



300 First Street, Woodland CA 95695

CANNABIS CONDITIONAL USE PERMIT APPLICATION (CUP)

Conditional Use Permits and requests for Site Plan and Design Review are known as Planning Entitlements. Planning entitlement applications for commercial cannabis applications are filed with the Planning Division at the Community Development Department, 300 First Street, Woodland, CA 95695. **Monday through Thursday between the hours of 1:00 PM and 4:00 PM.** Only applications with all required submittals will be accepted for processing.

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 in the following ways:

1. Email your questions to the Cannabis information email at cannabis.interest@cityofwoodland.org, or visit the City's Cannabis information web site at http://web.cityofwoodland.org/gov/depts/cd/cannabis_information/default.asp.
2. Call the Community Development Department at (530) 661-5820, or
3. Visit the Planning Division public counter, located at 300 First Street, Woodland CA 95695 between the hours of 1:00 PM and 4:00 PM Monday through Friday.

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 and a description of those items.

- If you are constructing a new building(s) and/or making exterior modifications to an existing site and /or building, then site plan and design review information is also 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 fees.

Planning Application Fees:

A Planning Application Deposit Fee of **\$15,000** is required upon filing an initial application. This is a deposit. Staff time to process the application may exceed the deposit amount, in which case the applicant will be billed for the difference. Additional costs will be required for any environmental review, or if combined with other entitlement request. The amount will depend upon the level of review required.

Submittal Matrix for a Commercial Cannabis Conditional Use Permit Application

Submittal Materials	Conditional Use Permit	Site Plan and Design Review	Applicant Check-off (In Packet)	Planning Division Check-off (In Packet)
Completed General Application form (Signed by the property owner)	X	X		
Letter of Agency (If applicant is not the property owner)	X	X		
Application Fees	X	X		
Signed Fee Agreement	X	X		
Applicant Narrative/ Justification	X	X		
Statement of Proposed Use	X	X		
Design Concept Narrative		X		
Title Report	X	X		
Legal Description	X	X		
Contextual Map	X	X		
Typed mailing labels from the County Assessor, of all affected property owners (1,000 sf radius)	X			
Printed color photographs of site and existing buildings	X	X		
Full Size Plans: Site, Floor, Landscape, Elevations, Roof, Demolition Plans (24" x 36")	X 5 Sets	X Use CUP plans		
Reduction of each exhibit (11" x 17")	X 5 sets	X Use CUP plans		
Colored Elevations		X		
Lighting Plan	X	X		
Circulation and Parking Plan	X	X		
Parking Lot Shading Plan		X		
Electronic copies of application, plans and color exhibits	X	X		
Color/ Materials Sample(s) including fixtures, materials, and cut sheets		X		
Conceptual Grading		X (Optional)		
Streetscape Perspective	X Optional depending on situation	X		
Signage Plan	X	X		
Odor Control Plan	X	X		
Draft Security Plan	X			
Community Relations Plan	X			

Business Plan	X			
Supplemental Application Information Narrative	X	X		
Other information the applicant may wish to provide to assist in review	X	X		
Environmental Review Form	X	X		

Supplemental Application Information:

In addition to the information provided in the CUP application, the City Council will consider the following factors, which should be addressed in the application:

1. The type of use(s) proposed by the applicant (i.e. if there are several uses proposed to be co-located). (See Chapter 25-21.6 of the City of Woodland Municipal Code for the definition of cannabis uses).
2. Whether the proposed use will be detrimental to the health, safety and welfare of the community.
3. Whether the use would enhance the economic viability of the area in which it is proposed to be located, including adjacent and surrounding properties.
4. Whether the applicant has adequately addressed potential community benefits or the use to offset potential adverse impacts.
5. The extent of support or opposition to the proposed use and location from members of the community and the surrounding properties and businesses.
6. The number of cannabis uses located or proposed to be located within 1,000 feet of the proposed location.
7. The extent to which the proposed use would cause a further overconcentration of that particular type of use in the area.
8. The background and the history of the applicant, including the nature and extent of problems on any premises where he or she has operated a cannabis business in the past.
9. Whether there is a history of police or crime related problems in the area of the proposed location, which may be exacerbated by the establishment of the proposed cannabis use.

ALL PROJECTS

Applicants are required to furnish the following information when filing a Cannabis Conditional Use Permit Application:

Completed Planning Entitlement Application. Complete all sections of the application. If 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.

Application Fees. Submit Planning Entitlement Fee initial deposit of **\$15,000** to the City of Woodland at the time of application submittal. This is an initial deposit.

Signed Fee Agreement. The owner/applicant agrees to pay all costs associated with the planning entitlement review of the proposed project. Staff time to process the application may exceed the initial deposit amount, in which case the applicant will be billed the difference.

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.

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. (Section 13A of the Woodland Municipal Code)

Statement of Proposed Use. A written statement describing the commercial cannabis uses proposed, including but not limited to the following:

- Number of people involved, either as employees, clients students, customers, etc..
- Type of vehicular traffic involved, auto only, truck deliveries, parent drop off/pick up, etc.
- Characteristics of the surrounding area
- Hours of operation.
- Outdoor activities (storage, work areas, etc.)
- Odors, noise, dust or glare involved.
- Hazardous or volatile materials or chemicals involved.

Title Report. Preliminary Title Report of all properties involved in the request (2 copies, current within 60 days).

Legal Description. This can be obtained from the Title Report

Contextual Map. This is a map that shows the location of the site and the relationship of the proposed project to the existing surrounding properties, buildings, and site features. This map shall indicate the proposed project site plan, all parcel lines and streets, location and use of structures, adjacent access and circulation, and existing zoning and land use within an approximately 300 foot radius. Aerial photographs may be used if features are properly labeled.

Full Sized Plans. Provide full sized (24" x 36"), dimensioned development plans (drawn to scale) for all exhibits, collated and stapled together. Plans shall be folded to 8 1/2" x 11" size. Please provide the number of sets indicated on the Submittal Matrix on page 2 of this packet.

11" x 17" Plan Reduction. Provide three sets 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.

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.

Color and Material Samples. 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 1/2" x 11" size. Provide brochure or cut sheets for any proposed new doors, windows, hardware, or fixtures.

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,").

Streetscape Perspective (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.

Security plan. A detailed security plan outlining the measures that will be taken to ensure the safety of persons and property on the business site. The security plan must be prepared by a qualified professional. (Chapter 13A-4-02 Woodland Municipal Code)

Lighting plan. A lighting plan showing existing and proposed exterior and interior lights that will provide adequate security lighting for the use.

Circulation and Parking Plan. The circulation and parking plan shall show all proposed off-street parking and loading areas including access driveways and maneuvering areas, and must be dimensioned. Identify and show the location for all parking access easements and dedicated areas. Show bike parking/racks or lockers.

Parking Lot Shading Plan. Separate from the landscape plan. The plan shall clearly show all surfaced areas included in the parking shade calculation. Shaded parking areas shall be clearly

designated and a surface square footage amount shall be indicated. Tree canopies shall be drawn to scale representing appropriate canopy size at 15-years and the percentage of shade for each tree clearly indicated using shading or other graphic representation. Provide a shade calculation table identifying the quantity and type of trees used and the corresponding percentage of shade credited to each tree.

Odor Control Plan. A detailed ventilation plan describing the air treatment system, or other methods that will be implemented to prevent offensive odors generated from the manufacturing, testing and/or storage of cannabis from being detected outside the buildings on the site

Business plan. A plan describing how the cannabis business will operate in accordance with this code, state law, and other applicable regulations. The business plan must include plans for hours of operation, handling cash, and transporting cannabis and cannabis products to and from the business site, as may be applicable.

Community relations plan. A plan describing 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. The community relations plan must include a description of the community benefit the business will provide, or proposes to provide, to the surrounding community

Operating Agreement and Indemnification. The city and applicant shall enter into an operating agreement, in a form approved by the city attorney (to be determined)

DEVELOPMENT PLANS

Plan Preparation - Include on All Plans:

___ Date(s) of plans and revisions

___ Labeled Dimensions

___ Scale ratio and bar scale. Site and landscape plans shall be drawn to an engineering scale of 1"=20, 1'=30, 1'=40, or 1'=50. Elevations or architectural plans shall be drawn to an architectural scale not less than ¼"=1 inch.

___ 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.

Floor Plans

- ___ A scaled floor plan for each level of each building that makes up the business site, including the entrances, exits, walls, and cultivation, manufacturing, laboratory and research, distribution and retail storage areas, as applicable. The floor plan must be professionally prepared by a licensed civil engineer or architect. Dimensions of all exterior walls, doors, windows and room sizes.

Site Plans

- ___ Date of preparation of the plan, scale, and north arrow. North must be at the top of the site plan. A small vicinity map shall be located in the upper right hand corner of the plan or attached as a separate map, with the project site located in relation to major streets and landmarks
- ___ Property lines and lot dimensions, gross and net square footage, assessors parcel number, address and APN of properties.
- ___ 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.
- ___ Include all buildings and other structures within 200 feet of the site. Include 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.
- ___ Existing and proposed easements showing location and width. State the purpose of the easement (i.e. access, PUE, etc...). If requesting abandonment of an easement, include a statement on the plan which contains the legal description of the easement, plus the County Recorders book and page numbers, date easement was granted, who granted the easement, for what purpose the easement was granted and whether the easement has been used

- ___ Dimensions of the parcel, existing and proposed buildings, parking spaces, and other features, as well as the width of walkways, driveways, landscaping areas, 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.
- ___ Drainage structures and direction of surface flow. Proposed detention/retention ponds, wells if applicable. (if not included on conceptual grading plan).
- ___ 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. (may be a separate plan)
- ___ Plans must show location of bike racks. A separate bike parking exhibit is suggested for commercial/apartment projects
- ___ Location of proposed trash, recycling, or storage areas.
- ___ Location of proposed electrical vaults/transformers and backflow preventers, if required.

Please note: All new projects are required to comply with the Water Efficient Landscape Requirements contained in City Code

Building Elevations:

- ___ 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.

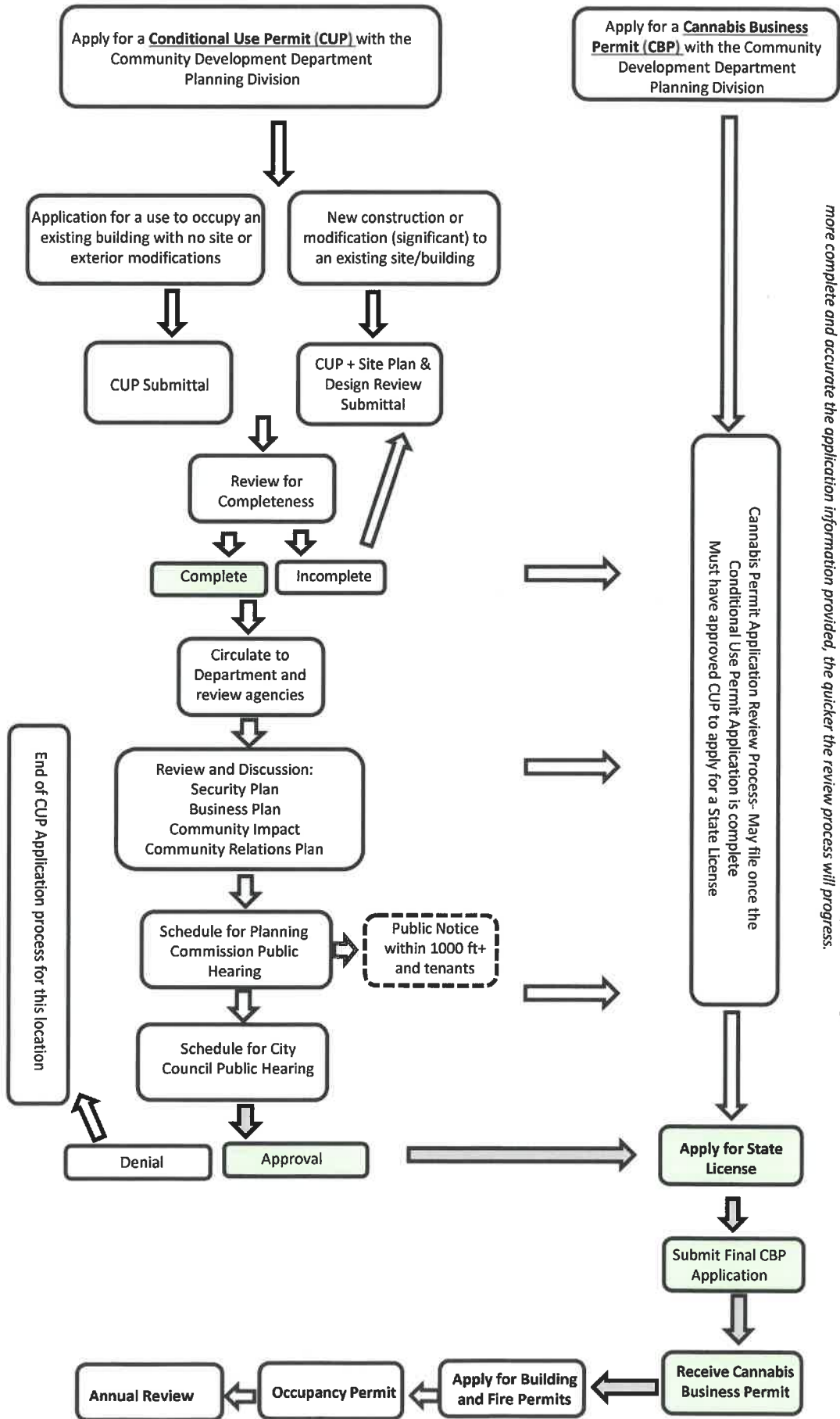
Colored Renderings. Shall show all views. Renderings to include proposed landscaping drawn to illustrate five-year growth.

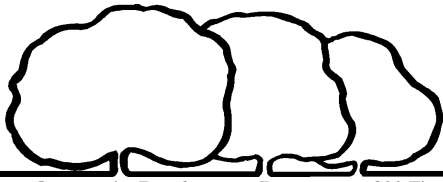
Tentative Map. Submittal requirements are in a separate exhibit and from the City's subdivision regulations

ATTACHMENTS:

- Cannabis Application Review Process Flow Chart
- Fee Agreement *(to be provided by staff)*
- Letter of Agency Template
- Guidelines for Photographing a Site
- Operating Agreement and Indemnification Template *(to be provided by staff)*
- Environmental Review Form

CITY OF WOODLAND CANNABIS PERMIT APPLICATION PROCESS





City of Woodland

Community Development Department, 300 First Street, Woodland CA 95695, (530) 661-5820 fax (530) 406-0832

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 entitlements(s). The Letter of Agency must be notarized.

Date: _____

To: City of Woodland
Community Development Department
300 First Street
Woodland, CA 95695

Community Development Department:

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

Applicant: _____ Phone: _____

Applicant's Address: _____

To apply for the entitlement(s) listed below

<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Zoning Amendment	<input type="checkbox"/> Tentative Subdivision Map
<input type="checkbox"/> Tentative Parcel Map	<input type="checkbox"/> Specific Plan Amendment	<input type="checkbox"/> Lot Line Adjustment
<input type="checkbox"/> Variance	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Planned Development
<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Design Review	<input type="checkbox"/> Zoning Administrator Permit
<input type="checkbox"/> Specific Plan	<input type="checkbox"/> Cannabis Business Permit	<input type="checkbox"/> Cannabis Conditional Use Permit
Is this request part of another application? Yes <input type="checkbox"/> No <input type="checkbox"/>	Other: _____	

The subject property is located at: _____

Assessors Parcel Number: _____

Signature of Owner(s) of Record (must be an original signature)

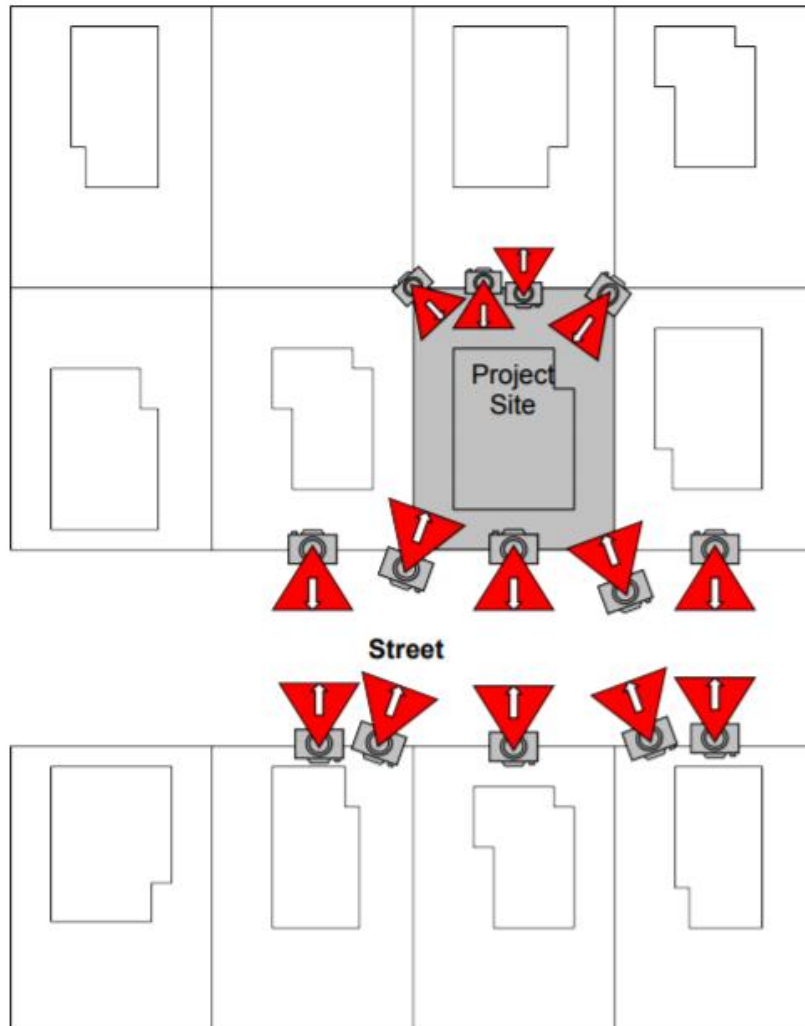
Print Legal Owner(s) of Record Name

Address of Legal Owner (attach title report)

Phone:

E-mail Owner(s) of Record:

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 possible take a street view photo and additional vicinity photos to fully illustrate the neighborhood conditions.

**CITY OF WOODLAND
ENVIRONMENTAL INFORMATION FORM
(CEQA Appendix H)**

To be completed by Applicant

----- For Office use -----

Application Number and Title: _____

Date Submitted: _____

The following information is required for all projects for which environmental review may be required. Complete disclosure of environmental data is required. Answers may be continued on additional sheets. Please print or type.

I. GENERAL INFORMATION

1. Name and address of developer or applicant to be contacted concerning this project: _____

Phone Number of applicant: _____

Email of applicant: _____

2. Name, address of legal property owner as shown on tax statement: _____

3. Address of project and/or description of location: _____

4. Assessor's Parcel Number(s) of project site: _____

5. Indicate the project application or permit which accompanies this form:

6. Have any preliminary documents been prepared for this projects (i.e. level 1, 2 or 3 soil assessment, soil study or traffic impact analysis)? If yes, please identify name and date prepared

7. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state or federal agencies (i.e., Caltrans, Air Pollution Control District or Yolo County Health, State Bureau of Cannabis Control, California Department of Public Health, California Department of Food and Agriculture): _____

8. Zoning district(s) of project site: _____

9. General Plan Designation(s): _____

10. Existing Specific Plan Designation(s): _____

11. Fully describe the nature and purpose of the proposed project including the ultimate use of the property: _____

12. Community benefits to be derived from the project: _____

II. PROJECT DESCRIPTION

1. Site size in acres or square footage.

2. Highest and lowest elevations on site.
3. Number of floors.
4. Number of proposed off-street parking spaces provided.
5. Associated projects.
6. Anticipated incremental development.
7. Proposed project schedule (timeline).
8. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
9. If commercial, indicate the type, whether neighborhood, city or regionally oriented or mixed use, square footage by use type, parking, loading facilities, and storage needs and location on site.
10. If industrial, indicate type, estimated employment per shift, chemical and processes that may be used, parking need anticipated, loading facilities, and storage needs and location on site.
11. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, parking need anticipated, loading facilities, and storage needs and location on site.
12. If the project involves a variance, conditional use, rezoning or general plan amendment, state this and indicate clearly why the application is required.

III. PROJECT EFFECTS

Please discuss for those items that are applicable to the project or its effects. If not applicable, please state why.

1. Change in pattern, scale or character of the general area of the project.
2. Change or alteration of any ground contours.
3. Change in scenic views or vistas from existing public lands, roads or residential areas.
4. Significant amounts of solid waste or litter.
5. Change in odors, fumes, dust, ash in the vicinity.
6. Change in stream, ground water quality or quantity, or alteration of existing drainage patterns.

7. Evidence of water traveling or standing on the site.
8. Change in noise or vibration levels in the vicinity.
9. Site on filled land or on slope of 10 percent or more.
10. Use of or disposal of potentially hazardous materials such as toxic substances, flammables or explosives.
11. Substantial change in demand for municipal services (police, fire, water, sewage, etc...)
12. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc...)
13. Existing trees type, size and number of all such trees and any trees that are proposed for removal.
14. Change to existing natural habitat or plant or animal species on site (include seasonal migrations or observations).
15. Relationship to a larger project or series of projects.
16. Describe all easements that cross the site including location and purpose for each such easement.
17. Describe primary vehicle access to the site and any changes to vehicular, pedestrian or bicycle circulation in or near the site.

IV. PROJECT LOCATION AND SETTING

Please discuss for those items that are applicable to the project. If not applicable, please state why.

1. Provide details on existing uses of the site. Are there existing structures on the site? If yes, describe use and whether they will be demolished or relocated; if residential, the number of current occupants
2. Does the site have existing water and sewer service?
3. Is site within existing city limits?
4. Are there 25% or greater slopes on the property?
5. Is the site susceptible to landslides or shrink and swell soils?
6. Is any portion of the site within the 100-year floodplain?
7. Is any portion of the site within the 500-year floodplain?

8. Is the site within an Airport Land Use plan? If yes, what airport plan(s) is it within and do restrictions affect the proposal?
9. Is the site listed on California EPA's Hazardous Site List?
10. What is the farmland designation of the proposed site?
11. Is the site under agricultural contract? If yes, what is contract # and expiration date?

V. ENVIRONMENTAL ANALYSIS

Are the following items applicable to the project or its effects? Discuss at end all items checked yes or maybe (attach additional sheets as necessary).

		Yes	Maybe	No
A.	Change in existing features of any lakes, reservoirs or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.	Change in character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.	Produce or involve large amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.	Disrupt or adversely affect a historic or archaeological site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F.	Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G.	Change in lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H.	Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I.	Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J.	Use or disposal of potentially hazardous material such as toxic substances, flammable or explosives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K.	Substantial change in demand for public services (police, fire, water, sewage, schools, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L.	Substantially increase fuel or energy consumption (electricity, oil, natural gas, etc..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.	Relationship to a larger project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N.	Substantially diminish habitat for fish, wildlife or plants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>