

CANNABIS USE PERMIT APPLICATION CHECKLIST

Updated July 16, 2019



The following items are *required* for all Cannabis Use Permit Applications, per City of Ukiah Municipal Code Division 6 Chapter 8, Cannabis Retailers, and Division 9 Chapter 2 (Sections 9174, Cannabis Related Businesses and 9254, Marijuana Cultivation).

- ☐ Completed Application Form. *With Applicant(s)' Name, Telephone Number and Mailing Address. Include any current or prior aliases, other legal names, maiden names, etc.*
- ☐ Previous Addresses. *Include past 5 years, immediately prior to present address.*
- ☐ Copy of Driver's License verifying the identity and age of the applicant. *Applicant must be over 21 years of age.*
- ☐ Employment History. *All businesses, occupation, or employment of the applicant for the five years immediately preceding the date of the application.*
- ☐ Tax History. *Business tax history of applicant; including whether such person, if previously operating in this or another city, county or state under license, has had a business license revoked or suspended, the reason therefor, and the business or activity or occupation in which the applicant engaged subsequent to such action of suspension or revocation.*
- ☐ Management Information. *Name(s) and address(es) of person(s) managing or supervising the applicant(s)' business.*
- ☐ Criminal Background. *Background investigation verifying whether manager(s)/supervisor(s) have been convicted of crime(s) and the nature of any offense(s). Proof of a **successfully completed** Livescan is required for the applicant and employees prior to deeming the application complete. Contact the Ukiah Police Department for more information.
<http://www.cityofukiah.com/live-scan-services/>*
- ☐ Employee Information. *List individual employees, volunteers, and others who will work at dispensary or other cannabis related business. Please include name, role or title, and total number of employees.*
- ☐ Plan of Operations. *A plan of operations describing how the cannabis-related business will operate consistent with the intent of State law, including obtaining all applicable State licenses, and the provisions of this section, including but not limited to ensuring that the cannabis-related business will not engage in cannabis-related commercial activities that violate California law or this chapter.*
- ☐ Written Project Description. *Statement including use size, qty. of patients, characteristics, and intent. Identify which State License you are applying for. Include a written description of all new construction that would take place, as well as renovations to existing buildings that are proposed including landscaping, parking, signage and other exterior modifications.*
- ☐ Written Response to Local and State Standards. *Statement of how cannabis related businesses comply with all the requirements listed in the Ukiah Municipal Code pertaining to cannabis. An individual response to each requirement must be included. Please specify what state license(s) you are applying for.*

- ☐ **Security Plan.** *Outline of measures to ensure safety of persons and protection of the premises from theft, including: installation of security cameras, alarm system monitored by a licensed operator, and security assessment of site by a qualified professional. Plan should include a description of:*
 - *Alarm System: description and locations of alarms, professionally monitored, maintained and in working condition. (5708 H 8)*
 - *Panic alarm system monitored by a licensed operator. (5708 H 5)*
 - *Surveillance system(s) & cameras: description & locations installed to monitor main entrance and exterior. (5708 H 6)*
 - *Security Video Retention: maintained for ninety (90) days. (5708 H 7)*
 - *Locked storage on premises for after-hours storage of medical marijuana. (5708 H 2)*
 - *Emergency Contact information provided (5708 H 9)*
- ☐ **Floor Plan.** *A sketch or diagram showing the interior configuration of the premises, including a statement of the total floor area occupied by the cannabis-related business. The sketch or diagram need not be professionally prepared, but must be drawn to a designated scale or drawn with marked dimensions of the interior of the premises to an accuracy of plus or minus six inches (6");*
- ☐ **Site Plan.** *A sketch or diagram showing exterior configuration of the premises, including the outline of all existing and proposed structures, parking and landscape areas, and property boundaries. The sketch or diagram need not be professionally prepared, but must be drawn to a designated scale or drawn with marked dimensions to an accuracy of plus or minus six inches (6"); Site Plan also needs to include accurate dimensions.*
- ☐ **Accessibility Evaluation.** *Written evaluation of accessibility to and within the building, and identification of planned accessibility improvements.*
- ☐ **Neighborhood Context Map.** *An accurate straight-line drawing depicting the building and the portion thereof to be occupied by the cannabis-related business, and: (1) the property lines of any school within six hundred feet (600') of the property line of the business for which a permit is requested, (2) the property lines of any cannabis-related business within two hundred fifty feet (250') of the primary entrance of the business for which a permit is requested, and (3) the property lines of any youth-oriented facility or residential zone or use within two hundred fifty feet (250') of the primary entrance of the business.*
- ☐ **Lighting Plan.** *Plan showing existing and proposed exterior and interior lighting levels minimum necessary to provide adequate security lighting for the use and in compliance with all City lighting design and installation standards.*
- ☐ **Other Information.** *Any items deemed necessary by the Planning and Community Development Department to demonstrate compliance with City of Ukiah Municipal Code.*



City of Ukiah

Community Development Department
 Planning Division
 300 Seminary Ave., Ukiah CA 95482
 Email: planning@cityofukiah.com
 Web: www.cityofukiah.com
 Phone: (707) 463 -6268
 Fax: (707) 463-6204

Planning Permit Application

PROJECT NAME:					
PROJECT ADDRESS/CROSS STREETS:				AP NUMBER(S):	
APPLICANT/AUTHORIZED AGENT:		PHONE NO:	FAX NO:	E-MAIL ADDRESS:	
APPLICANT/AUTHORIZED AGENT ADDRESS:			CITY:		STATE/ZIP:
PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT:		PHONE NO:	FAX NO:	E-MAIL ADDRESS:	
PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT			CITY:		STATE/ZIP:
HAS YOUR PROJECT RECEIVED A PRELIMINARY REVIEW? <input type="checkbox"/> YES <input type="checkbox"/> NO					
<input type="checkbox"/> AIRPORT LAND USE COMM. DETERMINATION REFERRAL 100.0800.611.003	\$	<input type="checkbox"/> REZONING – PLANNED DISTRICT 100.0800.611.001	\$	<input type="checkbox"/> USE PERMIT – AMENDMENT 100.0400.449.001	\$
<input type="checkbox"/> ANNEXATION 100.0800.611.001	\$	<input type="checkbox"/> SITE DEVELOPMENT PERMIT – AMENDMENT 100.0400.449.001	\$	<input type="checkbox"/> USE PERMIT – MAJOR 100.0400.449.001	\$
<input type="checkbox"/> APPEAL 100.0400.449.001	\$	<input type="checkbox"/> SITE DEVELOPMENT PERMIT – MAJOR 100.0400.449.001	\$	<input type="checkbox"/> USE PERMIT – MINOR 100.0400.449.001	\$
<input type="checkbox"/> GENERAL PLAN AMENDMENT 100.0800.611.001	\$	<input type="checkbox"/> SITE DEVELOPMENT PERMIT – MINOR 100.0400.449.001	\$	<input type="checkbox"/> VARIANCE – MAJOR 100.0400.449.001	\$
<input type="checkbox"/> MURAL PERMIT 100.0400.449.001	\$	<input type="checkbox"/> SPECIFIC/MASTER PLAN 100.0800.611.003	\$	<input type="checkbox"/> VARIANCE – MINOR 100.0400.449.001	\$
<input type="checkbox"/> PRE-DEVELOPMENT MEETING 100.0800.611.003	\$	<input type="checkbox"/> MINOR SUBDIVISION/TENTATIVE PARCEL MAP (4 OR FEWER LOTS) 100.0800.610.001	\$	<input type="checkbox"/> ZONING AMENDMENT MAP OR TEXT 100.0800.611.001	\$
<input type="checkbox"/> STAFF RESEARCH (MORE THAN 1 HOUR) 10023100.41153	\$	<input type="checkbox"/> MAJOR SUBDIVISION/TENTATIVE SUBDIVISION MAP (5 OR MORE LOTS) 100.0800.610.001	\$	<input type="checkbox"/> REZONING 100.0800.611.001	\$
<input type="checkbox"/> LOT LINE ADJUSTMENT OR MERGER 100.0800.610.001	\$	<input type="checkbox"/> OTHER	\$	<input type="checkbox"/> OTHER	\$
COUNTY CEQA FILING FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	MAJOR PERMIT DEPOSIT:	\$	FILING DATE:	
COUNTY CEQA (NEG DEC) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	MINOR PERMIT FEE:	\$	TOTAL AMOUNT PAID: \$	
COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	TOTAL FEE:	\$	RECEIPT NUMBER:	
APPLICATION NUMBER(S):					

Recommendation: Prior to submitting an application, discuss your project with Staff to discover what fees (sewer, water, in-lieu park fees, traffic impact fees, etc.) may be required for your project. Also, ask about street tree requirements, required sidewalk repairs, drainage issues, storm water mitigation requirements, frontage improvements, etc.

Project Description

Please attach a written project description including summary of work (both interior and exterior for construction and operation) and/or business proposed. The purpose of the project description is to assist Staff in understanding the project. The project description will also be included in the Staff Report required to review (and ultimately approve or deny) the planning permit. Providing complete information will help expedite the project review process and in determining what additional information, if any, related to the project and required environmental review is required.

Environmental Review and Reports

Please be aware that projects are required to comply with the California Environmental Quality Act (CEQA). Projects will be reviewed by Staff for compliance with CEQA and Staff will determine the appropriate CEQA document to prepare for the project (exemption, negative declaration, etc.). In order to make this determination, specific reports (traffic, arborist, soils, etc.) and or additional information may be required.

Use Information

Please provide the following information related to the use of the site and building:

Description of Building & Site			
Parcel Size:	Building Size:	Number of Floors:	
Use of Building (check all that apply)	Description	Square Footage	Number of Units/Suites
<input type="checkbox"/> Office (business/professional)			
<input type="checkbox"/> Office (medical/dental)			
<input type="checkbox"/> Retail			
<input type="checkbox"/> Light Industrial			
<input type="checkbox"/> Residential			
<input type="checkbox"/> Other:			
Operating Characteristics			
Days and Hours of Operation:			
Number of Shifts:	Days and Hours of Shifts:		
Number of Employees/Shift:			
Loading Facilities: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type/Vehicle Size:		
Deliveries: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type:	Number (day/week/month):	Time(s) of Day:
Outdoor areas associated with use? (check all that apply) <input type="checkbox"/> Yes <input type="checkbox"/> No	Sales area: <input type="checkbox"/> Yes <input type="checkbox"/> No Square Footage:	Unloading of deliveries: <input type="checkbox"/> Yes <input type="checkbox"/> No Square Footage:	Storage: <input type="checkbox"/> Yes <input type="checkbox"/> No Square Footage:
Noise Generating Use? <input type="checkbox"/> Yes <input type="checkbox"/> No	Description:		

To Be Completed by Staff

General Plan Designation:	Zoning District:	Airport Land Use Designation:
City's Architectural & Historic Inventory: <input type="checkbox"/> YES <input type="checkbox"/> NO	Age of Building:	Demolition Policy:
Hillside: <input type="checkbox"/> YES <input type="checkbox"/> NO	Flood Designation FIRM Map:	Flood Designation Floodway Map:

Tree Policies

General Plan Open Space Conservation <input type="checkbox"/> NO <input type="checkbox"/> YES GOAL/POLICY #:	Community Forest Management Plan <input type="checkbox"/> NO <input type="checkbox"/> YES GOAL/POLICY #:
Landscaping and Streetscape Design Guidelines <input type="checkbox"/> NO <input type="checkbox"/> YES GUIDELINE #:	Commercial Development Design Guidelines <input type="checkbox"/> NO <input type="checkbox"/> YES GUIDELINE #:
Tree Protection and Enhancement Policy <input type="checkbox"/> NO <input type="checkbox"/> YES NOTES:	Tree Planting and Maintenance Policy <input type="checkbox"/> NO <input type="checkbox"/> YES NOTES:
UCC: Street Tree Policy, Purpose and Intent <input type="checkbox"/> NO <input type="checkbox"/> YES NOTES:	Other:

Notes

Submittal Requirements

1. Items marked (X) are required for a complete application unless their deletion is approved by staff.
2. Other information may be required at the discretion of staff in order to fully evaluate the project and/or to conduct required environmental review for the project.
3. Please review the application packet prior to submittal to the City. Application packets that do not include the required materials may not be accepted for processing or may be deemed "Incomplete."

Submittal Document	Application Type								
	LLA/VM	GPA	PRELIM	REZ	REZ-PD	SDP	Sub/TM	UP	VAR
Project Description	X	X	X	X	X	X	X	X	X
Building Elevations (1)			X		X	X		X	X
Floor Plan			X		X	X		X	X
Grading and Drainage Plan and SUSMP (7)					X	X	X		
Landscape Plan (2)			X CONCEPT		X	X			X
Site Plan (3)	X	X	X	X	X	X		X	X
Details – Architectural						X			
Details – Fence					X	X		X	
Details – Sign					X	X		X	
Site Contours (4)					X	X	X		
Street Sections							X		
Tentative Map (6)							X		
Preliminary Title Report	X			X			X		
Colors & Materials Board			X CONCEPT		X	X			
Number of Plan Sets – Initial Submittal (5)									

- (1) **Building Elevations.** Drawing must include all elevations (front, rear, and sides) and identify materials and colors. One set of colored drawings is required.
- (2) **Landscape Plan.** Plan must show all proposed trees, shrubs, and ground covers. Location, size and species must be indicated.
- (3) **Site Plan.** Must be prepared to scale and include: a north arrow, all property lines, adjoining streets, creeks, ponds, drainage ditches, existing curb, gutter, and sidewalk, existing and proposed buildings (with square footage noted), parking spaces, all existing trees, existing and proposed fences, buildings on adjacent parcels, existing fire hydrants within 600- feet, access and utility easements (with widths), location and width of all easements (access, drainage, utility, etc.) location of existing and proposed trash enclosures, and the percentage of average slope of the property. Site contours may also be required (see table above).
- (4) **Site Contours.** When required, site contours should be indicated on the site plan and grading plan. A separate site contour plan is not required.
- (5) Staff will determine the number of plans needed for the initial submittal. Once the application is complete, the number of plans sets required for the public hearing will be determined by staff. Plans are required to be provided prior to the hearing.
- (6) See Minor Subdivision Submittal Requirements or Major Subdivision Submittal Requirements handout for Tentative Map requirements.
- (7) **SUSMP – Standard Urban Storm Water Mitigation Plan – Required unless specifically exempt (Consult with Public Works Staff)**

LLA – Lot Line Adjustment
 REZ – Rezoning
 TM – Tentative Map
 VAR – Variance

VM-Voluntary Merger
 REZ-PD- Rezoning to Planned Development
 Sub- Subdivision
 UP – Use Permit

Prelim – Preliminary Review
 SDP – Site Development Permit
 GPA- General Plan Amendment

I, _____, owner authorize _____
to act on my behalf for this project and I have read and agree with all of the above. (Application must be signed by owner).

PROPERTY OWNER SIGNATURE

DATE

I, _____, am the ☐ owner / ☐ authorized agent of the property for which the development is proposed. The above information and attached documents are true and accurate to the best of my knowledge.
I have read and agree with all of the above.

I hereby authorize employees of the City of Ukiah, the City's authorized agents, and persons with review or decision making authority for the project to enter upon the subject property, as necessary, to inspect the premises, post notices, and process this application.

I understand that conditions of approval may be placed on my project by the city of Ukiah and it is my responsibility to fully understand the conditions and ask questions about them before action is taken on my planning permit.

☐ OWNER / ☐ AUTHORIZED AGENT

DATE

INDEMNIFICATION AGREEMENT

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Ukiah, its agents, officers, council members, employees, boards, commissions or Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void, or annul any approval of the application or related decision, or the adoption or certification of any environmental documents or negative declaration which relates to its approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of it or in connection with the approval of the application or related decision, whether or not there is concurrent, passive, or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions of Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The City of Ukiah shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney of the City's outside counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree to all of the above.

☐ PROPERTY OWNER / ☐ AUTHORIZED AGENT

(PLEASE PRINT NAME)

☐ PROPERTY OWNER / ☐ AUTHORIZED AGENT

(SIGNATURE)

DATE

PLOT PLAN REQUIREMENTS



Your application must include a Plot (or "Site") Plan, printed on no greater than 11 x 17" paper. The information shown on the plot plan should be legible, comprehensive, drawn to scale, and must include any of the following items that may apply:

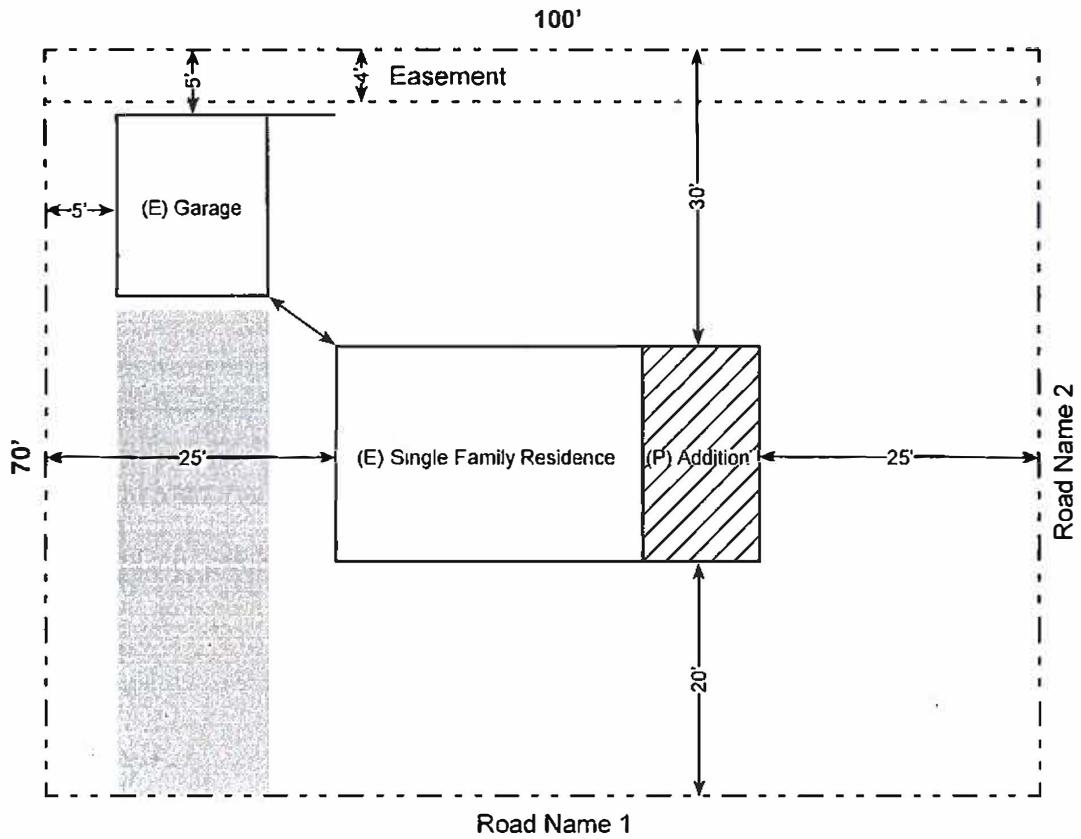
1. Property Owner's Name, Site Address, and Assessor's Parcel Number(s).
2. Legal Parcel Configuration clearly shown with all property boundaries, dimensions and acreage.
3. Adjacent streets and any access easements.
4. North Arrow and scale.
5. Proposed structure(s) or addition(s), including distance from property lines and other structures.
Example: *(P) Single Family Residence*
6. Any existing structures clearly labeled with use, and distance from property lines noted.
Example: *(E) Single Family Residence*
7. Driveways, Parking, and Loading areas. Parking space dimensions and setbacks from property lines must be shown.
8. Fences, retaining walls.
9. Existing and proposed septic systems/leach fields and wells, including distances from structures.
10. Easements and Utility lines (power, sewer, water, access etc...)
11. Finished and existing ground slope.
12. Drainage information.
13. Lakes, ponds or streams to be identified with names if appropriate. Setbacks from watercourse to proposed project.
14. Location of Floodplain/Floodway.
15. Location of any Signs and distances to property lines for commercial/industrial uses.

Plot Plans, which may not be acceptable:

- Portions of larger scaled plot plans
- Copies of plot plans used for previously approved permits, which may include redactions, previous approval signatures, and illegible notations.

Failure to include any of the required information may result in the rejection of your application, the delay of processing your building permit application, or invalidate your approved building permit.

SAMPLE PLOT PLAN



Applicant's Name
123 Road, Ukiah
APN: 000-000-00-00





ZONING DISTRICTS REFERENCE TABLE FOR CANNABIS-RELATED BUSINESSES

Zoning Designation	Use and Permitting Requirement
All Residential zoning districts (R1, R1H, R2, R3)	Cannabis related businesses of any type prohibited
Neighborhood Commercial (NC)	Cannabis related businesses of any type prohibited
Community Commercial (C1)	Major Use Permit: Cultivation - Nursery Manufacturing - Level 1 (Nonvolatile) Testing Laboratory Microbusiness (up to 10,000 square feet of cultivation area for businesses engaged in cultivation for all zones) Retail
Heavy Commercial (C2)	Minor Use Permit: Manufacturing - Level 1 (Nonvolatile)
Planned Development Light Manufacturing / Mixed Use	Testing Laboratory Distribution Major Use Permit: Specialty cottage cultivation Specialty indoor cultivation Specialty mixed-light cultivation Small indoor cultivation

Zoning Designation	Use and Permitting Requirement
	<p>Small mixed-light cultivation</p> <p>Medium indoor cultivation</p> <p>Medium mixed-light cultivation</p> <p>Large indoor cultivation</p> <p>Large mixed-light cultivation</p> <p>Cultivation - Nursery</p> <p>Microbusiness</p>
<p>All Downtown Zoning Districts:</p> <p>Downtown Core (DC)</p> <p>Urban Center (UC)</p> <p>General Urban (GU)</p>	<p>Major Use Permit:</p> <p>Testing Laboratory</p> <p>Microbusiness</p> <p>Retail</p>
<p>Manufacturing</p> <p>Planned Development</p> <p>Industrial</p> <p>Light Manufacturing / Mixed Use</p>	<p>Minor Use Permit:</p> <p>Manufacturing - Level 1 (Nonvolatile)</p> <p>Testing Laboratory</p> <p>Distribution</p> <p>Major Use Permit:</p> <p>Specialty cottage cultivation</p> <p>Specialty indoor cultivation</p> <p>Specialty mixed-light cultivation</p> <p>Small indoor cultivation</p> <p>Small mixed-light cultivation</p> <p>Medium indoor cultivation</p> <p>Medium mixed-light cultivation</p>

Zoning Designation	Use and Permitting Requirement
	<p>Large indoor cultivation</p> <p>Large mixed-light cultivation</p> <p>Cultivation - Nursery</p> <p>Microbusiness</p> <p>Retail</p>
Public Facilities	<p>Minor Use Permit:</p> <p>Manufacturing - Level 1 (Nonvolatile)</p> <p>Testing Laboratory</p> <p>Distribution</p> <p>Major Use Permit:</p> <p>Specialty cottage cultivation</p> <p>Specialty indoor cultivation</p> <p>Specialty mixed-light cultivation</p> <p>Small indoor cultivation</p> <p>Small mixed-light cultivation</p> <p>Medium indoor cultivation</p> <p>Medium mixed-light cultivation</p> <p>Large indoor cultivation</p> <p>Large mixed-light cultivation</p> <p>Cultivation - Nursery</p> <p>Microbusiness</p> <p>Retail</p>

Zoning Designation	Use and Permitting Requirement
Location Restrictions	<p>Uses identical distance restrictions to those imposed by adopted cannabis ordinances:</p> <ol style="list-style-type: none"> 1. Within six hundred feet (600') of a school, measured as the horizontal distance in a straight line from the property line of the school to the closest property line of the lot on which the Cannabis Related Business is to be located; 2. Within two hundred fifty feet (250') of a youth-oriented facility as defined in Section 5702AA of the Ukiah City Code (public park, church, museum, library, or licensed daycare facility), measured by street frontage and not radial distance; 3. Abutting a parcel occupied by a youth-oriented facility or a school; 4. Within any residential zoned parcel or primary land use, or any property with an underlying residential or mobile homes general plan land use designation; or 5. On a parcel having a residential unit, or on a parcel directly abutting a residentially zoned property, unless there are intervening nonresidential uses 6. Within 250 ft of another cannabis dispensary. Measured parcel line to parcel line.