



County of San Benito

RESOURCE MANAGEMENT AGENCY

2301 Technology Parkway, Hollister, CA 95023

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(CANNA-LORI) Commercial Cannabis Use Permit List of Required Information

Submitted materials shall include, as a minimum, the following list of required information. One (1) electronic copy of all required materials must be submitted to cannabis@cosb.us and one (1) original copy of all required materials must be submitted in one package at the RMA Office, together with the fee. Please note the San Benito County Planning Division Fee Schedule does not include additional costs accrued during CEQA review. *View fee schedule at the end of this document.*

Required for all Applications:

- Application packet including Disclosure of Common Interest Ownership, Disclosure Statement for Hazardous Materials and if person other than owner is applying, an Owner-Agent Approval form.
- Owner and agent names, address, phone, fax and cell numbers, and e-mail address.
- **Staking:** For vacant parcels or where a structure is to be demolished and reconstructed in another location only. Stake the building corners, property boundaries, septic leach field location, proposed driveway edges and other site improvements. Post a sign with the Assessor's Parcel Number and Owner's last name clearly visible from the access to the property.

All Plans Must Include the Following:

- Name, address and phone, fax and cell number and e-mail address of person(s) preparing the plan(s). **Plans and specifications must contain the signed statement (or signature and license number) that the preparer is licensed under Chapter 3 of Division 3 of the California Business and Professions Code to prepare such plans and specifications unless your proposal qualifies for one of the exceptions listed under Section 18.10.210(a)(5) of the County Code.**
- Include date prepared and scale. Acceptable scales are: 1" = 10', 1" = 20', 1/4" = 1', 1/8" = 1". Other scales may be appropriate but should be approved by Planning staff before applying.
- Sheet Title (i.e., SITE PLAN, UTILITY PLAN, GRADING PLAN, etc.)
- North arrow on every sheet except elevations and sections.
- Assessor's Parcel Number (on every sheet).
- Explicit and complete directions to the property. Include if any locked gates, combinations, animals etc.
 - Vicinity map with north arrow, showing the location of the parcel within the County of San Benito including names of existing streets, cross streets, and

project area within parcel.

- Fold plans to 8 1/2" x 11" maximum size, as shown on the attached instructions.
- Plans must be on sheets no less than 18" x 24" or greater than 36" x 42" with the preferred size of 24" x 36".
- Revision Date(s), if applicable.

Site Plan of the Entire Property:

- **Summary Table showing:**

- Square footage of the lot; Square footage of the existing and proposed structures.
- Proposed canopy (cultivation only) within defined boundaries.
- Lot coverage.
- Names of utilities districts the lot is in (water, sewer).
- Impervious area calculations.
- Grading quantities (cut and fill volumes in cubic yards and over excavation/re-compaction).

- **Site Characteristics:**

- **Topography:** Existing and proposed elevation contour lines (submit grading plan if required – see below).
- Lot slope indicated by contours at regular intervals, or site survey if required.
- Location of proposed development property lines.
- Dimensions of required and proposed front, side, and rear yards (zoning setbacks, not cannabis setbacks).
- Location and dimension of existing and proposed private and public open space.
- Location of all existing wells, septic systems, streams.
- Location of existing and proposed underground or overhead utilities.
- Location of all trees over 6" in diameter (including drip line), other vegetation.
- Location of existing and proposed height of walls and fences, showing top/bottom of new wall and fence elevations.

- **Structures (existing and proposed):**

- Location, uses, and dimensions of all existing and proposed buildings.
- Approximate height of structures on adjacent streets.
- Building footprints including decks.
- Existing building/structures labeled "TO BE REMOVED", "PROPOSED" or "TO REMAIN."
- Show distance of all structures to property lines on all sides.
- Property uses on adjacent parcels and across adjacent streets.
- Location of existing and/or proposed septic system and leach fields (if not on sewer).
- Location of drainage structures, drainage ways, creeks, or wetlands (check with Public Works Drainage Engineering Staff for this information).
- Location of composting (if applicable) and all existing and proposed waste enclosures. See enclosure and new development guidelines here: www.recology.com/recology-san-benito-county/enclosure-and-new-development-guidelines
- Show all required cannabis setbacks, including lake/pond and intermittent stream for indoor AND outdoor cultivation areas.

- **Roads (existing and proposed):**
 - Location and dimensions of driveways, parking spaces, maneuvering aisles, rights-of-way, edge of pavement easements, curb-cuts, sidewalks, street trees.
- **Accessibility Plan:**
 - Existing and proposed topography.
 - Accessible path of travel (CBC 1114B.1.2) and accessible parking (CBC 1129B).
 - Notations as to the occupancy and construction type.
 - Accessibility to buildings or portions of buildings. Multi-story buildings must provide access by ramp or elevator (CBC 1103B).
 - An egress plan showing maneuvering clearances at all doorways, passageways, and landings (CBC 1133B).
 - Accessible restrooms (CBC 1115B).
 - Accessible path of travel at solid waste collection location for collection vehicle(s)

Preliminary Building Plans:

- Floor plans with dimensions; label all rooms.
- Elevations (if applicable): Show all structure elevations (north, south, east, and west), maximum height dimensions and prepared to appropriate scale, with existing and proposed grades.
- Existing and proposed new construction and/or alterations, including utility boxes (front, side, and rear).
- Details for fascia trim, windows, doors, trim, sills, railing and fencing and final height of building. **Proposed perimeter fences must meet BMOP requirements.**
- Cross sections: Showing areas of greatest height or TOPOGRAPHIC difference, with existing and proposed grades.
- Proposed roof plan; indicating roof ridge spot elevations; roof plan must show roof slope and direction and location of mechanical equipment ducts and vents.
- Table with total area of parking and other paved areas (in square feet) and a percentage of parcel area for impervious surfacing coverage.
- Floor area ratio calculations, for each floor and building total.

Preliminary Grading Plan and Calculations:

Required if you will be **moving more than 100 cubic yards of earth; creating a cut slope greater than 5-feet high or creating fill more than 2-feet deep or when fill will be on slopes greater than 20%**. If grading activities will involve the movement of more than 2,000 cubic yards of material the plan must be prepared by a licensed civil engineer. Although other plans are not automatically required to be prepared by an engineer, an engineer's expertise will be extremely helpful and is highly recommended, even for smaller projects. The Planning Department may require engineered plans for smaller projects on problematic sites or for projects submitted with illegible or incomprehensible grading plan, back-up calculations showing how the grading volumes were estimated are also required. Indicate on the Site Plan the area of proposed grading and enlarge the area if necessary to show the grading plan:

- Intended use of purpose of work.
- Existing structure, utilities, trees, watercourses, or other topographical features.
- Existing and proposed contours. Existing contours must be drawn as a light, dashed line. Proposed contours must be drawn as a bold, solid line. Topographic information must be

at a suitable scale to ensure clarity. Minimum, contour intervals are as follows:

| <u>Slope of existing ground</u> | <u>Contour Interval</u> |
|---------------------------------|-------------------------|
| 0-5% | 1 ft. |
| 5-15% | 5 ft. |
| >15% | 10 ft. |

- Location of existing or proposed septic leach field and expansion areas.
- Approximate building pad elevations.
- Volume of proposed grading for both cut and fills in cubic yards (including back-up calculations).
- Cross-sections of cuts, fills, building pads and driveways (including property lines where appropriate).
- Limits of grading activities (include all proposed disturbed areas).
- Proposed drainage patterns.
- Property survey.

Stormwater Management Plan:

(This plan may be combined with site, erosion control, improvement, or other plan sheet if all required information is clearly depicted or described. It should be coordinated with the Landscape and Irrigation Plan).

If other plans submitted are inadequate in detail for stormwater management, a separate drainage plan will be required. A licensed civil engineer will be required to design stormwater systems and plans that involve construction work or drainage assessment and calculations outside the project parcel. The plans must contain the following items or information of existing and proposed mapping and plans (please refer to contour interval above) which illustrate at a minimum:

- Existing and proposed topography; provide contours, spot elevations, or slope arrows with grades so upslope and downslope drainage patterns are clear.
- Perennial and intermittent streams, location, and boundaries of resource protection areas such as wetlands, lakes, ponds, and other setbacks (e.g., stream buffers, water well setbacks, septic setbacks), if applicable.
- Location of existing and proposed conveyance systems such as vegetated channels, swales, storm drains, and flow paths to a safe point of release.
- Information on ground cover, soils, and the limits or boundaries of such cover and soil.
- Location of existing and proposed roads, buildings, and other structures.
- Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainages, if applicable.
- Location, size, maintenance access, and easements for all drainage facilities **including crossing of drainage way for proposed access road.**
- Show limits of disturbance.
- Construction details for all drainage structures.

Erosion Control Plan:

For large grading projects or development near sensitive habitats, this plan must be prepared by a Certified Professional in Erosion and Sediment Control (CPESC). Include on Site Plan, Improvements Plans or Grading Plan this additional information or create a separate sheet titled **EROSION CONTROL PLAN**:

- Location of the proposed site.
- Property Lines.
- Location where specific erosion and sediment control measures (silt fence, erosion control blankets, etc.) will be used.
- Details of erosion and sediment control measures and the date the plan must be installed by.
- Must include construction entrance/exit.
- Details of terrain such as stream and contour lines.
- Proposed drainage and erosion control structures.
- Construction details of these structures as necessary.
- Areas to be cleared (shown on plan as "Limits of Disturbance").
- Proposed structures and new contours after grading.
- Septic tank and leach field location.
- Intersection of nearest public road.
- Proposed construction schedule and dates.
- Revegetation proposals including erosion control on cut and fill slopes, plant species, amount of seed to be used, mulching specifications, etc.

Preliminary Engineering Improvement Plans:

This requirement applies to all off-site improvements required for the project. Check with RMA/Planning staff for applicability.

Preliminary Landscape Plan:

Create a separate sheet titled **LANDSCAPE PLAN**:

- Existing vegetation to be removed or to remain (labeled per size and species).
- Existing and proposed area drains, slot drains, drop inlets, etc.
- Existing and proposed fences with height and material labeled.
- New vegetation including trees, shrubs, ground covers, vines (show center and canopy at maturity of all trees and shrubs – indicate edges of ground cover and label each ground cover used).
- Existing and proposed walkways, patios, driveways, decks, etc. (label materials).
- Existing and proposed retaining walls (label materials and heights).
- Existing and proposed site lighting.
- Trash & recycling facilities, outdoor seating, street furniture, with materials labeled.
- Plant palette listing function of plant (i.e., Medium Height Evergreen Tree) and examples of choices of plants that fit that category (both common and botanical names).
- Note on the plans that all trees are to be 15-gallon unless noted otherwise, and all shrubs are to be 5-gallon unless noted otherwise. Note on plans that an automatically timed irrigation system with spray and drip components will be used.

Best Management and Operational Practices Plan (BMOP):

For all cannabis application, create a separate sheet titled BEST MANAGEMENT AND OPERATIONS PRACTICES PLAN. Responses are required for all elements. If not applicable, state "N/A." Reference location of document and/or plan sheet that satisfies each element as applicable.

- **Siting Criteria:**
 - Plans must demonstrate that the chosen site minimizes grading and site disturbance and include any restoration measures proposed to address previous unpermitted disturbance.
 - Development must be clustered. If not feasible, provide justification (e.g., environmental resources, topography, etc.)

- **Site Design:**

Plans MUST include/demonstrate:

 - **Fencing and security plan.** (See "Security Requirements Overview" and "Security Requirements" documents posted on the Cannabis website under "Forms.")
 - Minimize use of impermeable surfaces.
 - Visual screening of Cannabis Infrastructure.
 - Water Resources – demonstrate stormwater management conforms with County Public Works Standards.
 - Water storage sufficient for Fire District and irrigation requirements.
 - Show compliance with the 1:1 water offset requirement for any water use in excess of historical use (must provide proof of historical use or acceptable estimate).

- **Construction Requirements:**
 - Grading and Erosion Control Plans must demonstrate compliance with BMOP criteria, including minimizing spread/introduction of invasive plant species, sediment control.
 - Provide outline of worker training program.

- **Pesticide/Hazardous Materials:**
 - Provide storage and use plans for all pesticides and hazardous materials, consistent with County Agricultural Commissioner's Office and Department of Environmental Health, in addition to state requirements.
 - Hazardous Materials Business Plan from the San Benito County Department of Environmental Health.

- **Odor Abatement Plan:**
 - Floor plan specifying location and description of odor-emitting activities, including frequency and length of each phase of activity.
 - Description of all equipment and methods to be used for reducing odors.
 - Letter from qualified engineer stating that the proposed equipment and methods are consistent with accepted industry-specific best technology.

- **Water Supply/Efficiency Plan:**
 - Identify all proposed water conserving features.
 - Demonstrate compliance with the 1:1 water offset requirement (cultivation only).

- **Solid Waste Management Plan:**
 - Identify waste handling, storage, recycling, disposal and/or processing procedures including confirmed composting facility for any organic waste planned to be hauled off-site.
 - Provide employee training materials for solid waste management and recycling programs.
- **Energy Efficiency Plan:**
 - Identify all alternative energy sources (100% renewable or carbon free).
- **Site Closure/Cleanup Plan:**
 - Restorative grading/revegetation.
 - Removal of impervious surfacing.

Technical Reports and Letters:

Additional technical reports may be required following a site visit. The following are required (if checked) based on available information:

- Geotechnical (soils) report required for new buildings, additions, and other improvements.
- Engineering/Industrial Hygienist Report certifying effective odor control methods.
- Other technical reports and letters may be required depending on resources or hazards present on the project site or other site conditions or proposed improvements.

Design Review Materials:

- Site Analysis Diagram: a perspective drawing depicting the elevations visible from all street frontages and contain sufficient information to gauge the project's impact on the surrounding neighborhood. The material must, at a minimum, include a 3-D photo rendering or simulation of the proposed improvements with emphasis placed on the interface with adjacent lots as well as section illustrations depicting topography and building outlines.
- Materials and Color Sample Plan: A complete inventory of proposed exterior materials and colors (roofing, siding, etc.) Manufacturer's brochures or photos only, 8½" x 11" format display. Actual construction materials are not acceptable.
- Photographs of project site and Neighborhood Context: Labeled color photographs showing the existing structure as seen from the street and adjacent properties and of all adjacent uses.

Other Documents:

Required based on project location or type:

- Program Statement: Include description of uses; number of employees; hours of operation; delivery schedules; and use, storage, and disposal of hazardous materials.
- Statement of Special Circumstance **if applicable:** (Required for Variances and/or Exceptions to required setbacks). Describe the special circumstance that affects the property and necessitates a Variance or Exception to the required site standards.
- Assessor's Records: Required if needed to establish date of construction of structures or

- legality of structures.
- Grant Deed/Legal description of property.
- Water will serve letter: Letter from a responsible person for a source of water supply certifying as to the availability of water and ability to serve the project (fire suppression, domestic use, and irrigation).

Please be aware that your project planner may require additional information based on their review at application intake.

Fee Schedule

The following fees are based on actual cost (minimum charge/deposit), which means each applicant will be change actual staff time (to be charged against the deposit). For example, an applicant will be charged actual staff time spent processing a cannabis business application (3 phases of county review), as well as, actual costs of consultants and /or any applicable DOJ/FBI costs; Applicants will be refunded any excess funds.

| Cannabis Business Regulatory Program Fee Schedule | |
|---|------------------------|
| Pre-Application | Per Application |
| Pre-application with County Design Review Committee | \$1,500 |
| Cannabis Business Permit Application Fee Deposit | Per Application |
| Initial Application: Phases 1-4 (7.02.051, subd. (B); 7.02.090, subd. (C)) | 10,650.00 |
| Renewal Application (7.02.054, subd. (C)) | TBD |
| Amended Application (7.02.055) | TBD |
| Background/LiveScan (7.02.052, subd. (B); 7.02.090, subd. (C); 7.02.110, subd. (L)) | \$354.49 |
| Appeal (7.02.080, subd. (A)) | \$3,453,99 |
| Initial Application for Employee (7.02.061, subd. (E)) | TBD |
| Renewal Application for employee (7.02.064; see, 7.02.054, subd. (C)) | TBD |
| Cannabis Commercial Use Permit | Per Application |
| Commercial Use Permit | \$6,260 |
| CEQA Review | TBD |
| Annual Permit | Per Permit |
| Cannabis Business Permit (7.02.053, subd. (C); 7.02.090, subd. (D)) | TBD |
| Cannabis Business Employee Work Permit (7.02.063; See, 7.02.061) | TBD |