIONS

Information that provides a calculation of the business' anticipated emissions of air pollutants and assurance that the business will comply with all Best Management Practices established by the Northern Sonoma County Air Pollution Control District ("NSCAPCD"). Applicants are encouraged to design their project so as to minimize or avoid air pollutant emissions.

BIOTIC RESOURCES/ABORIST STUDY

A plan that demonstrates that the project is not located within, and will not impact sensitive or special status species habitat or City oak and woodland resources, unless a use permit is obtained. Any proposed cultivation operation, including all associated structures, located within adopted federal critical habitat areas must have either all appropriate permits from the applicable state and federal agencies with jurisdiction over the listed species, or expert biological studies supporting the unequivocal conclusion that no such permits are required.

GREENHOUSE GAS EMISSIONS CALCULATIONS

Calculations of the anticipated greenhouse gas emissions for the operation of the business and, where applicable, the operation of the business. The plan shall further demonstrate compliance with any applicable state, regional, or local plan for the reduction of greenhouse gas emissions.

HAZARDOUS MATERIALS PLAN

To the extent that the applicant intends to use any hazardous materials in its operations, the applicant shall provide a hazardous materials management plan that complies with all federal, state, and local requirements for management of such substances. "Hazardous materials" includes any hazardous substance regulated by a federal, state, or local laws or regulations intended to protect human health or the environment from exposure to such substances.

WATER SUPPLY PLAN

A plan that demonstrates to the satisfaction of the City Engineer that sufficient water supply exists for the use. To the extent any proposed use intends on relying on groundwater supplies, the plan shall demonstrate to the satisfaction of the City Engineer that the use will not result in net groundwater depletion.

WASTEWATER DISCHARGE PLAN

A plan that demonstrates to the satisfaction of the City Engineer that sufficient wastewater capacity exists for the proposed use. To the extent, the proposed use will result in agricultural or industrial discharges to the City's wastewater system, the applicant shall provide a plan for meeting all federal, state, and local requirements for such discharges. A plan shall be submitted identifying the amount of waste water, excess irrigation and domestic wastewater anticipated, pre-treatment method (when applicable), as well as disposal method.

HOURS OF OPERATION

Provide information on the anticipated hours of operation. Indoor cultivation activities may be conducted seven days a week, 24-hours per day as needed unless otherwise conditioned in the use permit or otherwise prohibited by the base zone.

Outdoor processing activities, deliveries and shipping shall be limited to the hours of 8 a.m. to 6 p.m., unless a use permit is obtained that allows otherwise.

ODOR CONTROL AND VENTILATION

Commercial cannabis uses shall comply with all current and future state laws and regulations related to odor control and ventilation. No commercial cannabis use may operate in a manner whereby cannabis odors are detectable from adjacent and nearby properties. All commercial cannabis uses must install a ventilation system that adequately controls for odor, humidity, and mold.

SECURITY PLAN (SEE CLOVERDALE MUNICIPAL CODE SECTION 18.15.030(J) and (E)(10))

A Site Security Plan shall be subject to review and approval by the Cloverdale Police Department and the City Manager. All Site Security Plans shall be held in a confidential file, exempt from disclosure as a public record pursuant to Government Code Section 6255(a). The Site Security Plan shall include:

- a. Security cameras shall be motion-sensored and be installed with capability to record activity beneath the canopy but shall not be visible from surrounding parcels and shall not be pointed at or recording activity on surrounding parcels.

- b. All outdoor and mixed light cultivation sites shall be screened by native, fire resistant vegetation and fenced with locking gates consistent with height limitations of the base zoning district to screen cultivation operations from public view. Fencing shall be consistent with the surrounding area and shall not diminish the visual quality of the site or surrounding area. Razor wire, chain-link and similar fencing is not permitted.
- c. Security measures shall be designed to ensure emergency access in compliance with fire safety standards. All structures used for cultivation or storage of cannabis shall have locking doors, using commercial-grade locks, to prevent free access.

FIRE PREVENTION PLAN

The operator shall prepare and implement a Fire Prevention Plan for construction and ongoing operations and obtain an Operational Permit from the Fire Protection District. The Fire Prevention Plan shall include, but not be limited to: emergency vehicle access and turn-around at the facility site(s), vegetation management and fire break maintenance around all structures.

LIGHTING PLAN

All lighting shall be fully shielded, downward casting and not spill over onto structures, other properties or the night sky. All indoor and mixed light operations shall be fully contained so that little to no light escapes. Light shall not escape at a level that is visible from neighboring properties between sunset and sunrise.

WASTE MANAGEMENT PLAN

A Waste Management Plan addressing the storing, handling and disposing of all waste by-products of the cultivation and processing activities shall be submitted for review and approval by the City. This plan shall characterize the volumes and types of waste generated, and the operational measures that are proposed to manage and dispose or reuse the wastes in compliance with any regulations adopted by the City Council through Resolution or Ordinance.

All garbage and refuse on the site shall be accumulated or stored in non- absorbent, water-tight, vector resistant, durable, easily cleanable, galvanized metal or heavy plastic containers with tight fitting lids. No refuse container shall be filled beyond the capacity to completely close the lid. All garbage and refuse on this site shall not be accumulated or stored for more than seven calendar days, and shall be properly disposed of before the end of the seventh day in a manner prescribed by the Solid Waste Local Enforcement Agency. All waste, including but not limited to refuse, garbage, green waste and recyclables, must be disposed of in accordance with local and state codes, laws and regulations. All waste generated from cannabis operations must be properly stored and secured to prevent access from the public.

FLOOR PLAN

A scaled floor plan for each level of each building that makes up the cultivation site, including the entrances, exits, walls and cultivation areas. The floor plan must be professionally prepared by a licensed civil engineer or architect.

SITE PLAN

A scaled site plan of the cultivation site, including all buildings, structures, driveways, parking lots, landscape areas, and boundaries. The site plan must be professionally prepared by a licensed civil engineer or architect.

The information contained on this document is subject to disclosure under the Public Records Act.

G. License Revocation

Has the applicant or any of its managers been associated with a business that has had a cannabis permit revoked?

Yes No (If yes, please provide the following information)

Please attach additional sheets if necessary.

NAME OF CITY OR COUNTY WHERE PERMIT HAS BEEN REVOKED

TYPE OF BUSINESS

H. City Authorization

I, the applicant, provide authorization and consent for the City Manager or his/her designee to seek verification of the information contained on this application.

I. Indemnification

I, the applicant, release, indemnify, hold harmless and defend with counsel acceptable to the City, the City of Cloverdale, its agents, officers, elected officials, and employees from any and all claims, injuries, actions, judgments, damages, or liabilities of any kind arising from:

- a. any repeal or amendment of chapter 18.15 of the Cloverdale Municipal Code or any provision of the Planning and Development Code relating to commercial cannabis cultivation, and
- b. any arrest or prosecution of the applicant or its managers, employees, or members for violation of state or federal laws; and I will defend, indemnify, and hold harmless the city and its agents, officers, elected officials, and employees from and against any and all claims or actions: (a) brought by adjacent or nearby property owners or any other parties for any damages, injuries, or other liabilities of any kind arising from operations at the cultivation site, and (b) brought by any party for any problems, injuries, damages, or other liabilities of any kind arising out of the distribution of cannabis produced at the cultivation site.
- c. any liability, damages, actions, claims, demands, litigation, loss (direct or indirect), causes of action, proceedings, or judgment (including legal costs, attorneys' fees, expert witness or consultant fees, City Attorney or staff time, expenses or costs) (collectively called "action") against the City to attack, set aside, void or annul, any cannabis-related approvals and actions and strictly comply with the conditions under which such permit is granted, if any. The City may elect, in its sole discretion, to participate in the defense of said action and the permittee shall reimburse the City for its reasonable legal costs and attorneys' fees.
- d. This indemnity provision shall apply during the application process and after any permit is issued.

APPLICANT SIGNATURE

PRINT NAME

DATE (MM/DD/YYYY)

J. Applicant's Certification

I certify under penalty of perjury under the laws of the State of California, that I have personal knowledge of the information contained in this application, and that the information contained herein is true and correct. Any false information provided in this application will be grounds for revocation of the permit.

APPLICANT SIGNATURE

DATE (MM/DD/YYYY)

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____)

On _____ before me, _____

(insert name and title of the officer)

personally appeared _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are

subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the

person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)_

SCHEDULE OF FEES*:

Permit Type	Application Deposit	Annual Fee
Commercial Cannabis Cultivation Permit Type		
Outdoor Cottage - 25 Plants	\$2,300.00	\$1,212.00
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124 N. Cloverdale Blvd., Cloverdale, CA 95425

COMMERCIAL CANNABIS CULTIVATION PERMIT APPLICATION OWNER'S STATEMENT OF CONSENT

If the applicant is not the owner of record of the subject site, the following Statement of Consent must be completed by the owner or the owner's legally authorized representative, granting the applicant permission to apply for a commercial cannabis cultivation permit. This form must be notarized.

To: City of Cloverdale
City Hall
124 N. Cloverdale Blvd.
Cloverdale, CA 95425

I, the undersigned legal owner of record, hereby grant permission to:

Applicant: _____ Phone: _____
FIRST NAME LAST NAME HOME PHONE

Mailing Address: _____
STREET CITY STATE ZIP

to operate a commercial cannabis cultivation business on the property described below.

The subject property is located at: _____
STREET CITY STATE ZIP

Assessor's Parcel Number: _____

Printed Name of Owner of Record: _____
FIRST NAME LAST NAME

Address of Owner of Record: _____
STREET CITY STATE ZIP

Phone: _____ Email address: _____
HOME PHONE

Signature of Owner of Record: _____ Date: _____
(MM/DD/YYYY)



CITY OF
CLOVERDALE

124 N. Cloverdale Blvd., Cloverdale, CA 95425

COMMERCIAL CANNABIS CULTIVATION PERMIT APPLICATION
OWNER'S STATEMENT OF CONSENT

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____)

On _____ before me, _____

(insert name and title of the officer)

personally appeared _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)_