



Santa Cruz County Planning

Universal List of Required Information (LORI)

CANNABIS APPLICATIONS

APPLICATION SUBMITTAL CHECKLIST (SELF-CERTIFICATION)

All application submittals shall be accompanied by the following information. The Application Form and ALL plan elements (as listed below) shall be provided. The applicant is required to attest to the fact that all elements are provided by checking the boxes alongside each required element. All elements are required, *unless either waived by planning staff or by attesting (as the applicant) that the subject element is not applicable by writing N/A alongside the required element.*

DEVELOPMENT PERMIT APPLICATION and OWNER/AGENT FORM (available on line at <http://sccoplanning.com> or at the Zoning Counter).

PLAN SETS

A minimum of eight (8) folded full-sized plan sets (24" X 18" or 18" x 24" format). **Consult with a planner to determine the exact number of plans to be submitted.** In addition to the required number of full-sized sets, two (2) 8 ½" x 11" reduced plan sets shall be submitted. *Please note that the name, address, phone number, and email address of the person/s who have prepared the plans shall be provided on cover sheet of the plan set. Plans and specifications must contain the signed statement (or signature and license number) asserting that that the preparer is licensed under Chapter 3 of Division 3 of the California Business and Professionals Code to prepare such plans and specifications unless the proposed project qualifies for one of the exceptions listed in Santa Cruz County Code Section 18.10.210(a)(5). **For some application types, additional plan sets may be required.

ALL PROJECT PLAN SETS SHALL INCLUDE THE FOLLOWING INFORMATION:

SITE PLAN

Drawn to a conventional scale, preferably 1:10 or 1:8 (where this is not possible, a focused site plan may be accepted). The name, address, and phone number of the plan preparer shall be included on the plans. Please also include the preparation date and all revision dates, as applicable. 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 18.10.20(a)(5) of the County Code.

The Site Plan shall include the following:

Vicinity Map and Directions

A vicinity map that clearly shows the subject property and surrounding roads. The vicinity map shall be accompanied by specific directions to the site from a main road.

- Boundaries*

All existing and proposed lot lines, labeled with their metes and bounds; the existing and proposed location of public and private open space; and the boundaries of existing and proposed easements and rights-of-way. *If the property is split zoned, the zoning boundary must be indicated.
- Building and Development Envelopes (as applicable)*

On parcels encumbered by established building or development envelopes via a recorded map, on all parcels with geologic hazards and/or located on a floodplain, in sensitive habitats, or with visual resources, existing and/or proposed building envelopes shall be shown.
- Structures and Site Improvements (existing)*

On separate plan sheet the footprints and eave lines of all existing structures, site improvements (hard scape, decks, retaining walls, fencing, light standards etc.). All structures and improvements shall be drawn to-scale; setbacks shall be called, and the structure/s shall be labeled with their existing use.
- Structures (proposed)*

On a separate plan sheet the footprints and eave lines of all proposed structures and buildings (including decks and stairways > 18” in height, retaining walls, fencing and light standards) on the subject property. Include any structures or site improvements proposed to be removed (labeled TO BE REMOVED), proposed to be constructed (labeled PROPOSED), or proposed to remain (labeled TO REMAIN). All structures and improvements shall be drawn to scale. Their use, location, and setbacks to all property lines must be indicated. The minimum setbacks from the exterior walls of the buildings to property lines and access easements must be dimensioned on the plans. The minimum separation distance between structures shall be indicated.

For projects that involve additions, the additional building area shall be shaded and walls to be demolished shall be dashed. Areas proposed for demolition shall be hatched.
- Roofs and Building Height*

For all structures proposed to be within two feet of the maximum permitted building height, roof plans that indicate existing and proposed pitch, slope direction, hips, valleys, and size and location of any mechanical equipment, vents, ducts, skylights, and chimneys must be shown on the site plan (or on a separate Roof Plan sheet). The roof plans *must* be overlaid on the topographic contours and include “spot elevations” of all roof corners and ridgeline elevations above the corresponding (natural grade) elevation contours. In those instances where natural grade no longer exists, an interpolation of natural grade based on surrounding grade shall be shown in dashed contour lines.
- Noise Generators*

Indicate the location of any proposed mechanical equipment, including air conditioners, commercial drying equipment, generators, or other noise source. Provide specifications, including the size, height, and proposed placement of the equipment, as well as the proposed noise output associated with the equipment, and method(s) of ensuring compliance with noise standards through buffering or other strategies as needed.
- Natural Features*

All natural features, such as rock outcrops, ridgelines, wetlands, creeks (flow line and top of bank), ponds, water bodies, and all existing significant vegetation, including significant vegetation to be removed as part of the project, must be shown. The approximate location of all areas subject to

inundation or storm water overflow and the location, width, and direction of flow of all watercourses, including tide water, must be shown.

Areas of geological instability shall be identified, including faults and landslides.

The trunk location, dripline, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter at breast height measured at a height of 4.5 feet above grade must be shown. Any trees proposed for removal must be indicated. For more densely vegetated or wooded areas, or in tree clusters, only the perimeter outline of the dripline needs to be shown.

**For ALL proposed projects along the coast, show Mean High Tide Line and Top and Toe of all slopes, including coastal bluffs.*

Topography

Existing and proposed contours, at the proposed development, must be shown at two-foot intervals, clearly labeled. The contour information must be generally accurate. In some cases, a Lot Slope Calculation and/or topographic survey may be required.

Parking and Access

Proposed off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned. All proposed parking stalls shall be dimensioned and turning radii for backout maneuvers shall be provided. For driveways on slopes, driveway profiles and cross-sections shall be included. Turnouts and turnarounds shall be dimensioned and labeled.

The Site Plan must show the legal access from the property to the public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified. Loading and unloading areas, as well as parking spaces meeting State accessibility requirements and accessible paths of travel, must be shown for non-residential projects.

For newly proposed access roads, cross sections and proposed grades shall be provided, along with details of curbs, gutters, sidewalks, and other improvements, as proposed.

On-Site Water Provision

Show the location of all existing or proposed domestic and irrigation water sources (e.g. wells, springs, and surface water), along with backflow prevention devices, water storage tanks, reservoirs, treatment facilities, distribution system, and any other water-related appurtenances. Further, provide the location of any existing or proposed sewage disposal system, including leach fields, septic tanks, sewer mains and sewer laterals, and proposed expansion areas.

Yield tests, water quality lab results, shared water systems agreements, cross-connection control certifications, water conservation plans, minimum setbacks to septic systems, property lines, and other studies may be required by the Environmental Health Services Division for projects involving wells.

Associated Site Design Elements

The location of identification signs, propane tanks, trash enclosures, exterior lighting fixtures, mailboxes, fencing, paths and walkways (including paving materials), bicycle stands, and other features that affect the exterior appearance and use of the property must be indicated.

Public Pedestrian Access

Required for all proposed projects in the Coastal Zone. Show all existing and proposed public access pathways/stairs/gates on the development site. Where public access is infeasible (for example to an adjacent public beach, shoreline, or water body), a statement outlining the issues that preclude public access shall be provided.

Fire Access

For projects proposed to be accessed from a private road, a minimum 20-foot road width, in addition to emergency vehicle turn-around areas, is required. For two or fewer habitable structures, access driveways shall be a minimum 12 feet in width; for three or more habitable structures, driveways shall be a minimum 20 feet in width.

FLOOR PLAN

Existing Floor Plan

Fully dimensioned floor plans for all levels of existing structures must be submitted. All rooms shall be labeled. Greenhouses are required to include surface material.

*Greenhouse Floor Plan required to call out floor surface, i.e, soil, weed cloth, etc.

Proposed Floor Plan

Fully dimensioned floor plans for all levels of proposed structures must be submitted. The garage, windows, doors, elevators, stairways, and food preparation areas must be indicated. All rooms shall be labeled, consistent with the County's regulations (see definition of Bedroom in the Zoning Ordinance, Chapter 13).

Existing and proposed floor area calculations shall be provided. Floor area calculations must be based upon the dimensioned floor plans. For projects that involve an addition, the existing floor area shall be outlined with a dashed line and the proposed addition shall be shaded. Areas proposed for demolition shall be hatched.

*Greenhouse Floor Plan required to call out floor surface, i.e, soil, weed cloth, etc.

BUILDING ELEVATIONS

Existing Elevations

Fully dimensioned elevations of all existing structures and buildings, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information, must be provided for all sides of a proposed structure (labeled "north", "south", "east" and "west"). Exterior building materials and colors, including but not limited to siding, roofing, and glazing, must be indicated. The elevation drawings should show the height of all sides of the structure in relation to the topography of the adjoining finished and/or natural grades. The preferred scale of 1/4 inch per foot should be used for all architectural plans.

Proposed Elevations

Fully dimensioned elevations of all proposed structures and buildings, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information, must be provided for all sides of a proposed structure (labeled "north", "south", "east" and "west"). Exterior building materials and colors, including but not limited to siding, roofing, and glazing, must be indicated. The elevation drawings should show the height of all sides of the

structure in relation to the topography of the adjoining finished and/or natural grades. The preferred scale of ¼ inch per foot should be used for all architectural plans.

*If an addition to an existing structure is proposed, elevations of the existing structure, as well as elevations depicting the proposed addition, shall be provided.

ACCESSIBILITY PLAN

Required for most commercial and multi-family projects. The accessibility plan shall be prepared by a licensed architect, shall be a separate sheet, and shall include the following: existing and proposed topography; accessible path of travel and accessible parking; notations as to the occupancy and construction type; accessibility to buildings or portions of buildings (multi-story buildings must include access ramp or elevator); an egress plan showing maneuvering clearances at all doorways, passageways, and landings; and accessible restrooms.

FIRE ACCESS

*Required for projects proposed to be accessed from a private road, a minimum 20-foot road and driveway width, in addition to emergency vehicle turn-around areas.

FIRE SUPPRESSION PLAN

Fire Suppression Plan shall include on-site water storage, nearby fire hydrants, fire sprinklers, etc.).

PROGRAM STATEMENT (please refer to the Program Statement Template, attached)

ENVIRONMENTAL HEALTH DEPARTMENT SURVEY (attached)

BEST MANAGEMENT PLAN (BMOP)

The BMOP shall be provided as a separate sheet in the Project Plan Set. The BMOP Plan shall consist of a written narrative, as applicable, and a reference to the sheet detail that corresponds to all proposed site improvements associated with the BMOP (for example, a Herbivory Control Plan may include a written statement outlining the proposed rodent control plan, in addition to referencing the corresponding plan sheet number where the storage shed proposed to house all rodent control equipment, will be located. The referenced plan sheet, typically the Site Plan, shall then include the referenced storage shed via a label, for example “herbivory control materials storage shed”). The BMOP Plan shall be formatted to mirror the County’s adopted BMOP elements, as provided by the Cannabis Licensing Office at: <http://www.co.santa-cruz.ca.us/CannabisLicensingOffice>. The BMOP Plan shall cover **ALL** BMOP elements. If a particular BMOP element does not apply to your project, please mark “n/a” alongside the particular element on the BMOP Plan sheet.

PRELIMINARY SECURITY PLAN

The Preliminary Security Plan shall be provided as a separate sheet in the Project Plan Set. The Security Plan **MUST** address the following elements: perimeter security; lighting; video surveillance; security floor plan; secured cannabis and cannabis product storage; site location access; product storage limits; employee training; security guards; transportation/delivery security; inventory tracking; and waste disposal. If a particular Security Plan element does not apply to your project, please mark “n/a” alongside the particular element on the Preliminary Security Plan sheet. Security Plan requirements are located on the Cannabis Licensing web page at:

<http://www.co.santa-cruz.ca.us/CannabisLicensingOffice/ApplicationResources>

☐ PRELIMINARY ODOR ABATEMENT PLAN

All odor emitting activities shall be indicated on the Floor Plan. Also, please specify the frequency and length of time odor emitting activities are expected, as well as any abatement measures proposed.

☐ PROJECT INFORMATION

- ☐ North arrow. North should be labeled at the top of every site plan, floor plan, grading plan, and landscape plan sheet. A plan north reference should be used in cases where the property or improvements are not easily aligned to a North-South-East-West axis.
- ☐ Scale reference. Scales used for floor plans and elevations should not be less than 1/8 inch to 1 foot, preferably ¼ inch to 1 foot. Scales used should be consistent between different drawings.
- ☐ Contact data. Name, address, and phone number of the property owner, applicant, architect, engineer, or surveyor must be provided on the plans.
- ☐ Assessor’s Parcel Number, provided on each plan sheet.
- ☐ Project Data: Project data must be provided on the site plan, based on applicable definitions in Santa Cruz County Code, including the following information:
 - a. Existing and proposed lot area (both the total lot area and net lot area calculation shall be provided).
 - b. Existing and proposed Building Area
 - c. Existing and proposed Floor Area
 - d. Existing and proposed Floor Area Ratio
 - e. Proposed Area of additional disturbance
 - f. Existing Lot Coverage
 - g. Impervious coverage
 - h. Pervious coverage
 - i. Proposed Lot Coverage
 - j. Grading calculations (cubic yards) including cut, fill and off-haul (and, for significant quantities exceeding 2,000 cubic yards, the anticipated location of where the off-haul will be taken).
 - k. Existing and proposed parking (dimensioned)
 - l. Minimum setbacks, from exterior walls of all structures to property lines
 - m. Minimum setbacks from coastal bluffs, riparian vegetation, waterways (including perennial and/or intermittent streams, rivers, arroyos, and fault lines
 - n. *For projects encumbered by geologic hazards*, boundaries of the geological building envelope, as established by the County Geologist, shall be provided
 - o. *For projects located in a mapped FEMA flood hazard zone*, flood zones shall be mapped and labeled

- p. Maximum height of all proposed structures

I hereby certify that the above listed required information has been included with the initial application submittal (unless waived by a staff planner).

Signature of Owner or Authorized Agent

Date

IN ADDITION TO THE ITEMS LISTED IN THE SELF-CERTIFICATION SUBMITTAL CHECKLIST, THE FOLLOWING INFORMATION *MAY BE REQUIRED* FOLLOWING THE 30-DAY APPLICATION COMPLETENESS REVIEW:

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☐ MODIFICATION WORKSHEET (2 COPIES)

A Modification Worksheet shall be required for all projects that entail structural modifications to non-conforming structures or uses, or structural modification of any structure or use proposed in a floodplain, or on a site with potential geologic concerns. An electronic version of the Worksheet is available on the County’s Planning Department web page (www.sccoplanning.com). Printed copies are also available at the Zoning Counter.

☐ SHADOW PLAN

Shadow patterns are those cast on the 21st of December and the 21st of June between 10 am and 2 pm Pacific Standard Time. A Shadow Plan shall accurately depict the shadow patterns of all proposed structures and significant (proposed) landscaping that will occur on neighboring properties on the aforementioned dates and times.

☐ NEIGHBORHOOD CONTEXT PHOTOGRAPHS

Neighborhood Context Photographs shall consist of labeled photographs of the project site, as seen from the street, as well as the adjacent properties (5 lots on either side of the project site and 10 lots across the street from the project site).

☐ PRELIMINARY LANDSCAPE PLAN

A Preliminary Landscape Plan shall be submitted *for all applications, except minor remodels or additions*. The Preliminary Landscape Plan shall be included as a separate sheet in the project submittal and shall be titled “Preliminary Landscape Plan”. The Plan shall be designed in accordance with the County’s Water Efficient Landscape Ordinance (WELo, Chapter 13.13), as applicable. The Plan shall include the following information: all existing vegetation, either labeled “to be removed” or “to be retained”; all proposed vegetation, labeled and tied to a Landscape Key indicating the common and scientific name of the proposed plant, along with the quantity of the proposed plant (for larger plant species, such as new trees); all locations of existing and proposed area drains, slot drains, drop inlets, etc., labeled “existing” or “proposed”; all existing and proposed fencing and retaining walls, labeled “existing” and “proposed”; all existing and proposed patios, walkways, driveways, decks, etc., labeled either “existing” or “proposed”. The proposed materials of all site improvements shall be indicated; all existing and proposed landscape lighting, including tree lighting; and all proposed (permanent) outdoor seating, street furniture, etc.

The landscape plan shall also include trunk locations, driplines, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter measured at a height

of 4.5 feet above grade. For more densely vegetated or wooded areas or in tree clusters, only the perimeter outline of the dripline needs to be shown.

Only those elements of the proposed landscaping that are related to the project must be shown. The landscape plan shall be drawn at the same scale as the site plan.

☐ VEGETATION MANAGEMENT PLAN

A Vegetation Management Plan that addresses any vegetation modification and management requirements established by the local fire district for minimum brush and tree clearance to create defensible space around the structure shall be prepared by a qualified arborist, forester, landscape architect or designer. The vegetation management plan shall include the following information:

- a. Existing vegetation types (grass, low shrubs, high shrubs, and trees) within the Defensible Space area, as defined by the applicable Fire District. Every tree within the Defensible Space with a trunk that is greater than six inches in diameter at 4.5 feet above grade should be accurately depicted as to trunk and canopy location, diameter, and tree species.
- b. Vegetation management proposed for all vegetation types in the Defensible Space. In particular, proposed removal/substantial pruning must be detailed for every tree shown.

☐ SIGN PLAN

Sign Plans are required for all applications that entail commercial development. A Sign Plan must include the following information:

- a. The location of all existing and proposed sign, indicated on the Site Plan.
- b. Indication of the number, dimensions, cumulative area of all signs, height above grade, sign copy, size and color of lettering, and any proposed lighting. Indicate any signs proposed to be altered or moved.

*For all Sign Exceptions, please provide written justification for the exception, in accordance with the Sign Ordinance (refer to Section 13.10.587).

☐ PRELIMINARY GRADING PLAN

A Preliminary Grading Plan is required for all projects that entail moving more than 100 cubic yards of earth, creating a cut slope greater than 5 feet high, creating fill more than 2 feet deep, or placing fill on slopes greater than 20%. Please note, the Planning Department may require a Preliminary Grading Plan for smaller projects.

The Preliminary Grading Plan may be included on the Site Plan, or on a separate sheet titled Preliminary Grading Plan. The Preliminary Grading Plan shall be based on a property survey. Indicate all areas of proposed grading, including the existing and proposed contours across the building site and the limits of grading (existing contours shall be shown with light lines and proposed contours shall be shown with darker lines); the amount of proposed excavation and fill in cubic yards; the location of proposed deposition and borrow sites for each major element of the project; the total area of disturbance proposed for the project; and the limits of grading. The grading plan shall be drawn at the same scale as the site plan. The total amount of off-haul, or import, shall be identified in cubic yards. Provide a cross-section of cuts, fills, building pads and driveways (including property lines where appropriate). For significant quantities of off-haul exceeding 2,000 cubic yards, the anticipated location of where the off-haul will be taken).

Contour intervals for Preliminary Grading Plans shall be as follows:

Slope of Existing Ground

0-5%
5-15%
> 15%

Contour Interval

1 foot
5 foot
10 feet

NOTE: If grading activities will involve more than 2,000 cubic yards of material, the plan must be prepared by a licensed civil engineer. Although not required for smaller projects, it is recommended that a licensed civil engineer prepare all grading plans.

☐ PRELIMINARY UTILITIES PLAN

The location of all public and private utility connections and methods of extension (overhead or underground) must be indicated. The size and capacity of utilities may also be required. For sanitary sewer and grease waste lines, show minimum proposed slope.

☐ PRELIMINARY SEPTIC SYSTEM PLAN

If the subject property is not served by sanitary sewer, the location of any existing or proposed septic system (including dimensions and sizes of the septic tank, disposal fields, and/or expansion area), and wells and water systems on the subject and adjoining lots. Springs, creeks, and/or waterbodies (if any) must be clearly and accurately depicted consistent with the site plan. The septic system plan must include a calculation of the existing and proposed floor area for the project, by structure and by occupancy code, as defined by the most recently approved version of the California Building Code.

*Please note: new septic systems are not permitted on floodplains or on slopes greater than 30%. Environmental Health Services may require additional information to ensure that the parcel/s can accommodate a septic system.

☐ PRELIMINARY ENGINEERED IMPROVEMENT PLANS

Preliminary Engineered Improvement Plans are required for all large multi-family projects, for projects where street improvements are proposed within a public right-of-way, and/or for projects where off-site improvements will be necessary.

For large multi-family projects, or where street improvements are proposed within a public right-of-way, or where off-site improvements are necessary, the preliminary engineered improvement plan shall be prepared by a licensed civil engineer.

The plan shall include the following:

- a. Drainage: Drainage details and calculations including the tributary drainage area on a topographic map; the location of existing drainage facilities, or proposed facility/facilities, such as drop inlets and storm drains; the location of downstream receiving drainage facilities or proposed facility/facilities to an adequate outlet point, or for a minimum distance of 500 feet; calculated Q10 and Q100 of on-site facilities and downstream facilities with full buildout; and calculated capacity of proposed on-site facilities and existing downstream drainage facilities at appropriate points.
- b. Circulation: Circulation details including points of ingress and egress; existing right-of-way (full street) and proposed right-of-way, utilizing guidelines as established by an approved plan line, or the County's standards if there is no plan line.

☐ PRELIMINARY EROSION CONTROL PLAN

A Preliminary Erosion Control Plan is required for projects that would result in any ground disturbance.

For large projects, or development proposed near sensitive habitats, the Erosion Control Plan must be prepared by a Certified Professional in Erosion and Sediment Control (CPESC). The plan may be incorporated into the Site Plan, Grading Plan, or Improvement Plan, or may be included as a separate sheet. The Erosion Control Plan shall include the following information: location of the site; property lines; locations of specific erosion and sediment control measures (silt fences, erosion control blankets, etc.); details of erosion and sediment control measures and the date such measures must be initiated; terrain details; proposed drainage and erosion control structures (construction details); areas to be cleared; proposed structures and new contours after grading; septic tank and leachfield locations; the nearest public road intersection; proposed construction schedule and dates; revegetation proposals; plant species, amount of seed to be used, mulching specifications, etc.

☐ BUILDING AND DEVELOPMENT ENVELOPES

For proposed land divisions, and on parcels located in floodplains, in geologic hazard areas, sensitive habitats, or areas identified as having visual resources: Development and/or Building Envelopes for existing and future development and/or structures, including proposed locations of road and utility alignments and septic leachfield areas, must be shown on the site plan. In some cases, only envelopes for buildings will be required.

☐ SITE BOUNDARY SURVEY

Where required to establish the location of property lines, rights-of-way, or structures, a Site Boundary Survey, prepared and signed by a licensed surveyor whose name, address and phone number are indicated, may be required. Surveys shall show all property lines, boundaries, rights-of-way, easements, locations of existing structures and other improvements.

☐ SITE TOPOGRAPHY SURVEY

The topographic survey information must be prepared by a licensed surveyor whose name, seal, and signature appear on the plans. For property with an average slope of 15% or less, two foot contour intervals must be indicated. For a property with an average slope greater than 15%, five or ten foot contour intervals are acceptable.

All natural features such as creeks, flood zones, slides, faults, and rock outcrops, and human-made improvements must be shown. For properties that contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, centerline of the creek, the low flow channel, and top and toe of both banks of the creek.

The scale of the topographic survey must be sufficiently large to show the details of the plan clearly (preferably one inch equals 10 feet) and shall match the site plan. All elevations referred to shall be based on the National American Vertical Datum (NAVD) except that an assumed datum may be used if the entire project is above an elevation of 25 feet NAVD.

☐ SITE STAKING

A staking plan showing development features such as the edges of hardscape site improvements, building footprints, driveways, parking areas, the edge of development envelopes and the limits of grading and development envelopes shall be prepared by the project architect, designer, civil engineer or qualified professional and the stakes shall subsequently be installed.

The stakes shall be located at approximately 25-foot intervals, shall be approximately 1.5 feet high, shall be painted a bright color on the top, and shall be labeled to indicate the feature that they delineate. The schedule for installing the stakes must be coordinated with the Planning staff. The applicant shall

submit written notification that the stakes have been installed. Planning staff has the discretion to require that the staking be placed by a licensed surveyor.

☐ STORY POLES OR ALTERNATE VISUALIZATION TECHNIQUES

A story pole plan showing the locations and heights of all story poles that are necessary to clearly and accurately demonstrate the maximum heights of roof ridges and edges for all proposed structures shall be provided. The plan should be prepared by the project architect, designer, civil engineer or qualified professional, and the story poles shall subsequently be installed. Orange, or other brightly colored, netting outlining the proposed building shall installed at the top of the poles. In lieu of story poles, an alternate visualization method such as a computer visual simulation may be authorized by staff.

☐ STORMWATER MANAGEMENT PLAN

A Stormwater Management Plan is required if the proposed project would result in an increase in a change in existing drainage patterns or increase impervious surface areas. The Stormwater Management Plan may be combined with the Site, Erosion Control, Civil, or other plan sheet if all the required information is clearly depicted, otherwise a separate sheet titled Stormwater Management Plan shall be provided. The plan shall include the following: existing and proposed topography, including contours, spot elevations, and slope arrows; perennial and intermittent streams. Resource protection areas shall also be depicted including wetlands, lakes, ponds; water well and septic system setbacks; location of existing and proposed conveyance systems, such as swales, channels, storm drains, and flow paths; locations of proposed roads, buildings, and other structures; locations of floodplain/floodway limits; location, size, maintenance access, and easements for all drainage facilities; limits of disturbance; and construction details for all drainage structures. Indicate location and provide details for proposed stormwater mitigation features; all impervious and semi pervious areas (labelled as existing and permitted, existing and unpermitted, or proposed); watershed and sub-watershed maps that show where and how all site areas drain; and location and details depicting where and how the subject site receives offsite upstream runoff.

☐ LIGHTING PLAN

All exterior lighting (for project site, structures, and/or landscaping), including the location and type of lights, must be shown. For newly proposed light standards, indicate the proposed location, height, and cut sheets of the standards and associated fixtures. Technical details, including footcandles, may be required.

☐ PRELIMINARY TITLE REPORT (2 COPIES)

The preliminary title report must be dated within six (6) months of the application submittal date and shall reflect the status of the property. The Preliminary Title Report must include all recorded easements, provide proof of ownership, and be issued from a Title Company.

☐ OPERATIONAL CHARACTERISTICS (COMMERCIAL DEVELOPMENT PERMITS AND HOME OCCUPATIONS)

Information regarding the proposed use of the project must be prepared by the applicant, including but not limited to the following items:

- a. The maximum number of staff on site at any one time.
- b. The hours of operation, including hours open to the public, as well as hours closed to the public where operations are taking place that could affect exterior lighting, noise, odors, traffic or parking.
- c. Projected peak hours of operation, with the total number of staff, customers and other visitors on the site indicated.

- d. The schedule and projected peak hours of operation for special events, with maximum number of staff, customers and visitors that would be in attendance.
- e. The schedule, frequency and nature of expected deliveries to the site.
- f. Noise levels proposed for the operation of the project, which specify what is causing various noise levels.
- g. The path of travel for pedestrians and vehicles at the site.

☐ STATEMENT OF SPECIAL CIRCUMSTANCES

- ☐ Where an exception or variance to a site development standard is requested: Describe the special circumstance that affects the property and necessitates a variance to the required site standard/s. Focus your letter on explaining why you believe that the following necessary findings can be made by the County to approve your request:
 - a. That because of special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.
 - b. That the granting of such variance will be in harmony with the general intent and purpose of zoning objectives and will not be materially detrimental to public health, safety or welfare or injurious to property or improvements in the vicinity.
 - c. That the granting of such variance shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such is situated.

☐ STATEMENT OF DESIGN PARAMETERS

For Large Dwellings (larger than 5,000 square feet in size): Describe how the projects is consistent and compatible with surrounding development. See County Code Section 13.10.325.

☐ PROPERTY STATUS INFORMATION

To gain more information regarding the status of a historic structure or use, the following information may be required:

- a. Copies of the Assessor's Records for the subject property.
- b. Copies of records related to the history of the property, such as affidavits, previous utility bills, and historic maps and photographs.
- c. Copies of any permits issued by State or Federal agencies for the property.
- d. Property appraisals performed by a qualified appraiser.

☐ PROOF OF DEEDED ACCESS

Proof of deeded access shall consist of documentation that establishes legal access over a private right-of-way.

☐ EVIDENCE OF WATER SUPPLY (2 COPIES)

Where water is to be supplied by the establishment of a mutual water company, a “will serve” letter, prepared by a representative of the water company, shall be provided.

Where water is to be supplied by wells, springs or other sources of water, the applicant must submit sufficient evidence substantiated by adequate tests and/or engineering data to indicate whether

adequate water can be obtained from wells, springs or other sources of water for each lot involved in the project and for fire protection. *If water is proposed to be provided via an off-site water well, such as a well located on a neighboring property, provide written confirmation of shared water use from the owner/s of the subject well.*

☐ SANITATION WILL SERVE LETTER (2 COPIES)

Where sanitary service is to be provided by a Sanitation District, a “will serve” letter from district staff certifying availability, capacity, and ability to serve the project shall be provided.

☐ VISUAL RENDERINGS (2 COPIES)

Visual Renderings are required for most discretionary projects located in a Scenic Viewshed, on a sensitive site, where capable of being seen from a public beach, or as determined by the project planner. Visual Renderings of the proposed project shall be prepared by a qualified professional or firm that is acceptable to the County. Two visual renderings shall be prepared, one designed to show the impact of the development without any proposed landscaping, and a second to show the impact of the development with the proposed landscaping (assuming five years of average growth).

☐ PHOTOGRAPHS OF THE PROJECT SITE AND NEIGHBORHOOD CONTEXT

Color photographs of the project site, including photographs of the existing structure as seen from the street and the adjacent properties, as well as photographs of all adjacent properties (5 lots on each side and 10 lots across the street) shall be provided. All photographs shall be labeled.

☐ ACOUSTICAL STUDY

An acoustical study shall be prepared by a qualified acoustical engineer. The study shall quantify the maximum noise levels that would affect the project or result from the proposed operation of the project or any noise generators. The noise shall be quantified using standard acoustical engineering methods and shall indicate the time of day, duration, and regularity of the noise for regular operations and special events resulting from a project. The study shall identify measures to be incorporated into the project to ensure compliance with the County’s noise regulations, including but not limited to siting, special construction materials or techniques, buffering/reducing noise from mechanical equipment, and so forth. The acoustical study is subject to peer review at the Planning Director’s discretion.

☐ ARBORIST REPORT

For projects that include removal of trees over 20 inches d.b.h (inside urban services line) or 40 inches d.b.h. (outside urban services line), or for new development proposed in the dripline of such trees, an arborist’s report that has been prepared by a qualified arborist must be submitted. The arborist’s report shall provide an evaluation of the trees that stand to be impacted and/or proposed for removal. The evaluation shall, at a minimum, indicate the health of the tree/s and evaluate any adverse effects to the trees that would occur as a result of the proposed project. Specifically, the arborist’s report shall recommend appropriate tree protection zones for significant trees that would remain on the property, as well as appropriate locations for replacement trees to be planted. The arborist’s report is subject to peer review at the Planning Director’s discretion.

☐ AGRICULTURAL VIABILITY AND MANAGEMENT PLAN (2 COPIES)

An agricultural viability and management plan to address the on-going agricultural use of the property must be prepared by the applicant. The plan must: (1) identify and assess arable and non-arable (see General Plan Glossary of terms) agricultural land on the property and identify agricultural resource type land (see GIS), including soil classification and topography, as well as the history of agricultural production on the site; (2) identify and assess the potential, existing and proposed agricultural uses on

the site, including proposed structures, and evaluate whether proposed non-soil dependent uses have been located on the perimeter of agricultural resource type land, with clustering near existing buildings or other non-arable land; (3) identify and assess site access, and evaluate whether access has been provided along existing agricultural field access roads. If not feasible, the viability analysis shall determine whether site access length has avoided or minimized loss of arable land; (4) Identify and assess all existing and proposed parking, pervious and non-pervious surfaces areas associated with the site providing evidence that the use of paving materials or other impervious surfacing associated with the proposed use have been minimized and located on non-arable land; (5) provide and assess for long-term management and preservation of the agricultural lands and outline a plan for sustainable agricultural use(s); (6) provide location of existing and/or proposed water supply and provide and analyze water demand associated with proposed use; (7) analyze the extent to which proposed development enhances and supports the continued and future agricultural viability of the land; and (8) provide a marketing/business plan. The plan shall also provide a brief description of the farmer or rancher's background in agricultural operations as well as provide any leasehold contracts for farming on the site.

☐ PHOTOMETRIC STUDY

A photometric study showing existing and proposed ground-level lighting intensity in foot-candles for the subject property, and the surrounding properties that would be affected by on-site lighting shall be prepared by a lighting expert.

☐ SOILS REPORT (2 COPIES)

Required for all projects located within 100 feet of a coastal bluff that entail construction of an addition >500 square feet in size and/or for all projects that qualify as "development" as defined in SCCC Section 16.10.040).

☐ GEOLOGY REPORT (2 COPIES)

Geology Report (for all projects located within 100 feet of a coastal bluff that entail construction of an addition >500 square feet in size and/or for all projects that qualify as "development" as defined in SCCC Section 16.10.040).

☐ HYDROLOGY REPORT (2 COPIES)

A hydrology report shall be prepared by a qualified hydrologist, geomorphologist, or engineer. The hydrological report shall provide calculations of pre-project and post-project amounts of storm water runoff. Further, the report shall assess whether the proposed project would increase the likelihood of downstream erosion, channel instability or flooding in the area, or other potentially significant impacts to the environment. If the study finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required.

☐ BIOTIC REPORT (2 COPIES)

A biotic report shall be prepared at the applicant's expense by a professional biologist (the County has a list of biologists and revegetation specialists familiar with the report and plan preparation requirements). The report must be written according to County guidelines.

The biotic report shall provide evidence regarding the presence of sensitive biological resources, determine the property's habitat value relative to any special status species, and provide conclusions regarding how the project may affect those resources. Stream channels, tops of banks, and edges of riparian vegetation and any associated buffer areas must be clearly mapped.

In addition, the biotic report shall evaluate the habitat value of any watercourses adjacent to the proposed project, and whether the project would result in adverse effects to the riparian vegetation

surrounding the watercourse or the water quality of the watercourse. The report shall also indicate whether there are any exotic species of plants on the site and whether any species are invasive.

☐ ARCHEOLOGY/PALEONTOLOGY REPORT (2 COPIES)

An archaeology/paleontology report shall be prepared by a qualified and State registered professional archaeologist. At a minimum, the report shall be based on a field survey and records search, and shall indicate whether there is evidence of archaeological resources on or in close proximity to the project site and evaluate the project's potential impacts to those resources. If the report finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required.

☐ HISTORIC DOCUMENTATION REPORT (2 COPIES)

A historic documentation report shall consist of a report that documents the historic significance and physical appearance of an historic resource. The report shall be prepared by a historic resources consultant meeting the Secretary of the Interior's professional qualification standards and in accordance with the guidelines established by the Historic Resources Commission. The report may take the form of a narrative with attached photographs and shall include a completed California Department of Parks and Recreation Historic Inventory Form.

☐ TRAFFIC/PARKING STUDY (2 COPIES)

A traffic study shall be prepared by a licensed traffic engineer, in accordance with County and industry standards. As an option, the applicant can elect to have the County retain a traffic consultant, and have the traffic study included within the CEQA environmental review process carried out for the proposed project. The study shall include an evaluation of Vehicle Miles Traveled, as well as existing Levels of Service at intersections and road/highway segments within the vicinity of the project site, including the existing and post-project peak AM and PM trips to and from the project site.

The intersections and segments to be studied shall be reviewed and agreed to by county staff, and advance consultation with the Planning Department transportation planner and the Public Works Department traffic engineer regarding such, as well as other content, methodology and assumptions to be included in the traffic study, is strongly recommended. The study shall also include the proposed level of service including the project, taking into account the peak trips that would be added by the project, and determine cumulative traffic conditions.

A parking study may also be required, which analyzes existing parking demand and the parking demand created by the project.

☐ AFFORDABLE HOUSING PLAN (2 COPIES)

The Affordable Housing Plan must include the following information:

- a. Number, affordability level, unit type, tenure, number of bedrooms, location, size of unit and parcel, and design of all market rate and inclusionary units.
- b. Construction schedule and phasing of inclusionary units in relation to market-rate units. Note: All affordable units shall be constructed prior to, or concurrently with the construction of market rate units.
- c. Provisions for income certification and screening of potential purchasers and/or renters of inclusionary units, resale control mechanisms, and ongoing monitoring and administration.

- d. Participation in Affordable Housing Program pursuant to Chapter 17.10.
- e. Any incentive/concession requested pursuant to Chapter 17.12 (density bonus projects). Note: See Chapter 17.12 for a complete list of items required if applying for a density bonus.
- f. Such additional information as may be required by the Director to ensure conformance of the project with Santa Cruz County's affordable housing requirements and the County's General Plan.

☐ CONSTRUCTION PROGRAM

A construction program shall contain a number of components related to development activities, including the following:

- a. A site plan showing areas where grading and construction will take place, soils will be stockpiled, laydown areas for building materials, parking for construction workers, and temporary facilities such as portable toilets, construction signs, temporary areas for secure storage and construction trailers will be located. The location of power generators or temporary power poles shall also be shown.
- b. Dust reduction consistent with the Monterey Bay Area Air Resources District's basic control measures.
- c. An erosion control and/or storm water pollution prevention plan, as required by the Department of Public Works.
- d. A traffic control plan, as required by the Department of Public Works .
- e. The location and design of tree protection fencing and any other fencing necessary to provide environmental safeguards during construction.
- f. Construction phasing and the timing during any given year when the various components of construction will occur, such as grading, tree and vegetation removal, loud external noise-making work, quiet interior work or finish work, septic system and utilities installation.

☐ TIMBER HARVEST PLAN (2 COPIES)

A timber harvest plan shall be prepared by a licensed forester in accordance with Cal Fire's guidelines. Please refer to Cal Fire's website for more information:

http://www.fire.ca.gov/resource_mgt/resource_mgt_forestpractice.php.

***Upon the initial 30-day review of your application, the project planner may request one or more of the aforementioned submittal items.**

Program Statement TEMPLATE

Santa Cruz County Cannabis Company

Santa Cruz County Cannabis Company (SCCCC) plans to cultivate, manufacture and distribute cannabis at 555 Cannabis Road, in unincorporated Santa Cruz County (APN 123-456-78). The proposed site is ## acres and it is zoned XXXXXX with a general plan designation of XXXXXXXX. Manufacturing operations will include XXXXXX style extraction, equivalent to a Class # manufacturer per Santa Cruz County 7.128.130(A). Manufacturing operations will occur within the ##,### square foot building as shown on Sheets X-##, X-##.... Distribution operations will include XXXXX, equivalent to a Class # distributor per Santa Cruz County Code 7.128.150 (A). Distribution operations will occur within the ##,### square foot building as shown on Sheets X-##, X-##....

Cannabis waste from cultivation operations will be disposed of offsite at Buena Vista Landfill / picked up by Waste Management and disposed of as green waste / picked up by XXXXX licensed third-party cannabis waste hauler / composted on site in the area designated on Sheet X-##.

PARKING AND PEOPLE SUMMARY CO-LOCATION

Cultivation operations are anticipated need a minimum of ## people. This staff may work at the same time or work in staggered shifts in order to comply with parking limits at the site. Manufacturing employees may include up to ## employees. Distribution employees may include up to ## employees. All operations may occur up to seven days per week from 7 am to 7 pm. Site parking will be limited to ## spaces, as detailed on Sheet X-##, and excess vehicles are not proposed and will not be tolerated. Lease agreements with future tenants will include details and parking restrictions.

Daily vehicle trips to the site are anticipated to include up to ## (this assumes a worst case scenario of each employee driving their own vehicle, ## numbers of trips to support manufacturing operations and ## number of trips to support distribution operations). This number is very conservative as operations may share employees and the numbers projected here are assuming the site is operating at its maximum capacity.

PARKING AND PEOPLE SUMMARY SINGLE OPERATOR

Cultivation operations are anticipated need a maximum of ## people. This staff may work at the same time or work in staggered shifts in order to comply with parking limits at the site. Manufacturing employees may include up to ## employees. Distribution employees may include up to ## employees. All operations may occur up to seven days per week from 7 am to 7 pm. Site parking will be limited to ## spaces, as detailed on Sheet X-##, and excess vehicles are not proposed and will not be tolerated.

Daily vehicle trips to the site are anticipated to include up to ## (this assumes a worst case scenario of each employee driving their own vehicle, ## numbers of trips to support

manufacturing operations and ## number of trips to support distribution operations). This number is very conservative as operations may share employees and the numbers projected here are assuming the site is operating at its maximum capacity.

PROJECT WITH CO-LOCATION CULTIVATION DESCRIPTION

Cannabis cultivation operations are proposed in ###,### square feet as denoted on Sheet X-##. The proposed operations are in excess of 22,000 square feet of canopy therefore we plan on having at least one co-location entity. The co-location entity(s) will be cultivating in the “Co-location Cultivation Area(s)” as denoted on Sheet X-##.

PROJECT SINGLE OPERATOR CULTIVATION DESCRIPTION

Cannabis cultivation operations are proposed in ##,### (>22,000) square feet as denoted on Sheet X-##.

CULTIVATION DETAILS CO-LOCATION

Cannabis will be cultivated in all areas of the site denoted on Sheets X-## and X-##. Cultivation operations will be phased according to the phasing plan details shown on Sheets X-##, X-##..... (MAY NOT BE APPLICABLE). Cannabis will be cultivated above grade in a variety of pot and tray sizes based on the individual tenants growing style. All cannabis will be cultivated using a cultivation medium other than water (no hydroponic or aquaculture operations). Cannabis may be grown for flower or for extraction. The cultivation methods will influence overall employee requirements and therefore all tenants will be required to comply with site parking requirements. Cultivation proposed within greenhouses shall not include hardscape, except if included in existing structures. All proposed are within greenhouses requiring a stable surface shall be provided hard pack soil with weed cloth. (if you want to include- not absolutely necessary)

CULTIVATION DETAILS SINGLE OPERATOR

Cannabis will be cultivated on site within #-## (unit of measurement) size pots placed above ground on weed cloth. Cannabis plants will initially be grown from clones using standard clone trays and growth medium cubes. The clones will be transferred into ## (unit of measurement) size pots where they will remain through the juvenile growth stage. The juvenile plants will then be transferred into #-## (unit of measurement) size pots where they will remain through the flowering phase. Based on the total canopy size of the premises we anticipate to need ## employees during all stages of plant growth. Pot sizes may vary based on market demands as current plans are for cultivation of flower while cultivation for extracts may be done at a later date based on market demands.

HARVEST DETAILS CO-LOCATION

Harvested cannabis will be dried and processed on site in the XXXXX building(s) as shown on Sheet X-##. Harvest operations will include an anticipated influx of ##-## employees. The site currently has parking capacity for these employees OR as required by the BMOP harvest

employees will be brought in via vanpool for # week(s) at a time # times per year to assist with processing the cannabis. Each tenant has their own harvest storage building / room within the building shown on sheet X-##. Harvested cannabis may be weighed on site and removed from site immediately upon harvest by a licensed distributor.

HARVEST DETAILS SINGLE OPERATOR

Harvested cannabis will be dried and processed on site in the XXXXX building(s) as shown on Sheet X-##. Harvest operations will include an anticipated influx of ##-## employees. The site currently has parking capacity for these employees OR as required by the BMOP harvest employees will be brought in via vanpool for # week(s) at a time # times per year to assist with processing the cannabis. Harvested cannabis may be weighed on site and removed from site immediately upon harvest by a licensed distributor.

MANUFACTURING DETAILS CLASS 2 – NO IMPORT OF MATERIAL

Proposed manufacturing operation will include non-volatile extraction using a closed loop XXXXX extraction system paired with a solvent recovery system (ex. rotary evaporators) and a distillation system. Manufacturing operations will include processing (grinding) of raw cannabis into a form ready for extraction, extraction of cannabis materials, solvent recovery, and packaging of material into consumer ready containers. The proposed layout of the manufacturing operations is detailed on Sheet X-##. Manufacturing operations will be ancillary to the proposed cultivation operations and will only include extraction of cannabis cultivated on site.

Delivery of supplies for manufacturing operations included XXXXXX (extraction chemical), packaging supplies, extraction equipment replacement parts and cleaning supplies. Deliveries are anticipated weekly during extraction operations for the (extraction chemical). Deliveries for packaging supplies, extraction equipment replacement parts and cleaning supplies are anticipated to occur on a monthly basis during extraction operations. The proposed operation includes deliveries as specified, once (twice?) daily and/or weekly (specify). Delivery vehicles shall meet parking space allowances for the typical parking space (8 1/2 by 18), or are x dimensions. Delivery spaces are shown on the proposed plan, sheet xxx, and dimensioned accordingly. You may want to add a separate delivery/pickup paragraph that addresses all deliveries and pickups.

Cannabis waste from the manufacturing operations is anticipated to be non-hazardous and we plan to work with the Buena Vista Landfill to dispose of all post extraction waste OR we plan to work with a licensed cannabis waste hauler to remove all post extraction waste from the site.

MANUFACTURING DETAILS CLASS 3 – IMPORT OF MATERIALS

Proposed manufacturing operation will include volatile extraction using a closed loop XXXXX extraction system paired with a solvent recovery system (ex. vacuum ovens) and a distillation system. Manufacturing operations will include processing (grinding) of raw cannabis into a form ready for extraction, extraction of cannabis materials, solvent recovery, and packaging of material into consumer ready containers. The proposed layout of the manufacturing operations

is detailed on Sheet X-##. Manufacturing operations are anticipated to be year-round and will require the import of raw biomass from various sources. We anticipate an average of one delivery of cannabis biomass per week. Some deliveries will be completed via our own distribution license, others will originate from other distribution licenses. See above, for clarification.

Delivery of supplies for manufacturing operations also included XXXXXX (extraction chemical), packaging supplies, extraction equipment replacement parts and cleaning supplies. Weekly deliveries of the (extraction chemical) will be necessary to keep the total volume of material at an acceptable level for our hazardous materials management plan. Deliveries for packaging supplies, extraction equipment replacement parts and cleaning supplies are anticipated to occur on a monthly basis. See above, for clarification.

Cannabis waste from the manufacturing operations is anticipated to be non-hazardous and we plan to work with the Buena Vista Landfill to dispose of all post extraction waste OR we plan to work with a licensed cannabis waste hauler to remove all post extraction waste from the site.

DISTRIBUTION CLASS 1 – SELF DISTRIBUTION

Proposed distribution operations will include storage of cannabis products generated on site for analytical testing, final packaging of products post testing and transportation of product from the site to another licensed distributor, manufacturer or retailer. This operation will require a commercial vehicle as such there will be one space designated for the distribution vehicle as noted on Sheet X-##. The proposed layout of the distribution operation is detailed on Sheet X-##. Distribution operations are anticipated to include up to ## vehicle trips per day. Additional weekly vehicle trips are anticipated to occur from an analytical testing laboratory.

DISTRIBUTION CLASS 2 – INDEPENDENT DISTRIBUTION

Proposed distribution operations will include storage of cannabis products for analytical testing, final packaging of products post testing and transportation of product from the site to another licensed distributor, manufacturer or retailer. This operation will require a commercial vehicle as such there will be one space designated for the distribution vehicle as noted on Sheet X-##. The proposed layout of the distribution operation is detailed on Sheet X-##. Distribution operations will not be limited to cannabis generated on-site and may include the import of material for the manufacturing and clones for cultivation. Distribution operations are anticipated to include up to ## vehicle trips per day. Additional weekly vehicle trips are anticipated to occur from an analytical testing laboratory.

Appendix A - Project Information & Threshold Determination Form



STORMWATER CONTROL PLAN (SWP) - Project Information & Threshold Determination Form

Completion of this form shall be used as guidance by the applicant

All projects shall maintain pre-development runoff rates & patterns

For any questions on this form, please contact DPW Stormwater Management at 831-454-2160.

PROJECT & CONTACT INFORMATION

Project Street Address	Building Permit No. / Discretionary Application
Property Owner's/Representative Name	Project Name (Alias)
Assessor's Parcel No (APN)	Property Owner/Representative's Firm
Applicant's Name (i.e. design professional)	Property Owner/Representative's Phone No.
<input type="text"/>	Applicant's Firm Name
Flood Control District (if applicable):	Applicant's Phone No.

PROJECT DESCRIPTION

Lot Coverage (measured in square feet)	Actual (sq. ft.)	Adjusted (sq. ft.)*	
A. Total lot size:	_____	_____	If _____ is > than _____, project shall will be required to mitigate the entire site.**
B. Existing Permitted Impervious Area:	_____	_____	
C. Replaced permitted impervious area:	_____	_____	Total replaced impervious & semi-pervious area: _____ sq.ft.
D. Replaced permitted semi-impervious area*:	_____	_____	
E. Proposed new self-treating area:	_____	_____	Total proposed impervious & semi-impervious area: _____ sq.ft.
F. Proposed new semi-impervious area*:	_____	_____	

Project Threshold Classification

- Small Project** (less than 500 sq.ft. created and/or replaced) - Use Appendix B 'Small Project Submittal Requirements' for submittal requirement guidance.
- Medium Project** (500 sq.ft. but less than 5,000 sq.ft. created and/or replaced) - Use Appendix C 'Medium Project Submittal Requirements' for submittal requirement guidance.
- Large Project** (5,000 sq.ft. or more created and/or replaced **OR** 50% increase in permitted impervious area**) - Use Appendix D 'Large Project Submittal Requirements' for submittal requirement guidance.

Application is part of a phased project OR master plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Application will maintain pre-development runoff patterns?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Application is unable to comply with Part 3 of the Design Criteria requirements & is electing to request a waiver(s) Please provide a brief description (below):	Yes <input type="checkbox"/> No <input type="checkbox"/>

*Form will apply a 50% credit for semi-impervious areas as final count. Applicant shall not apply the credit.
 ** Projects that add more than 50% impervious area coverage are required to mitigate the entire site.
 ***Disclaimer: Permit review is based the information provided, additional clarification may be required for undisclosed/unidentified areas. Unaccounted areas may reclassify the project threshold.

Small Project Submittal Requirements

Stormwater Submittal Requirements for Small Discretionary Projects (< 500 square feet of new or replaced impervious/semi-impervious area):

At a minimum, the following items shall be provided in order to evaluate the Small project proposal with regards to discretionary Stormwater Management review:

1. Project Information:

- Provide a copy of the Stormwater Control Plan (SWP) – Project Information & Threshold Determination Form, determining the project threshold (Appendix A).
- Provide a project description.
- Include information on any phasing for project construction and implementation.
- List relevant prior permit information (such as a minor land division, subdivision, or prior grading/building permit near the project location).

2. Conceptual Stormwater Management Plan (SWP):

Provide a conceptual SWP showing:

- Existing and proposed impervious, semi-pervious, self-treating, disturbed areas,
- Proposed best management practices (BMP),
- Existing and proposed stormwater (drainage) patterns - including areas that drain to/through the project site,
- Any/all easements (reference to the associated recorded document shall be placed on SWP),
- How will stormwater runoff will be conveyed and controlled. Safestormwater overflow shall be incorporated into the project design and runoff shall not negatively impact neighboring properties or stormwater (drainage) pathways,
- Accommodation of existing upstream runoff in the project design without impact to upstream properties,
- A site assessment performed by the project Engineer, Architect, or Designer that notes whether there are any existing stormwater (drainage) issues on or near the site and if any stormwater (drainage) issues or impacts are anticipated resulting from the proposed improvements. If downstream restrictions are/have been identified, additional analysis and improvements may be required,
- Identify any conflicts between the proposed project design and the County Design Criteria (CDC). If the project does not completely comply with the CDC, the project description shall include a request for waiver to these criteria and shall provide technical justification for this waiver.

Notes:

1. Diversion of runoff resulting in altered stormwater (drainage) patterns from the project site is not allowed without prior approval by the Director of Public Works.
2. Small projects with adequate on and off-site drainage are exempt from mitigation requirements. It is recommended that these projects incorporate BMPs to limit pollutant and hydrologic impacts such as pervious pavement, disconnection of runoff from impervious surfaces, etc.
3. The SWP may be combined with another plan set, at the discretion of the applicant. All information must be legible and consistent with standard engineering drafting conventions. SWP shall be consistent with grading, landscape, architectural, and utility plans (as applicable).

Medium Project Submittal Requirements

Stormwater Submittal Requirements for Medium Discretionary Projects (> 500 but < 5,000 square feet of new or replaced impervious/semi-impervious area):

At a minimum, the following items shall be provided in order to evaluate the Medium project proposal with regards to discretionary Stormwater Management review:

1. Project Information:

- Provide a copy of the Stormwater Control Plan (SWP) – Project Information & Threshold Determination Form, determining the project threshold (Appendix A),
- Provide a project description,
- Include information on any phasing for project construction and implementation,
- List relevant prior permit information (such as a minor land division, subdivision, or prior grading/building permit near the project location).

2. Conceptual Stormwater Management Plan (SWP):

Provide a conceptual SWP

- Existing and proposed impervious, semi-pervious, self-treating, disturbed areas,
- Proposed best management practices (BMP),
- Existing and proposed stormwater (drainage) patterns - including areas that drain to/through the project site,
- Any/all easements (reference to the associated recorded document shall be placed on SWP),
- SWP shall illustrate how stormwater runoff will be conveyed and controlled.
- How safe stormwater overflow will be conveyed and controlled. Safe stormwater overflow shall be incorporated into the project design and runoff shall not negatively impact neighboring properties or stormwater (drainage) pathways.
- Accommodation of existing upstream runoff in the project design without impact to upstream properties.
- Natural features (e.g., existing wetlands/streams, natural drainage routes, riparian areas) and required setbacks on and around the project site shall be included in the SWP,
- Existing and proposed drainage infrastructure on the site and nearby areas including the location of public and private storm drains, channels, ditches, BMPs, etc. shall be included in the SWP,
- A site assessment performed by the project Engineer, Architect, or Designer that notes whether there are any existing stormwater (drainage) issues on or near the site and if any stormwater (drainage) issues or impacts are anticipated resulting from the proposed improvements. If downstream restrictions are/have been identified, additional analysis and improvements may be required,
- Identify any conflicts between the proposed project design and the County Design Criteria (CDC). If the project does not completely comply with the CDC, the project description shall include a request for waiver to these criteria and shall provide technical justification for this waiver.

Notes:

1. Diversion of runoff resulting in altered stormwater (drainage) patterns from the project site is not allowed without prior approval by the Director of Public Works.
2. Medium projects shall incorporate BMPs to minimize and mitigate pollutant and hydrologic impacts due to development. These BMPs shall include Low Impact Development (LID) measures that emphasize the minimization of impacts as a first priority consistent with the General Plan Policy 7.23.2 for Minimizing Impervious Surfaces.
3. The SWP may be combined with another plan set, at the discretion of the applicant. All information must be legible and consistent with standard engineering drafting conventions. SWP shall be consistent with grading, landscape, architectural, and utility plans (as applicable).

3. Watershed Area Map(s):

- Show the boundaries of the stormwater (drainage) area(s) for each mitigation feature. Mitigation(s) shall be designed for all runoff being directed to each mitigation feature(s).

4. Best Management Practices:

- Indicate which Best Management Practices (BMPs) will be implemented to prevent runoff in excess of the pre-development conditions and to minimize the transport of pollutants.

Large Project Submittal Requirements

Stormwater Submittal Requirements for Large Discretionary Projects (> 5,000 square feet of new or replaced impervious/semi-impervious area):

At a minimum, the following items shall be provided in order to evaluate the large project proposal with regards to discretionary Stormwater Management review:

1. Project Information:

- Provide a copy of the Stormwater Control Plan (SWP) – Project Information & Threshold Form (Appendix A),
- Provide a project description,
- Include information on any phasing for project construction and/or implementation (project threshold shall be determined based on the total impact of all phases of a phased project),
- List relevant prior permit information (such as a minor land division, subdivision, or prior grading/building permit near the project location).

2. Conceptual Stormwater Management Plan (SWP):

Provide a conceptual SWP:

- Existing and proposed impervious, semi-impervious, disturbed areas,
- Best management practices (BMP) and mitigation proposals(s),
- Consistent with the Preliminary Stormwater Management Report and Watershed Area Maps,
- SWP shall illustrate how stormwater runoff will be conveyed and controlled,
- How safe stormwater overflow will be conveyed and controlled. Safe stormwater overflow shall be incorporated into the project design and runoff shall not negatively impact neighboring properties or stormwater (drainage) pathways,
- Accommodation of existing upstream runoff in the project design without impact to upstream properties,
- Natural features (e.g., existing wetlands/streams, natural drainage routes, riparian areas) and required setbacks on and around the project site shall be included in the SWP,
- Existing drainage infrastructure for the site and nearby areas including the location of public and private storm drains, channels, ditches, BMPs, etc. on and around the site shall be included in the SWP,
- A site assessment performed by the project Engineer, Architect, or Designer that notes whether there are any existing stormwater (drainage) issues on or near the site and if any stormwater (drainage) issues or impacts are anticipated resulting from the proposed improvements. If downstream restrictions are/have been identified, additional analysis and improvements may be required,
- Identify any conflicts between the proposed project design and the County Design Criteria (CDC). If the project does not completely comply with the CDC, the project description shall include a request for a waiver to these criteria and shall provide technical justification for this waiver.

Notes:

1. Diversion of runoff resulting in altered stormwater (drainage) patterns from the project site is not allowed without prior approval by the Director of Public Works.
2. Large projects shall incorporate BMPs to minimize and mitigate pollutant and hydrologic impacts due to development. These BMPs shall include Low Impact Development (LID) measures that emphasize the minimization of impacts as a first priority with the General Plan Policy 7.23.2 for Minimizing Impervious Surfaces.
3. The SWP may be combined with another plan set, at the discretion of the applicant. All information must be legible and consistent with standard engineering drafting conventions. SWP shall be consistent with grading, landscape, architectural, and utility plans (as applicable).

3. Watershed Area Map/s:

- Provide a map with topographic information showing the existing and proposed boundaries of the drainage area used for design, the project boundaries, and existing and proposed drainage patterns.
- Show all upstream areas draining to/through the project site and show how and where the site drains in both the existing and proposed conditions.
- Projects must demonstrate that the downstream drainage facilities can safely accommodate runoff from the project.

4. Tentative Map (for Minor Land Divisions & Subdivisions):

- Provide a tentative map showing all existing and proposed private drainage easements for common drainage facilities and facilities serving upstream offsite areas.

5. Preliminary Stormwater Management Report:

Provide a report with:

- Analysis supporting the conceptual stormwater management plan and demonstrating feasibility of methods proposed for compliance with these Design Criteria requirements.
- At a minimum, the report shall address the methods for complying with these items:
 - a) Minimize Stormwater Pollutants of Concern,
 - b) Site Design and Runoff Reduction Measures,
 - c) Stormwater Discharge Rates and Volumes.
 - d) May include the Watershed Area Map/s.
- Documentation demonstrating technical infeasibility if design consistent with any portion of these Design Criteria is anticipated to not be achieved.
- Provide soils/infiltration data used to determine the feasibility/infeasibility of infiltration of stormwater on the project site for review.
- Provide approval from the project geotechnical engineer for the conceptual SWP prior to discretionary completeness.
- A downstream impact assessment. If downstream restrictions are/have been identified the project shall include the improvements needed to upgrade the storm drain system.