

**Planning Entitlement Application for Cannabis Cultivation,  
Nonvolatile Manufacturing, Distribution, Storefront  
Dispensaries and Delivery-only Dispensaries  
Conditional Use Permit and Site Plan & Design Review**

Conditional Use Permits and requests for Site Plan and Design Review are known as Planning Entitlements. Planning entitlement applications for cannabis-related businesses are filed with the Planning Division at the Community Development Department, 300 Richards Blvd., 3rd Floor, Sacramento, CA 95811, Monday through Friday between the hours of 9 a.m. and 3 p.m. Only applications with all required submittals will be accepted.

Applicants should contact the Planning Division regarding any concerns with the application requirements prior to applying. If you have not previously been in contact with a planner regarding your application, you may contact a planner for assistance the following ways:

1. Email your questions to the Planning Helpline: [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org), or visit the City's cannabis information website at [www.cityofsacramento.org/cannabis](http://www.cityofsacramento.org/cannabis)
2. Call the City Operator by dialing 311 or (916) 264-5011 from outside the City;
3. Visit the Planning Division Public Counter, located at 300 Richards Boulevard, Third Floor (Hours: Monday – Friday, 9:00 am to 4:00 pm).

Submitting a complete application and accurate development plans will help avoid delays in processing the application.

Submittal Matrix- Next Page

To aid you in preparing an accurate and complete application, the City has prepared the following table of the required submittals for the conditional use permit. If you are constructing a new building(s) and/or making modifications to an existing site and/or building, site plan and design review information is also required (if your building is a landmark or contributing resource in a preservation area, Preservation Review of the site plan and design is required).

**Please Note:** If your project requires additional entitlements, such as a rezone, General Plan amendment, or tentative map, you will need to consult the standard Planning Entitlement Application prior to submitting your application for additional submittal requirements and project fees.

**Submittal Matrix    X = required**

<b>Submittal Materials</b>	<b>Conditional Use Permit</b>	<b>Site Plan &amp; Design Review (If required)</b>	<b>Preservation Review (If required)</b>	<b>Applicant Check-off: In Application Packet</b>	<b>Planning Division Check-off: In Packet</b>
Planning Application	X	X	X		
Application Fees	X	X	X		
Letter of Agency (If applicant not property owner)	X	X	X		
Project Narrative	X	X	X		
Design Concept Narrative		X	X		
Design Guidelines Checklist		X	X		
Full Size Plans: Site, Floor, Landscape, Elevation, Roof, Demolition Plans (24" x 36")	X 5 sets	X (Use CUP Plans)	X (Use CUP Plans)		
Reduction (each exhibit) 11" x 17"	X 1 set	X (CUP set)	X (CUP set)		
PDF of Exhibits <sup>1</sup>	X	X	X		
Color/Materials sample(s), including fixtures, materials, and cut sheets		X	X		
Printed Color Photographs	X labeled	X (CUP set)	X (CUP set)		
Streetscape Drawings <sup>2</sup>		X	X		
Neighborhood Responsibility Plan (not required for Testing Laboratories)	X				
Neighborhood Context Map	X				
Draft Security Plan	X				
Community Relations Plan	X (Optional but recommended for CUP. Required for Revenue Permit)				
Odor Control Plan	X (Optional but recommended for CUP. Required for Revenue Permit)				

<sup>1</sup>PDF may be emailed to the Project Planner after application submittal.

<sup>2</sup>Staff will contact the applicant if Streetscape Drawings are required.

## **ALL PROJECTS:**

Applicants are required to furnish the following information when filing a Planning Entitlement Application:

1. \_\_\_ **Completed Planning Entitlement Application.** Complete all sections of the application. If a section of the application is not applicable to your project, please write, "Not applicable," or N/A. Please do not write in the staff-only sections of the application. Information on the Design Guidelines Checklist, Neighborhood Responsibility Plan, Neighborhood Context Map, Draft Security Plan, Community Relations Plan and Odor Control Plan are in the application.
2. \_\_\_ **Application Fees.** Fees are to be paid to the City of Sacramento at the time of application submittal. Fees for conditional use permit and site plan and design review are on pages 9-12.
3. \_\_\_ **Letter of Agency.** The Letter of Agency is a form that a property owner signs to allow a representative to file the Entitlement Application for the owner. If you own the property and are also the applicant, you do not need to fill out the Letter of Agency. The form must be wet signed in non-black ink and must be an original, notarized document; not a copy or a scanned document.
4. \_\_\_ **Project Narrative.** Provide a written description of the project being proposed for development. It must include a description of the project and **detailed scope of work** for which entitlement/review is being requested and how the project will address any potential negative effects on the community. Space for project narrative is provided in the application but it can also be on a separate piece of paper. A **Design Concept Narrative** is also required for Site Plan and Design Review entitlement.
5. \_\_\_ **Full Sized Plans.** Provide full sized (24" x 36"), dimensioned development plans (drawn to scale) for all exhibits, **folded** to 8<sup>1/2</sup>" x 11" size. Please provide the number of sets indicated on the Submittal Matrix on page 2 of this packet.
6. \_\_\_ **11" x 17" Plan Reduction.** Provide one set of all development plans/exhibits reduced to 11" x 17" size, high quality black & white or color copies. **Color copies of exterior elevations (renderings) are required.**
7. \_\_\_ **PDF of Exhibits.** High quality PDF files of all exhibits is required. Files may be submitted on disc with the planning application or may be emailed to the Project Planner when the project is assigned.
8. \_\_\_ **Color and Material.** Information on proposed color and materials are required for all projects unless the requirement is waived by staff. If actual material samples are provided or requested, those samples will remain with the file as part of the public record. The proposed colors and materials must be specified, rather than simply referenced by, "See Color/Material Board." Samples must be no larger than an **8 ½" x 11"** size. Provide brochure or cut sheets for any proposed new doors, windows, hardware, or fixtures.
9. \_\_\_ **Photographs.** Provide printed, color photographs of the site (including all sides of existing buildings) and surrounding properties (including properties next door and across the street). **Minimum photo size is 3 x 5 inches.** Please refer to, "Guidelines for Photographing Project," for more information on page ).
10. \_\_\_ **Streetscape Drawings (if required).** Streetscape drawings should show how the new project will appear in the context of surrounding buildings, structures, streetscapes and other relevant parts of the setting.

**All Development plans shall include the following:**

- \_ Date(s) of plans and revisions
- \_ Labeled Dimensions
- \_ Scale ratio and bar scale. Engineer or Architectural scale required, not less than 1/16. Larger scale may be needed to provide clear understanding of the project.
- \_ North arrow pointing to the top of the page or to the right margin of a horizontally formatted sheet.
- \_ Identify all items as: existing (E), new (N), or relocated.
- \_ "Cloud, delta, and date," revisions to any plans previously submitted to or considered by Planning staff. **Please Note:** For those projects that are approved for concurrent building plan review, it is the responsibility of the applicant to advise the Building Division of any changes to building plans already submitted for Plan Check and to provide revised plan sheets as may be deemed necessary.
- \_ Name, telephone number, and E-mail address of the contact person for architectural, engineering, landscape, and signage if different from the applicant.
- \_ Any approved late submittal of information, revised plans, etc. shall be referenced by the Planning file number to make it easier to include these with the appropriate application file.

**Site Plan(s) must show:**

- \_\_\_\_\_ A Vicinity Map, north arrow, the map scale, the site area in square feet, etc.
- \_\_\_\_\_ The entire property under consideration, including property lines and adjoining public rights-of-way. For large acreage properties, staff recommends that two (2) site plans be submitted. The first site plan would show the entire property with detail indicating the area proposed for development. The second site plan would focus on the specific areas of the proposed development.
- \_\_\_\_\_ Sufficient adjoining areas to enable the evaluation of adjacent impacts. Site Plans must show location and distance from closest adjacent structures on neighboring properties and where required to determine required front setback, accurate dimensions of front setbacks for buildings on adjacent parcels.
- \_\_\_\_\_ The location of streets with street names, proposed right-of-way dedications, and location and dimension of lot lines.
- \_\_\_\_\_ The location and nature of all easements.
- \_\_\_\_\_ Dimensions of the parcel, existing and proposed buildings, parking spaces, and other features, as well as the width of walkways, driveways, planters, etc. Dimensioning is important in that any errors on the plans may be detected more easily and earlier in the City's review process.
- \_\_\_\_\_ Footprints of all existing and proposed buildings, structures, or signs, drawn to scale showing the proposed location of structures to be constructed, modified, relocated, or demolished. Indicate the type of use and include all dimensions.
- \_\_\_\_\_ Square footage for all existing and proposed buildings and proposed additions.
- \_\_\_\_\_ Setbacks of buildings from property lines, other onsite buildings and structures, septic systems, water wells, etc. (dimensioned).
- \_\_\_\_\_ Location of existing and proposed walls/fences, height, and materials of construction.

- \_\_\_\_\_ Location of existing and proposed driveways, off street parking and loading facilities. Show parking spaces with dimensions for each type of vehicle (truck, car, motorcycle, bicycle), and either number parking spaces individually or show subtotals for groups of parking spaces. In addition, show a tabulation of the required and proposed parking.
- \_\_\_\_\_ Location and identification of drainage courses, creeks, etc.
- \_\_\_\_\_ Location of onsite water source(s), supply and storage facilities.
- \_\_\_\_\_ A graphical description of proposed onsite circulation patterns for both vehicles and pedestrians, and accessible paths of travel, where required.
- \_\_\_\_\_ Location of proposed trash, recycling, or storage areas.
- \_\_\_\_\_ Location of proposed electrical vaults/transformers and backflow preventors, if required.
- \_\_\_\_\_ Please note: All new projects are required to comply with the Water Efficient Landscape Requirements contained in City Code Section 15.92. See Section 15.92 and the “Landscape Plans” section below for more information.

**Building Elevations must show:**

- \_\_\_\_\_ The building elevations must show the exterior appearance of all sides of project structures, building modifications, and additions proposed for construction. Elevations must be drawn to scale with an indication of height, construction materials, and colors to be used. The location of existing and proposed signs must also be indicated on elevations. Please note: Renderings that are not true elevations may be included, however they do not replace the requirement for true elevation drawings.
- \_\_\_\_\_ Provide building elevations for all affected views, and identify them as North, South, East, and West, not front, rear, right side, etc.
- \_\_\_\_\_ Identify exterior building features (doors, windows, siding, etc.) as existing (E), new (N), or proposed to be repaired or to be replaced.  
Identify all areas of walls and roof that are proposed to be demolished.
- \_\_\_\_\_ Indicate with dashed lines any window or door openings, or any other features that are proposed to be eliminated or modified.
- \_\_\_\_\_ Indicate the height from grade to the top of plate line, and to the top of the roof, and depict and/or reference any anticipated roof mounted equipment and equipment screening.
- \_\_\_\_\_ Roof plans are required unless waived by staff. Roof plans should indicate all roof slopes, gutters, and downspout locations. Indicate equipment and other features as well as slope. Identify all areas of the roof proposed for demolition. Where the project proposes additions to existing structures, clearly identify the portions of roof that are existing (E) and proposed to be changed/new (N).
- \_\_\_\_\_ Proposed sign program (includes freestanding signs) showing approximate location, size, color scheme and construction materials of the onsite sign, if one is proposed. This information must be included on the required site plans and building elevations.
- \_\_\_\_\_ A visual representation of the night time lighting proposed on all building elevations to give an indication of the effect of security and decorative lighting.

**Landscape Plans must show:** *Please note- For new projects, use conceptual graphics to convey preliminary design intent. Use separate sheets, if necessary. A full set of detailed landscape plans (planting plan, irrigation plan, and grading plan) will be required with the Building Permit process to comply with Water Efficient Landscape Requirements, City Code Section 15.92. Please note: Some Preservation applications may require a full set of detailed landscape plans for projects involving historic properties with significant site or landscape features, or where proposals for excavation and grading could impacts cultural resources.*

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Existing Conditions: Locate and identify all underground utilities, property lines, and easements; size and species of existing trees; natural and manmade features; drainage courses and creeks; and whether proposed for removal, relocation or preservation.

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Conceptual Drainage Plan: Show how on-site drainage is to be handled, including surface and underground drains, drainage courses, and how impacts to offsite areas will be avoided. Show proposed Low Impact Development (LID) features such as retention/detention basins, bio swales, pervious pavement/asphalt, etc.

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Impervious Surface: The conceptual drainage plan should also show the total area of new impervious surfaces (due to the cumulative area of impervious parking lots, building footprint, driveways, sidewalks, courtyards, etc.) Note: At this stage, only simple area measurements are required. If applicable, LID credits and BMP Sizing Calculations may be required later in the process.

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Conceptual Landscape Design Plan: Using conceptual graphics, show hardscape elements such as patios, water features, decks, walls, and sidewalks; and softscape elements such as trees, shrubs, groundcover, turf and planter areas. Use conceptual graphics only. A detailed planting plan, grading plan, and irrigation plan will be required with Building plan check.

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Parking Lot Tree Shading: Landscape plans must include a table identifying the percent (%) shade coverage provided, consistent with City Code Section 17.612.040.

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For Preservation projects, provide plans showing existing (E) and new (N) site construction or excavation work, including retaining walls, fencing, driveways, grade changes or changes to other physical features. If planting elements are identified as significant features of the historic property, provide plans showing those existing (E) significant features and any proposals to remove, move or replace those features.

**Floor Plans must show:**

- \_ All buildings under consideration. Although it is generally only the exterior of buildings that is subject to review and approval, the floor plans are necessary for a full understanding of the project and the functioning of the interior spaces.
- \_ A dimensioned floor plan for each level of the structure. This shall include details on the canopy.
- \_ Identification of all exterior features (doors, windows, etc.) as existing, new, to be repaired, or to be replaced.
- \_ Identification of all rooms.
- \_ Identification of all exterior landings at doors.
- \_ Indicate all walls, windows, doors, and ancillary structures proposed to be demolished.

**Streetscape Plans must show:**

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The adjacent building massing and spatial relationships, including relationship to public rights-of-way, if applicable.

## **Design Review and Historic Preservation Policy and State Law**

The City has adopted Sections 5536, 5537, and 5538 of the State Business and Professions Code as a requirement in submitting plans for Design Director, Design Commission, Preservation Director or Preservation Commission review. Briefly, these sections of the Code state the following:

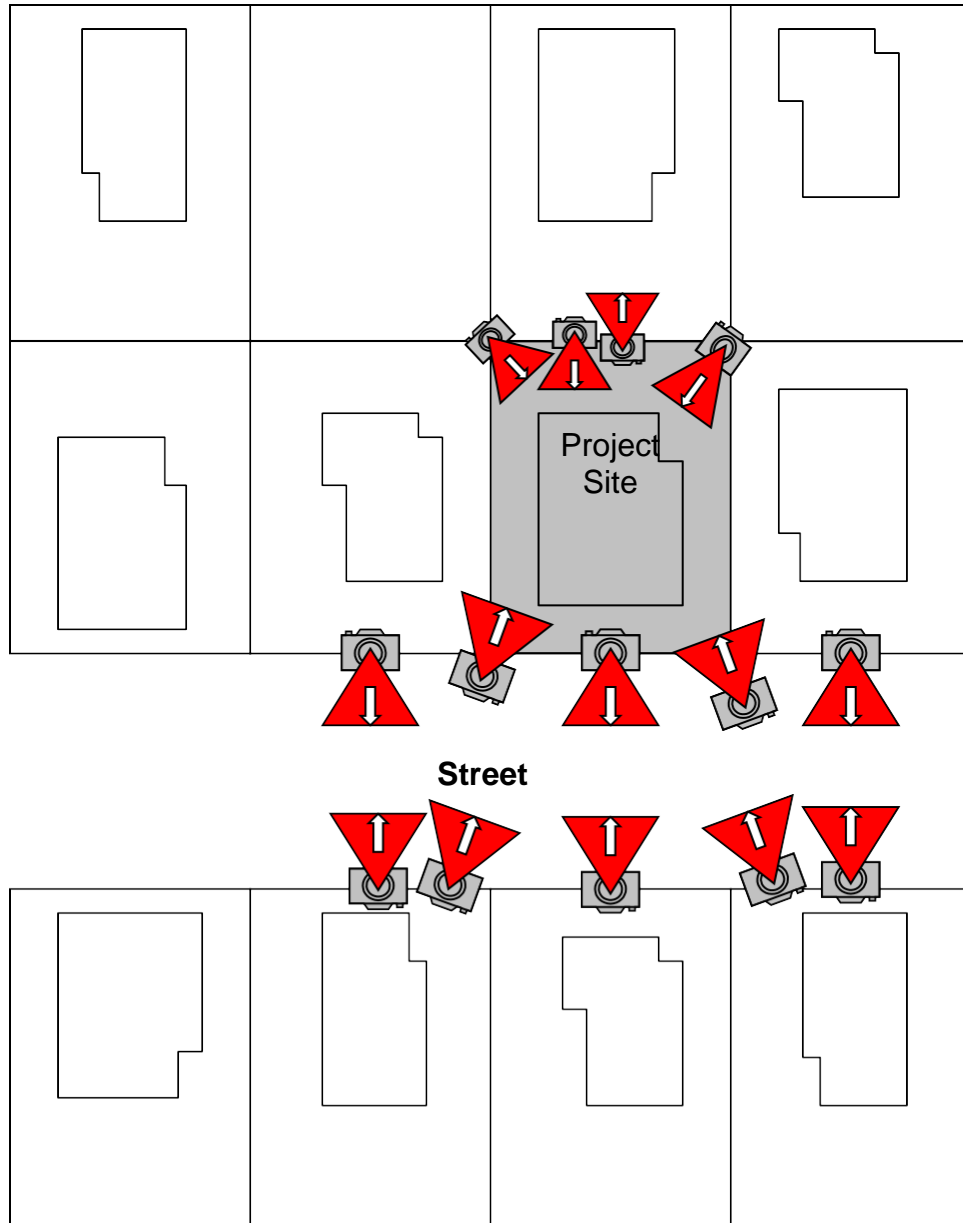
1. All plans and specifications submitted to the Design Director, Design Commission, Preservation Director or Preservation Commission shall be prepared by:
  - a) Licensed Architects, or
  - b) Licensed building designers

However, plans submitted by licensed civil engineers, professional engineers and structural engineers are exempt from this rule if such plans were prepared in the performance of the functions for which such persons are licensed.

2. Exceptions: Plans and drawings by uncertified persons are permitted for the following:
  - a) Single-family dwellings of wood frame construction not more than two (2) stories and basement in height;
  - b) Multiple dwellings containing no more than two dwelling units of wood frame construction not more than two stories and basement in height. However, this paragraph shall not be construed as allowing an unlicensed person to design multiple clusters of up to four dwelling units each to form apartment or condominium complexes where the total exceeds four units on any lawfully divided lot;
  - c) Garages or other structures appurtenant to buildings described under subdivision (a), of wood frame construction not more than two stories and basement in height;
  - d) Agricultural and ranch buildings of wood frame construction, unless the building official having jurisdiction deems that an undue risk to the public health, safety, or welfare is involved;
  - e) Interior work and interior alterations, where the work does not involve publically-accessible interiors of historic properties
3. All plans and specifications submitted for Preservation review shall be reviewed for compliancy with the Secretary of Interior's Standards for the Treatment of Historic Properties.

Please note that once this document is submitted to the City of Sacramento, your information will be posted online and is part of the public record; however, the City will not sell your data or information for any purposes.

Guidelines for photographing a project site



1. Take pictures of all sides of the building/site to be reviewed and each of the adjacent properties. If access to the rear of the project is limited take photos on the corner of the lot within actual property lines.
2. If your application involves a historic property with work proposed for publically-accessible interiors, provide color pictures of surfaces of each interior area where work is proposed.
3. Submit an aerial photograph showing your property and the immediately-adjoining parcels.



**PLANNING DIVISION CANNABIS CONDITIONAL USE PERMIT FEES  
ZONING ADMINISTRATOR/DIRECTOR LEVEL**

Application fee depends on level of site plan and design review

1. Zoning Administrator Conditional Use Permit.

No exterior changes to building and/or site.

Conditional Use Permit	\$13,815.00
Environmental Review	113.00*
Planning Technology Fee (8%)	1,114.24
Public Works Deposit	1,000.00
Utilities Deposit	304.00
Fire Deposit	<u>294.00</u>
<b>TOTAL</b>	<b>\$16,640.24</b>

2. Zoning Administrator Conditional Use Permit.

Minor exterior changes to building and/or site

Conditional Use Permit	\$13,815.00
Minor Addition/Alteration Deposit	113.00
Environmental Review	113.00*
Planning Technology Fee (8%)	1,123.28
Public Works Deposit	1,000.00
Utilities Deposit	304.00
Fire Deposit	<u>294.00</u>
<b>TOTAL</b>	<b>\$16,762.28</b>

3. Zoning Administrator Conditional Use Permit.

Director Level Site Plan/Design Review. Building less than 10,000 square feet.

Conditional Use Permit	\$13,815.00
Site Plan/Design Review	2,700.00
Environmental Review	113.00*
Planning Technology Fee (8%)	1,330.24
Public Works Deposit	1,000.00
Utilities Deposit	304.00
Fire Deposit	<u>294.00</u>
<b>TOTAL</b>	<b>\$19,556.24</b>

4. Zoning Administrator Conditional Use Permit.

Director Level Site Plan/Design Review. Building 10,000 to 19,999 square feet.

Conditional Use Permit	\$13,815.00
Site Plan/Design Review	3,500.00
Environmental Review	113.00*
Planning Technology Fee (8%)	1,394.24
Public Works Deposit	1,000.00
Utilities Deposit	304.00
Fire Deposit	<u>294.00</u>
<b>TOTAL</b>	<b>\$20,420.24</b>

5. Zoning Administrator Conditional Use Permit.

Director Level Site Plan/Design Review. Building 20,000 – 100,000 sq. ft.

Conditional Use Permit	\$13,815.00
Site Plan/Design Review	4,400.00
Environmental Review	113.00*
Planning Technology Fee (8%)	1,466.24
Public Works Deposit	1,000.00
Utilities Deposit	304.00
Fire Deposit	<u>294.00</u>
<b>TOTAL</b>	<b>\$21,392.24</b>

6. Zoning Administrator Conditional Use Permit and Director Level Site Plan/Design Review.

Building 100,001 to 124,999 square feet.

Conditional Use Permit	\$13,815.00
Site Plan/Design Review	10,000.00
Environmental Review	113.00*
Planning Technology Fee (8%)	1,914.24
Public Works Deposit	1,000.00
Utilities Deposit	304.00
Fire Deposit	<u>294.00</u>
<b>TOTAL</b>	<b>\$27,440.24</b>

7. If building is 125,000 square feet or more and requires site plan and design review the project will be reviewed by the Planning and Design Commission

\*If the project requires a negative declaration an environmental deposit of \$2,500 will be required instead of \$113.

**PLANNING DIVISION CANNABIS CONDITIONAL USE PERMIT FEES  
PLANNING AND DESIGN COMMISSION (PDC) LEVEL**

An application for a conditional use permit where the site is within 600 feet of a park requires a Planning and Design Commission application for the use permit and the site plan and design review.

An application that is for a building(s) on the site over 125,000 square feet requires a Planning and Design Commission application for the use permit and the site plan and design review.

Application fee depends on level of site plan and design review.

If application includes additional entitlements (example: rezone), additional fees will be required.

\*If the project requires a negative declaration an environmental deposit of \$2,500 will be required.

1. PDC Conditional Use Permit.

No exterior changes to building and/or site.

Conditional Use Permit	\$19,415.00
Environmental Review	226.00*
Planning Technology Fee	1,571.28
Public Works Deposit	1,000.00
Utilities Deposit	304.00
Fire Deposit	<u>294.00</u>
<b>TOTAL</b>	<b>\$22,810.28</b>

2. PDC Conditional Use Permit, Minor exterior changes to building and/or site

Conditional Use Permit	\$19,415.00
Minor Addition/Alteration Deposit	113.00
Environmental Review	226.00*
Planning Technology Fee	1,580.32
Public Works Deposit	1,000.00
Utilities Deposit	304.00
Fire Deposit	<u>294.00</u>
<b>TOTAL</b>	<b>\$22,932.32</b>

3. PDC Conditional Use Permit, and Site Plan/Design Review.

Building less than 10,000 square feet.

Conditional Use Permit	\$19,415.00
Site Plan/Design Review	2,700.00
Environmental Review	226.00*
Planning Technology Fee	1,787.28
Public Works Deposit	1,000.00
Utilities Deposit	304.00
Fire Deposit	<u>294.00</u>
<b>TOTAL</b>	<b>\$25,726.28</b>

4. PDC Conditional Use Permit, and Site Plan/Design Review.  
Building 10,000 to 19,999 square feet.

Conditional Use Permit	\$19,415.00
Site Plan/Design Review	3,500.00
Environmental Review	226.00*
Planning Technology Fee	1,851.28
Public Works Deposit	1,000.00
Utilities Deposit	304.00
Fire Deposit	<u>294.00</u>
<b>TOTAL</b>	<b>\$26,590.28</b>

5. PDC Conditional Use Permit and Site Plan/Design Review.  
Building 20,000 to 100,000 sq. ft.

Conditional Use Permit	\$19,415.00
Site Plan/Design Review	4,400.00
Environmental Review	226.00*
Planning Technology Fee	1,923.28
Public Works Deposit	1,000.00
Utilities Deposit	304.00
Fire Deposit	<u>294.00</u>
<b>TOTAL</b>	<b>\$27,562.28</b>

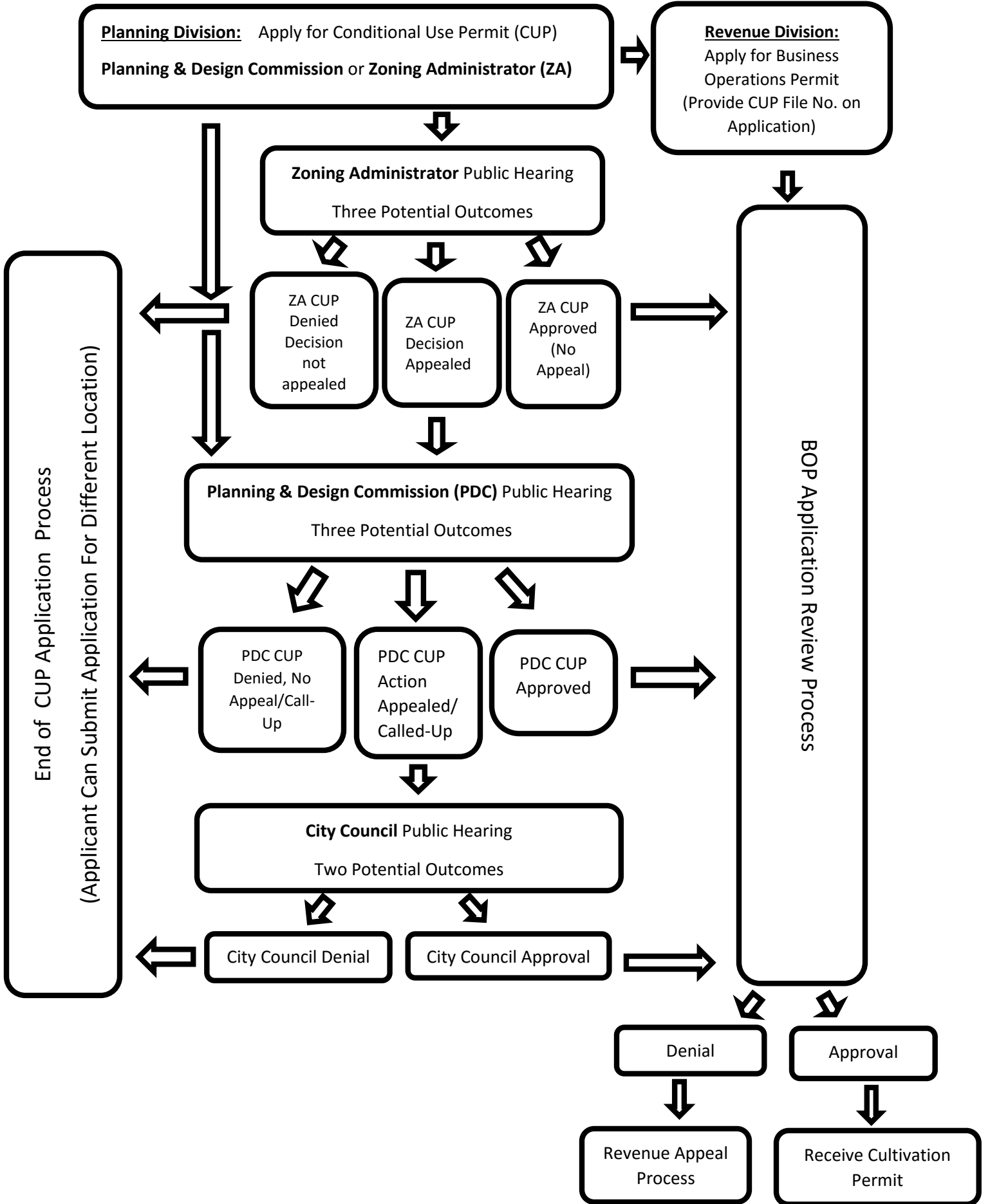
6. PDC Conditional Use Permit and Site Plan/Design Review.  
Building 100,001 to 124,999 square feet.

Conditional Use Permit	\$19,415.00
Site Plan/Design Review	10,000.00
Environmental Review	226.00*
Planning Technology Fee	2,371.28
Public Works Deposit	1,000.00
Utilities Deposit	304.00
Fire Deposit	<u>294.00</u>
<b>TOTAL</b>	<b>\$33,610.28</b>

7. PDC Conditional Use Permit and Site Plan/Design Review.  
Building 125,000 square feet or over.

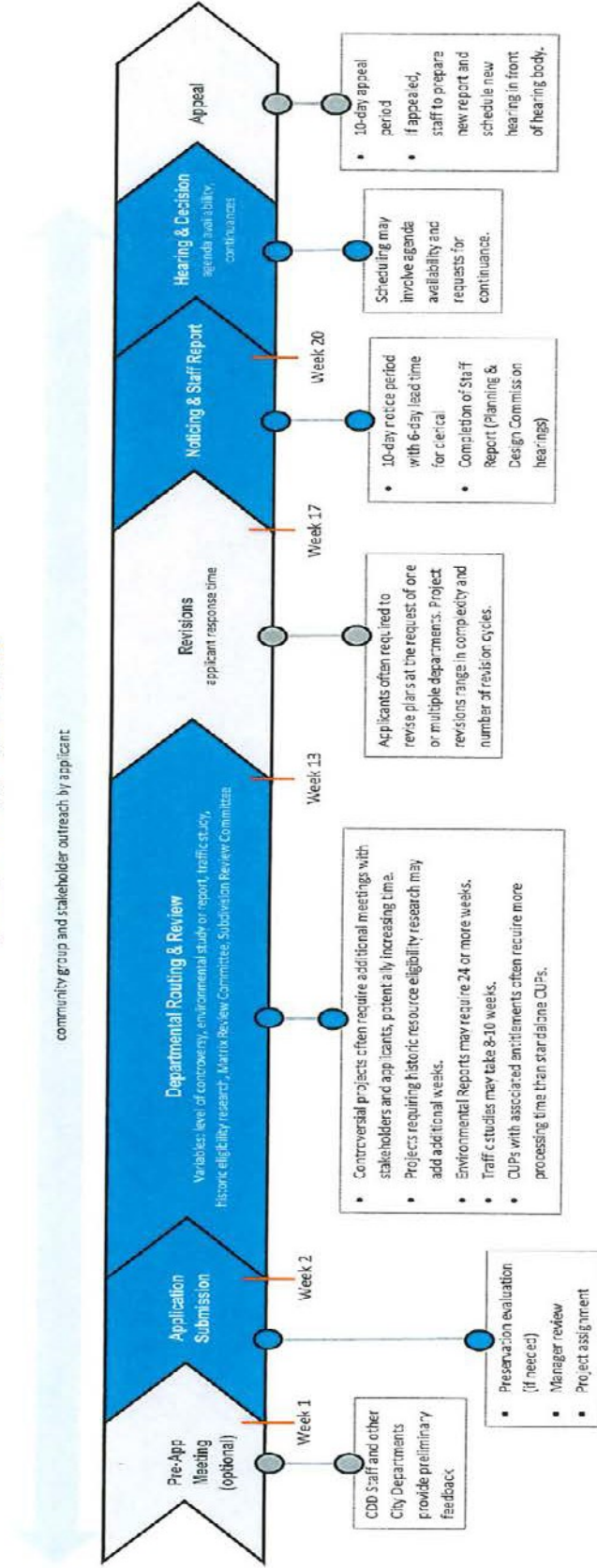
Conditional Use Permit	\$19,415.00
Site Plan/Design Review	10,000.00
Environmental Review	226.00*
Planning Technology Fee	2,371.28
Public Works Deposit	1,000.00
Utilities Deposit	304.00
Fire Deposit	<u>294.00</u>
<b>TOTAL</b>	<b>\$33,610.28</b>

# MARIJUANA CULTIVATION APPLICATION PROCESS (Concurrent Processing of CUP and BOP)



# Conditional Use Permit

process, timeline (typical), and variables



\*A conditional use permit (CUP) is a zoning instrument used primarily to review the location and conduct of certain land uses that are known to have a distinct impact on the area in which they are located, or are capable of creating special problems for bordering properties, unless given special attention. A conditional use permit is a discretionary permit and is not the automatic right of an applicant. Marijuana facilities require a conditional use permit.

**Planning Entitlement Application for Cannabis Cultivation,  
Manufacturing, Distribution, Storefront  
Dispensaries and Delivery-only Dispensaries**

The City of Sacramento Planning Division has designed this application to obtain important information about your proposed project that will help to expedite the application review process. Please complete all sections, providing as much detail as possible regarding the scope of your proposal.

**Subject Site Information**

Project Name: \_\_\_\_\_

Zoning: \_\_\_\_\_

General Plan Designation: \_\_\_\_\_

Site address or location of property: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Total property size in acres (Gross/Net): \_\_\_\_\_

Square feet if less than one (1) acre: \_\_\_\_\_

Lot dimensions: \_\_\_\_\_

**Property Owner Information**

Contact name: \_\_\_\_\_

Company name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Applicant Information**

Contact name: \_\_\_\_\_

Company name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Licensed Architect/Design Professional: \_\_\_\_\_

**Staff Use Only**

Date Filed: \_\_\_\_\_ Received By: \_\_\_\_\_

File Number: \_\_\_\_\_





**City of Sacramento**  
**Letter of Agency**

If the applicant is not the owner of record of the subject site, a Letter of Agency from the owner or the owner’s authorized representative must be submitted which grants the applicant permission to apply for the requested entitlement(s). The Letter of Agency must be notarized.

Date: \_\_\_\_\_

To: City of Sacramento  
Community Development Department  
300 Richards Boulevard,  
Third Floor  
Sacramento, CA 95811

Community Development Department:

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

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant’s Address: \_\_\_\_\_

to apply for a conditional use permit for a cannabis-related land use and any other associated entitlements (list any other entitlements): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The subject property located at: \_\_\_\_\_

Assessor’s Parcel Number: \_\_\_\_\_

Printed Name of Owner(s) of Record: \_\_\_\_\_

E- mail Owner of Record \_\_\_\_\_

Address of Owner of Record: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Signature of Owner of Record: \_\_\_\_\_

(must be original signature)

### Cultivation License Information (For Cultivation Applicants Only)

Please respond to the following pertaining to proposed business operations permit licensing for the site by checking either #1, #2, #3 or #4 below and answering the related questions:

1. \_\_\_\_\_ The applicant is the property owner of the proposed cultivation site.

a.  YES  NO Property owner plans on applying for a cultivation Business Operations Permit\*.

If yes, permit type \_\_\_\_\_

b.  YES  NO Property owner plans on leasing portions of site to other cultivators.

c.  YES  NO Property owner does not plan on cultivating and will lease site out to one or more cultivators.

2. \_\_\_\_\_ The applicant is not the property owner but is acting as an agent for the property owner. The applicant does not plan to cultivate at the site. (Letter of Agency is required)

a.  YES  NO Property owner plans on applying for a cultivation Business Operations Permit\*.

If yes, permit type \_\_\_\_\_

b.  YES  NO Property owner plans on leasing portions of site to other cultivators.

c.  YES  NO Property owner does not plan on cultivating and will lease site out to one or more cultivators.

3. \_\_\_\_\_ The applicant is not the property owner but plans on cultivating at the site and has the property owner's permission to apply for a conditional use permit. (Letter of Agency is required)

a. Applicant's proposed cultivation Business Operations Permit type: \_\_\_\_\_

4. \_\_\_\_\_ Other

a. Please explain: \_\_\_\_\_

\*Revenue Division Business Operations Permit type is based on canopy size:

Class A: No more than 5,000 square feet

Class B: 5,001 to 10,000 square feet

Class C: 10001 to 22,000 square feet

**Land Use**

What is the current use of the site? \_\_\_\_\_

Please list all previous land use(s) of site for the last 10 years. \_\_\_\_\_

\_\_\_\_\_

Hours of operation of the proposed use: \_\_\_\_\_

Number of shifts: \_\_\_\_\_ Number of total employees: \_\_\_\_\_

Number of employees per shift \_\_\_\_\_

**Neighborhood Contact/Community Relations**

Please describe any contact you have had regarding the project with the following: neighbors/property owners adjacent to the subject site, neighborhood associations, business associations, and community groups in the project area. If you had a community meeting, please describe how you advertised the meeting and meeting attendance. Attach a separate statement if desired.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A Community Relations Plan is required to be submitted to the Revenue Division before a Business Operating Permit can be issued. The plan is to describe who is designated as being responsible for outreach and communication with the surrounding community, including the neighborhood and businesses, and how the designee can be contacted. A primary goal of the plan is to encourage neighborhood residents to call the community relations manager to solve problems, if any, before any calls or complaints are made to the city.

Please check the appropriate boxes:

A Community Relations Manager has been designated for the project site:     YES  NO

If yes, please list the name and contact information (phone number and/or email):

\_\_\_\_\_

A Community Relations Plan is a part of this application submittal:     YES  NO

If no, remember a plan will be required to be submitted for this site to the Revenue Division before a business operations permit can be issued.

## **Neighborhood Responsibility Plan**

The purpose of the Neighborhood Responsibility Plan (NRP) is to address the adverse impact of the cannabis business on the area surrounding site. Title 17 of the Sacramento City Code requires a NRP to be submitted at the time of conditional use permit application. An applicant is required to submit an NRP at the time of the conditional use permit application.

Please check one:

\_\_\_\_\_ The NRP submitted as part of this application is an agreement to contribute 1% of the gross receipts of the cannabis business.

\_\_\_\_\_ The NRP submitted as part of this application is an agreement to pay a NRP fee that will be established by a development impact fee study.

## **Neighborhood Context Map**

An accurate straight-line drawing depicting the boundaries of the subject property, the boundaries of all other properties within 600 feet of the subject property, and the uses of those properties. If the map shows, when completed, that the dispensary is within 600 feet of a public or private K-12 school, the application cannot be accepted. If the map shows, when completed that the site is within 600 feet of a neighborhood park or a community park (all park types for dispensaries), as defined by the City of Sacramento Parks and Recreation Master Plan, the cultivation site does not qualify for Zoning Administrator review and must be review by the Planning and Design Commission.

## **Security Plan**

A draft security plan is required as part of the conditional use permit application submittal. Sacramento City Code Section 5.150.450 contains the minimum components required in the written security plan. The security plan should also include protocols for day-to-day operational security and identify potential risks, remedies and contingency plans. A separate photometric plan for the site should also be included in the plan.

As the draft plan contains sensitive information pertaining to the proposed business it will be sent directly to the Police Department and City Revenue Division for their review. The draft plan will not be a part of the routing to other agencies and groups. A final security plan is required prior to issuance of a business operations permit by the Revenue Division.

YES  NO A draft security plan is included in this application submittal. If the answer is no the application is incomplete and cannot be accepted.

### Site Characteristics

Providing the following information regarding the environmental setting of the project with your application is one the most effective ways to expedite your project’s environmental review. If your site contains structures, large trees, mature vegetation, natural drainage ways, low lying areas where water pools during the rainy season, or wetland areas, supplemental information may be requested to conduct the environmental review of your project.

Are there any **structures** or **buildings** on the project site?  YES  NO  
If yes, how many? \_\_\_\_\_  
What is the construction date of each structure/building? \_\_\_\_\_  
Current Use of Existing Structure(s)? \_\_\_\_\_  
Proposed Use of Existing Structure(s)? \_\_\_\_\_

Are there any **trees** on the project site?  YES  NO

Are there trees proposed to be **removed**?  YES  NO

Does your site contain any **natural drainage** ways?  YES  NO

Does your site contain any **wetland areas** or areas where water pools during the rainy season?  YES  NO

What land uses surround your site? (for example, single family or multi-family residential, commercial). Please describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you proposing any new **fencing or screening**?  YES  NO

If yes, please describe the location of the fencing, the height, and the materials (i.e. wood, masonry, etc.):  
\_\_\_\_\_

Is there **parking** onsite?  YES  NO

If yes, how many spaces are existing (for the entire property) and how many are proposed onsite with this project? Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Are you proposing any parking offsite?  YES  NO

If yes, where is it to be located and how many spaces? \_\_\_\_\_

Are you proposing to waive any parking spaces?  YES  NO

If yes, how many? \_\_\_\_\_

Are there any **easements** crossing the site?  YES  NO

Are there any **trash/recycling** enclosures onsite?  YES  NO

If yes, what is the size of the enclosure(s) and where are they located?

Please describe the height and materials. \_\_\_\_\_

What is the total number of cubic yards allocated for recycling? \_\_\_\_\_

<b>Building Setback from Property Lines:</b>	Existing (feet'-inches")	Proposed (feet'-inches")
Front		
Rear		
StreetSide		
Interior Side		

What are the front setbacks of the two nearest buildings (on adjacent property) on the same side of the block? If there are no other buildings/properties, please write "N/A."

1<sup>st</sup> Address: \_\_\_\_\_

2<sup>nd</sup> Address: \_\_\_\_\_

Setback: \_\_\_\_\_

Setback: \_\_\_\_\_

### Exterior Materials

**Existing** Exterior Building Materials: \_\_\_\_\_

Existing Roof Materials: \_\_\_\_\_

Existing Exterior Building Colors: \_\_\_\_\_

**Proposed** Exterior Building Materials: \_\_\_\_\_

Proposed Roof Materials: \_\_\_\_\_

Proposed Exterior Building Colors: \_\_\_\_\_

### Building Size

Breakdown square footage in gross square feet

Existing building square footage: \_\_\_\_\_

Proposed building square footage (if addition/renovation is proposed): \_\_\_\_\_

#### New Construction

Total building square footage: \_\_\_\_\_

#### Breakdown of use of building square footage

Cultivation, Manufacturing, Distribution, Dispensary Area

(include canopy details for cultivation, for example one level vs stacked): \_\_\_\_\_

Warehouse Area: \_\_\_\_\_

Office Area: \_\_\_\_\_

Storage Area: \_\_\_\_\_

Assembly Area: \_\_\_\_\_

Enclosed/Structured Parking: \_\_\_\_\_

Other Area (please describe): \_\_\_\_\_

For cultivation applicants only:

Canopy details

Do you plan to stack the cultivation area(s)?  YES  NO

If yes please describe: \_\_\_\_\_

### Building Height

Existing building height (Measured from ground to highest point):      \_      ft. \_\_\_\_      # of floors

Proposed building height (Measured from ground to highest point):      \_      ft. \_\_\_\_      # of floors

### Lot Coverage

Total Building Coverage Area, including existing and proposed structures (sq. ft.): \_\_\_\_\_

Project Site Lot Area (sq. ft.): \_\_\_\_\_

Total lot coverage percentage: \_\_\_\_\_%

Example: building area (2000')/ lot area (5000') = 40% total lot coverage

\*Include all covered structures (patios, porches, sheds, detached garages, etc.)

### Sign

Only one exterior sign to advertise the business is permitted. The sign cannot be illuminated and cannot exceed six square feet in area. The sign may be attached or detached.

YES  NO    The location and size of a sign is indicated on the submitted plans.

### Energy Efficiency

The conditional use permit application will be routed to SMUD for their review. Applicants may contact SMUD Strategic Accounts at [strategicaccounts@smud.org](mailto:strategicaccounts@smud.org) or 1-877-622-7683 for help finding the best way to provide reliable and efficient energy solutions for their business.

YES  NO    I have met with SMUD staff and discussed energy efficient for my project.

If yes, please provide the date you met with SMUD and the name of the SMUD representative:

### **Building Division Project Manager**

The Building Division assigns project managers to projects with a valuation of over a million dollars. To assist the Building Division in planning for cultivation, manufacturing and testing laboratory building permit applications, please answer the following question.

YES  NO The project valuation is one million dollars or greater.

If the answer is yes, the project will be assigned a project manager at the time of formal building permit submittal.

### **Wastewater Management Plan (Cultivation Applications Only)**

The conditional use permit application will be routed to the City Utilities Department for their review. Please respond to the following questions on a separate sheet of paper to assist the department in the review of your project. If you have questions, please contact Rebecca Lane [rlane@cityofsacramento.org](mailto:rlane@cityofsacramento.org) in the Department of Utilities.

YES  NO I have included answers to questions 1-6 below on a separate piece of paper as part of this application submittal.

1. Please describe efforts you are exercising/planning to exercise to reduce or eliminate, or otherwise control any pesticides, fertilizers or any substances used within your cultivation, manufacturing or testing laboratory processes, as it relates to potential accidental discharge into the wastewater system.
2. How are pesticides, fertilizers or other substances stored, and what mechanisms (i.e., secondary containment systems) are in place to prevent an accidental discharge into the wastewater system?
3. Please describe what mechanical provisions you have in place to prevent any potential overflow of water and/or wastewater.
4. Please describe with detail the "recycling" process of your irrigation system, and the anticipated percentage of unusable water as compared to water used in operations (example: "Our irrigation process will utilize approximately 90% of the water coming into our facility for irrigation purposes with approximately 10% ineligible for reuse. Our irrigation process is as follows...and results in approximately 10% of unusable water, which becomes discharged wastewater.").
5. What is the volume of water accumulating because of condensation related to your climate control system, and how do you use this water? Because this water may contain elements of pesticides, fertilizers, and/or other substances used within your operations, do you filter or otherwise recycle, and do you have secondary containment measures in place? Please describe. (*This question applies to cultivation applications only*)
6. Please indicate whether a water meter and backflow device have been installed at the site. If installed, please provide proof that these two items are existing on the site.



## **Design Guidelines**

Design Guidelines have been established by the City Council for every area of the City. The intent of the Design Guidelines is to foster and maintain a level of quality in building development that supports desirable neighborhoods, livability, and community value, consistent with the City's General Plan. The City's Design Review areas and the Design Guidelines applicable to your project (either the Neighborhood Commercial Corridor Design Principles or the Industrial and Business Park Design Guidelines) can be found at:

[www.cityofsacramento.org/Community-Development/Planning/Urban-Design/Design-Review/Design-Guidelines](http://www.cityofsacramento.org/Community-Development/Planning/Urban-Design/Design-Review/Design-Guidelines)

- YES  NO    I have read the applicable Design Guidelines and have completed the Design Guidelines Checklist for the district or area of this project.
  
- YES  NO    This project meets all the Design Guidelines listed on the checklist.
  
- YES  NO    This project proposes to deviate from the Design Guidelines.

*Please note: For projects involving historic Landmarks or their sites, or properties within Historic Districts, please include the Secretary of the Interior's Standards for Historic Properties, and Guidelines for Interpreting the Standards, as part of your responses to the Design Guidelines questions above.*

## **Application Certification**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this application to the best of my ability and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Applicant  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Staff Use Only**

**Zoning Information**

Zone/Overlay: \_\_\_\_\_  
Special Planning District: \_\_\_\_\_  
Planned Unit Development: \_\_\_\_\_  
Design Review District: \_\_\_\_\_  
Historic District: \_\_\_\_\_ Historic Landmark:  YES  NO  
General Plan Designation: \_\_\_\_\_  
Council District: \_\_\_\_\_  
Previous file numbers: \_\_\_\_\_

**Planning Entitlement Type**

<input type="checkbox"/> <b><u>Commission Level</u></b>	<input type="checkbox"/> <b><u>Director Level</u></b>
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- |   |   |  |
|---|---|--|
| <input type="checkbox"/> General Plan Amendment   | <input type="checkbox"/> Tentative Map            | <input type="checkbox"/> Site Plan and Design Review |
| <input type="checkbox"/> Rezone                   | <input type="checkbox"/> Subdivision Modification | If deviation:  |
|   | <input type="checkbox"/> Variance                 | <input type="checkbox"/> Development Standard        |
|   |   | <input type="checkbox"/> Design Guideline            |
| <input type="checkbox"/> Schematic Plan Amendment |   | List a brief description of deviation (s):           |
| <input type="checkbox"/> Conditional Use Permit   |   | _____  |
|   |   | _____  |
|   |   | _____  |
|   |   | _____  |
|   |   | _____  |
|   |   | _____  |
|   |   | _____  |

Information Verified by (Planner Name): \_\_\_\_\_

Date: \_\_\_\_\_

