

# ***Pre-application Review Submittal Requirements Cannabis Uses***

## **CSS-029**

**Submit 10 hard copy packages, and one electronic version of the following information. Please note that more copies may be requested.**

- **Pre-application Project Description Questionnaire**
- **Proposal Statement.** This shall be a one or two page letter including the following information:
- Description of the Existing Use and Property
  - Identify any existing easements.
  - Describe any existing agricultural, commercial, and residential uses.
- Description of the Proposed Cannabis Use and Operational Plan
  - Include the types of cannabis use, sizes, and locations.
  - Will there be multiple operators?
  - What structures are proposed? Does anything need to be legalized?
  - What is the processing plan for cannabis (onsite or off)?
- Description of how the project will meet the Medical Cannabis Land Use Ordinance Development Criteria (26-88-254(f)) and Operating Standards (26-88-254(g)). Please provide copies of any studies or documentation in the following areas:
  - Setbacks from property lines and separation criteria from sensitive uses.
  - Biotic Assessment.
  - Emergency Vehicle Access- describe the existing roads including pavement types and location of turn-outs.
  - Will the site require any grading or soil disturbance?
  - Lighting Plan.
  - Storm Water Management Plan. Describe the site drainage, including runoff and erosion control measures.
  - Security Plan.
  - Odor control filtration and ventilation system.
  - Energy Use- Identify source of electrical power (100% renewable required).
  - Does the use include any hazardous materials?
  - How will solid waste and green waste be handled?
  - Description of water source, storage, irrigation plan, and projected water use.
- **Owner/Agent Authorization Form**, if necessary.
- **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).

**Sonoma County Permit and Resource Management Department**  
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- **Photographs**, including aerials, of the proposed development site.
- **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. All Site plans shall meet the Minimum Standard Site Plan Requirements (Form CSS-019). 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.

One reduced-size site plan (8 ½ in. x 11 in.). This reduced site plan must clearly depict the information shown on the full-sized site plan.

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**AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF**

Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

Scope of Construction Project (Description of Work) \_\_\_\_\_

Project Address \_\_\_\_\_

Name of Authorized Agent \_\_\_\_\_ Phone # \_\_\_\_\_

Address of Authorized Agent \_\_\_\_\_

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. ***Note: A copy of the owner's driver's license, form notarization or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.***

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_



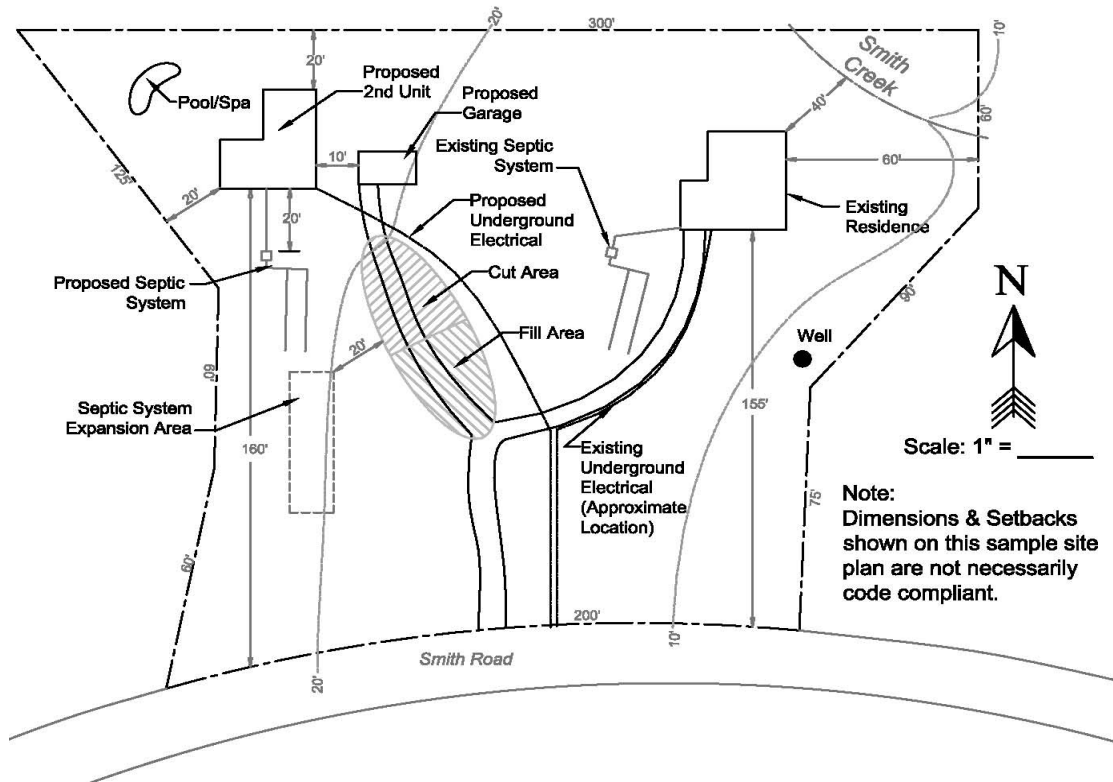
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# Minimum Standard Site Plan Requirements

CSS-019

Site plans are required for most applications at the Permit and Resource Management Department\*. The graphic below depicts the requirements for most PRMD applications. Some minor Planning applications may not require this level of detail.



## Requirements:

1. All site plans must be drawn to scale. The site plan will be same size as rest of plans. The site plan shall be drawn to a recognizable architectural/engineering standard. Provide north arrow. Provide additional directions if hard to locate. Partial site plans may be submitted as long as a vicinity map for the property is provided. The vicinity map will show the full parcel including frontage streets and cross reference the area of the partial site plan. Partial site plans must show all required features as listed below. Aerial photos will not be accepted in lieu of the Standard Site Plan. Note: Planning may require a reduced size site plan.
2. **Existing Structures:** Show and label **all** existing structures including pool/spa and retaining walls. Show and dimension all property lines. Identify existing roads, driveways, waterways, drainage features, septic systems including expansion areas, sub drains, wells and underground utilities. Property lines and dimensions supplied by applicant are for representational purposes only and do not constitute an approval of the location by the County. While not required, it is the Owner's responsibility to have property lines surveyed.
3. **Proposed Structures/Improvements:** Identify **all** proposed structures including retaining walls. Dimension proposed structures to property lines, setbacks to septic systems, creeks, and other structures. Identify all proposed improvements including driveways, turnarounds, turnouts, areas to be graded, drainage features, power poles, and underground utilities.
4. If appropriate to specific applications (Project Review) include easements, right-of-ways, building envelopes, irrigated landscape areas or trees 8" diameter or larger within project building envelope for retention or removal.
5. **Contours** (lines denoting elevation of terrain) are required for all building permits subject to a site evaluation. Contours shall be shown and labeled at maximum vertical intervals of 10 feet. See Note #4 on reverse of this form for areas of special concern requiring contour intervals of two feet or less. See Notes #2 and #3 on reverse for exceptions to contour requirements and information regarding who can produce contours.
6. Show compliance with [Fire Safe Standards](#) required by Fire Services.

\*See notes on reverse side of this form.

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**Notes:**

1. A site plan is required for the following types of applications:

- New structures
- Additions which increase the footprint of the structure
- "As Built" structures
- Ag Exempt
- Demolition
- Grading
- Site Review
- Well
- Septic
- Request for Service
- Change of Occupancy
- All Planning Applications
- Property Reports
- Ordinance Determinations
- Interior remodels
- Pool/Spa

2. Contour lines are **not** required on site plans for the following types of applications:

- Demolition
- Well
- Request for Service
- Property Reports
- Ordinance Determinations
- Grading and Septic: contours are required on grading and often on septic plans, but the contours need not be shown on the site plan for these applications
- Interior remodels
- Roof or Ground Mounted Solar Systems
- Temporary Permits

3. The Business and Professional Code governs who can produce contours and what licenses are required in the State of California. PRMD will accept contours produced from the following person(s):

- Property owner (Business and Professions Code section 6744)
- California licensed surveyor (Business and Professions Code section 8726)
- California licensed civil engineer (Business and Professions Code sections 6731 and 6731.1)
- California licensed architect (Business and Professions Code sections 6737 and 5500.1)

4. The following may require contour intervals of two feet:

- Installing culverts, drainage pipes, swales, or other small drainage facilities
- Re-routing of existing or the creation of new swales, interceptor ditches, creeks or drainage pathways
- Filling of existing swales, ditches, creeks, wetlands or depressions
- Work within 100 feet of an existing waterway or creek (top of bank)
- Work in a waterway, creek or drainage swale (installing drainage outlet)
- Work within the Flood Prone Urban Area or within a 100 year flood plain
- Construction, paving or demolition of parking areas