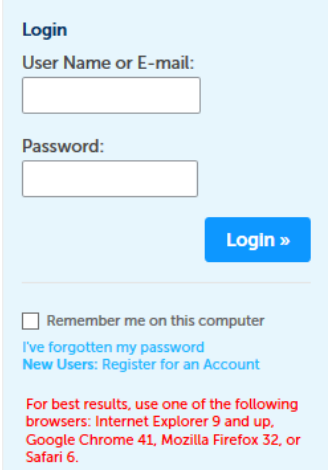
City of
SACRAMENTO

Revenue Division

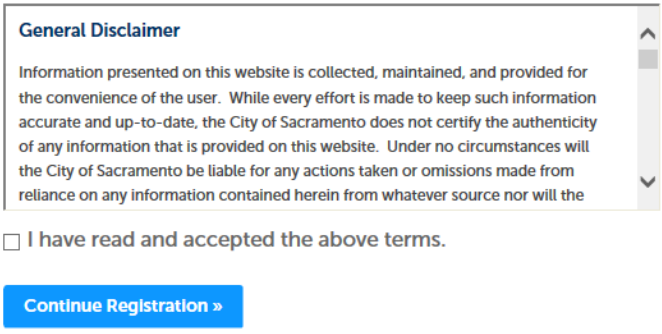
Online Application Guide

Registration

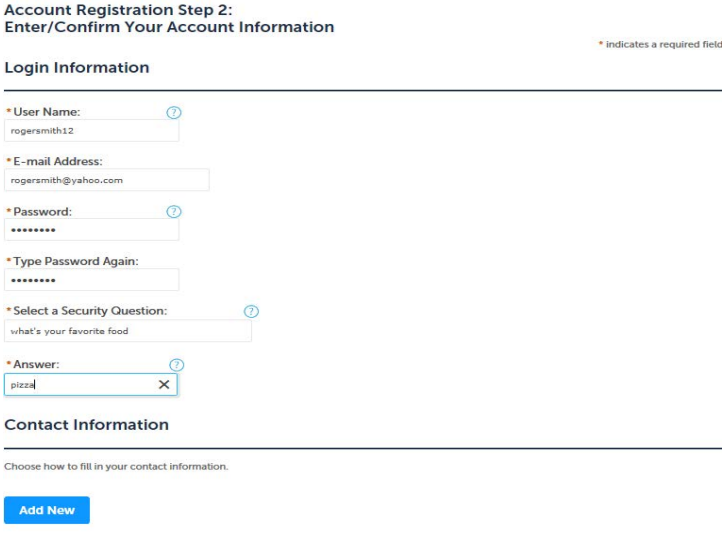
Step one towards applying for a Business Operating Permit is registration. The e-mail address for our citizen Portal is https://aca.accela.com/sacramento/Default.aspx



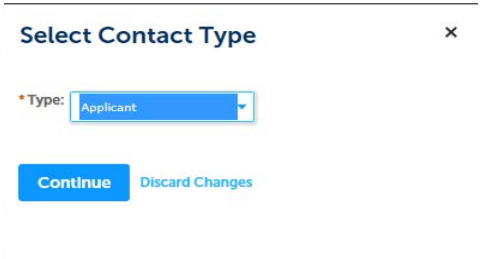
Select *New users: Register for an Account* link at the bottom of the login box.



Review the terms associated with using the Citizen Portal and accept the terms to proceed.

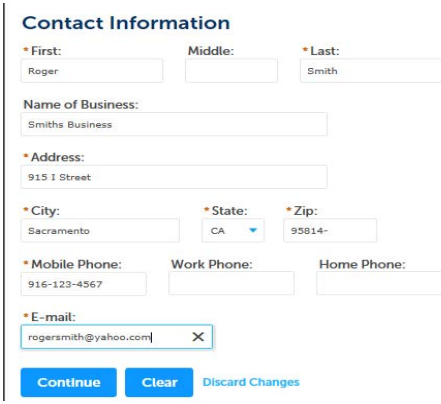


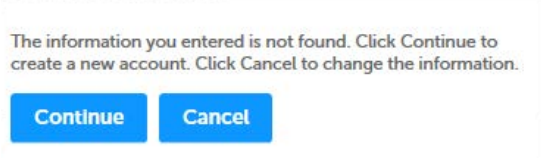
Fill out the login information and select the *Add New* button located under the Contact Information heading.



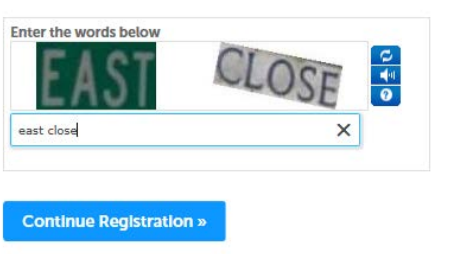
Select “applicant”as the contact Ttype from the drop down menu and select *Continue*.

This selection will take you to the following window. Boxes with a red asterisk next to their label are required fields. They must be populated with the appropriate information.



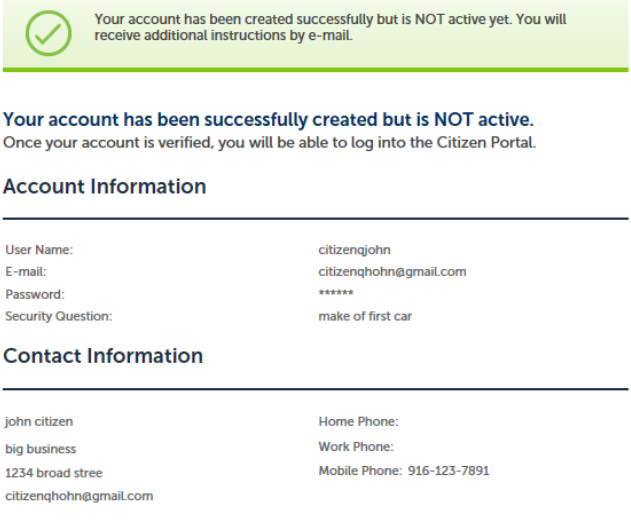


If you encounter this dialog box, select *Continue*.



Next, provide the security code by either typing or speaking (only if your computer is configured to accept speaking) the numbers, letters or characters into the box provided.

You should now see the following window, and a note which indicates that your account has been created, but that it is not yet active. The most important portion of this note is that you will receive further instructions via e-mail.



Your account has been created successfully but is NOT active yet. You will receive additional instructions by e-mail.

Your account has been successfully created but is NOT active.
Once your account is verified, you will be able to log into the Citizen Portal.

Account Information

User Name:	citizenqjohn
E-mail:	citizenqhohn@gmail.com
Password:	******
Security Question:	make of first car

Contact Information

john citizen	Home Phone:
big business	Work Phone:
1234 broad stree	Mobile Phone: 916-123-7891
citizenqhohn@gmail.com	

Verification e-mail

The following email is part of the verification process to activate your Basic Citizen Portal Account. Please click on the *Verification Link.*

noreply@accela.com <noreply@accela.com>
to me

Thank you for registering for an account with the City of Sacramento, Community Development Department Citizen Portal website.

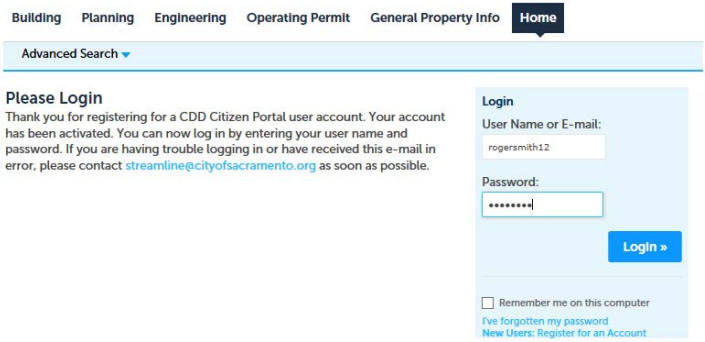
The user name you registered with is: citizenqjohn

Please click on the verification link to validate your registration: Verification Link

Thank you.

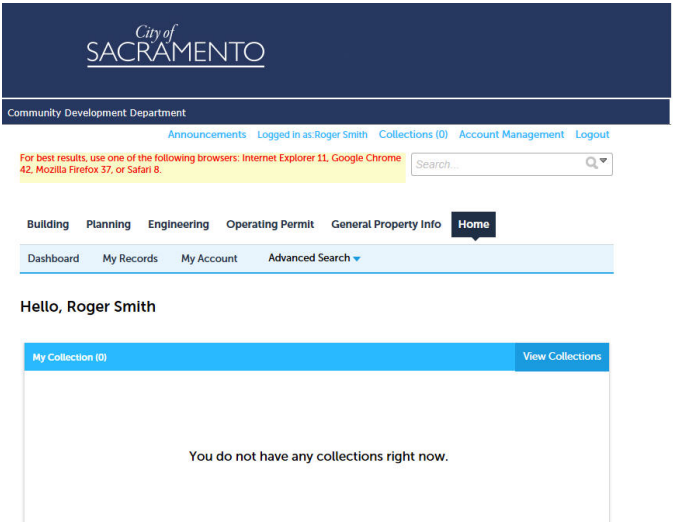
Community Development Department
City of Sacramento
Streamline@cityofsacramento.org

This link will redirect you to the Citizen Portal login box. Once you enter your password select the login button.



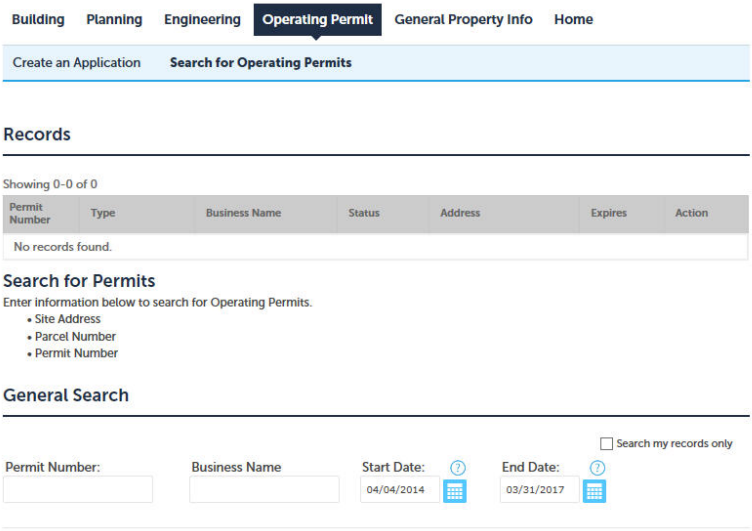
Activated Accounts

Following your successful login, you will be redirected to a page confirming that your account is active. Your account is activated if your user name is visible on the screen as shown below.

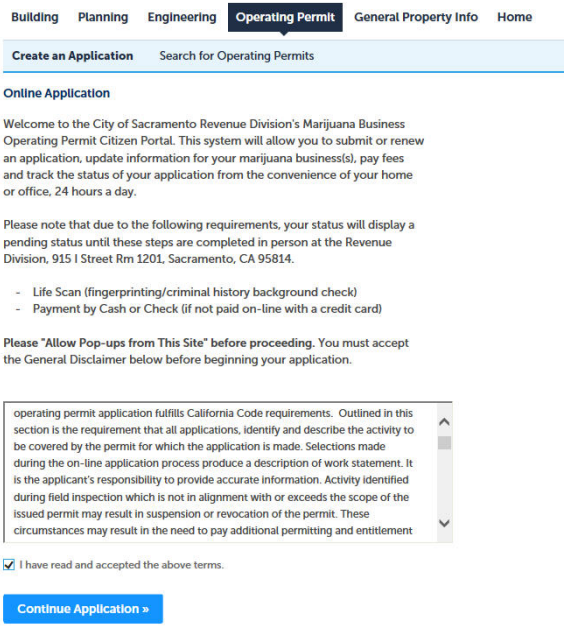


Submitting an Application

Navigate to Operating Permit and select Create an Application.



Review and accept the terms in order to continue your application.



Building | Planning | Engineering | Operating Permit | General Property Info | Home

Create an Application | Search for Operating Permits

Online Application

Welcome to the City of Sacramento Revenue Division's Marijuana Business Operating Permit Citizen Portal. This system will allow you to submit or renew an application, update information for your marijuana business(s), pay fees and track the status of your application from the convenience of your home or office, 24 hours a day.

Please note that due to the following requirements, your status will display a pending status until these steps are completed in person at the Revenue Division, 915 I Street Rm 1201, Sacramento, CA 95814.

- Life Scan (fingerprinting/criminal history background check)
- Payment by Cash or Check (if not paid on-line with a credit card)

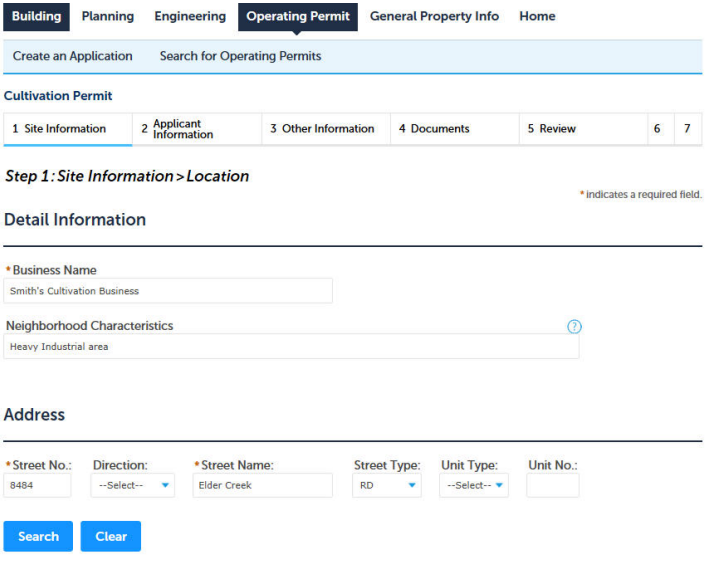
Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

operating permit application fulfills California Code requirements. Outlined in this section is the requirement that all applications, identify and describe the activity to be covered by the permit for which the application is made. Selections made during the on-line application process produce a description of work statement. It is the applicant's responsibility to provide accurate information. Activity identified during field inspection which is not in alignment with or exceeds the scope of the issued permit may result in suspension or revocation of the permit. These circumstances may result in the need to pay additional permitting and entitlement

☑ I have read and accepted the above terms.

Continue Application »

Enter the required information for your proposed cultivation site.



When you enter a valid address, the system will automatically populate the parcel and owner information for that address.

Parcel

*Parcel Number: 064-0010-158-0000	Subdivision: --Select--
Parcel Area: 16727	
200 Year Flood Findings:	CVFPP Levee Toe: NO
FIRM Flood Zone: X PROTECTED BY LEVEE	General Plan 2035: INDU
Housing Impact Fee: F	Natomas Basin: NO
Old Sacramento Historic District: N	Park Planning Area: 6
Parking Districts: SUBURBAN	Design Review Area: CITYWIDE SPDR
Building Inspection Area: 3	Historic District: N/A
Historic Landmark: N	Zoning: M-2S
PUD: N/A	SPD: N/A
School District: SACRAMENTO CITY UNIFIED	

Owner

Owner Name:
CKMR2 LIMITED PARTNERSHIP/RICKY

Address Line 1:
1801 TRIBUTE RD

City: SACRAMENTO
State: CA
Zip: 95815

Search Clear

Continue Application » Save and resume later

Select *Continue Application* to continue or *Save and resume later* if you wish to save your application and return to it at a later time.

Next create your contact list by entering the information of the individual(s) associated it the application. You can enter multiple contacts under one application.

Cultivation Permit

1 Site Information | 2 Applicant Information | 3 Other Information | 4 Documents | 5 Review | 6 | 7

Step 2: Applicant Information > Contacts

When entering contact information as specified below, please select the appropriate 'role' for that contact using the Contact 'Type' dropdown.

* indicates a required field.

Contact List

Please enter contact information for the individual acting as the 'Applicant' for this operating Permit.

Separate entries for the 'Primary Contact', 'Manager' and 'Employees' (even though this may be the same person as the applicant) may also be made at this time but are not required.

Required Contact Type	Minimum
Applicant	1

Select from Account Add New

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Continue Application » Save and resume later

Provide the required details about the Applicant and information on the proposed cultivation site, such as the canopy size and the status of the Conditional Use Permit. Please note that you cannot proceed with the application process unless you have entered a valid CUP File Number. The file number is issued by the Planning Division upon the submission of a complete CUP application.

Step 3: Other Information > Details

* indicates a required field.

Custom Fields

APPLICANT INFORMATION

If the Applicant is not the legal owner of the property, the application must be accompanied by a notarized written consent of the owner or landlord of the proposed site to operate a marijuana cultivation business on the property. This document must be uploaded in the 'Documents' section along with the other required submissions.

* Does the Applicant own the property:
○ Yes ◉ No

Name of Property Owner: * Required
Sandy Smith

Mailing Address: * Required
143 Main Avenue

Telephone No: Required
916-124-1538

* Is the Applicant a Business Entity:
◉ Yes ○ No

Type of Ownership: * Required
Non-Profit

GENERAL INFORMATION

* Canopy Size of Indoor Cultivation: Class A – up to 5,000 sc

Fee Amount: $9,700.00

* Have you applied for a Conditional Use Permit: ◉ Yes ○ No

Status is Approved (Conditional Use Permit for a church.) - 8484 ELDER CREEK RD, SACRAMENTO
Conditional Use Permit File Number: * P15-008

Required
Conditional Use Permit Date Submitted: * 03/11/2017

Required
Notice of Final Decision Received: * ○ Yes ◉ No

PRIOR LICENSE

The applicant or any of its managers has been associated with a business that has had its cultivation permit revoked: ☐

Enter City or County Name:

Continue Application » Save and resume later

Upload all the required documents one document at a time. Make sure that the documents are in PDF format and are labeled accordingly. Click add after each document and until required submissions have been uploaded.

Cultivation Permit

1	2 Applicant Information	3 Other Information	4 Documents	5 Review	6 Pay Fees

Step 4: Documents > Attached Documents

Attached Document Requirements for Submissions
Please submit the following documents by uploading them in PDF format.
Documents must be uploaded individually and labeled properly.

IF ANY OF THE REQUIRED DOCUMENTS ARE NOT AVAILABLE, PLEASE UPLOAD A STATEMENT FOR THAT "DOCUMENT TYPE" INDICATING THE REASON FOR ITS UNAVAILABILITY.

Conditional Use Permit (please attach a .pdf copy of CUP if already issued)

Neighborhood Responsibility Plan

A signed document required in the Conditional Use Permit (CUP) application, in which applicants either contribute 1% of the marijuana cultivation business, or agree to pay a fee that will be established by a development impact fee study.

Required Submissions

Proof of Non-Profit Status

A description of the statutory entity or business form that will serve as the legal structure for the applicant and a copy of its formation and organization documents, including but not limited to articles of incorporation, certificate of amendment, statement of information, articles of association, bylaws, partnership agreement, operating agreement, and fictitious business name statement.

Security Plan

A detailed security plan outlining the measures that will be taken to ensure the safety of persons and property on the cultivation site. The security plan must be prepared by a qualified professional.

Floor Plan

A scaled floor plan for each level of each building that makes up the cultivation site, including the entrances, exits, walls and cultivation areas. The floor plan must be professionally prepared by a licensed civil engineer or architect.

Site Plan

A scaled site plan of the cultivation site, including all buildings, structures, driveways, parking lots, landscape areas and boundaries. The site plan must be professionally prepared by a licensed civil engineer or architect.

Lighting Plan

A detailed lighting plan showing existing and proposed exterior and interior lights that will provide adequate security lighting for the cultivation site.

Water Efficiency Plan

A detailed plan describing how the cultivation site will conform to all design guidelines, promote water conservation, and avoid or minimize any potential adverse environmental effects of operating a cultivation site.

Energy Efficiency Plan

Documentation that the applicant has contacted SMUD Strategic Accounts at strategicaccounts@smud.org or 1-877-622-7683 for help finding the best way to provide reliable and efficient energy solutions for their business. The applicant must provide the date they met with SMUD and the name of the SMUD representative.

Odor Control Plan

A detailed plan describing how the applicant will prevent all odors generated from the cultivation and storage of marijuana from escaping from the buildings on the cultivation site, such that the odor cannot be detected by a reasonable person of normal sensitivity outside the buildings.

File Upload

The maximum file size allowed is 1536 MB.
html;htm;mht;mhtml;exe;midi;lnk;zip;mp3;mp4;avi;mpg;mov;m4v;gif;rar;doc;docx;xlsx;xls;csv;wmv are disallowed file types to upload.

Continue | Add | Remove All | Cancel

* Type: Budget

Remove

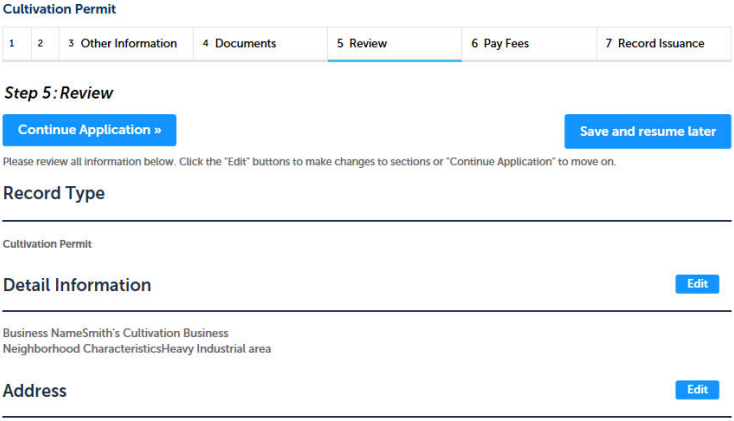
File:
Registration.pdf
100%

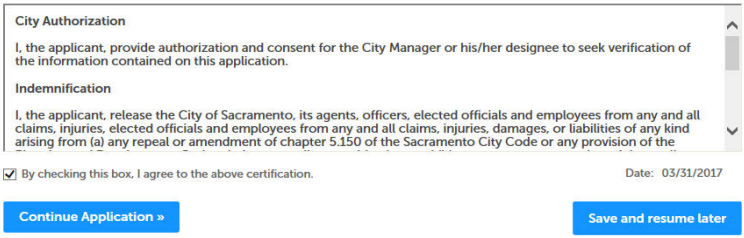
* Description:
Budget for 2018

Save | Add | Remove All

Continue Application » | Save and resume later

After all the required submissions have been uploaded. Review your application then proceed by checking the box signifying your agreement for the City of Sacramento to verify the information you provided on your application.





You're all done! Print a record of your application and make sure to make your appointment to pay your fees. Until your fees have been paid, your status will remain in Pending status.

Also note that all applications require a background check and LiveScan fingerprinting for all management and staff.

Cultivation Permit

1	2	3 Other Information	4 Documents	5 Review	6 Pay Fees	7 Record Issuance

Step 7: Record Issuance

Your application has been successfully submitted.
Please retain a copy for your records.

Your application status is PENDING until payment has been submitted to:

Revenue Division
915 I Street, Rm 1201
Sacramento, CA 95814

* Payments are made by appointment only. To make an appointment, email
marijuanapaymentcalendar@cityofsacramento.org

Payments can be made by cash, check or credit card.

* Before a Business Operation Permit can be issued, a Conditional Use Permit for the business location must be issued and all interested parties must be fingerprinted and pass a background check.

Thank you for using our online services.
Your Record Number is OP17-0046.

You will need this number to check the status of your application. Please print a copy of your application for your records.