



County of Santa Cruz

COUNTY ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073

831) 454-2100 • FAX: (831) 454-3420 • TDD/TTY: CALL 711

CARLOS J. PALACIOS, COUNTY ADMINISTRATIVE OFFICER

Local Authorization Letter Application

The purpose of issuing letters of Local Authorization is to enable ongoing established cultivation and/or manufacturing operators to apply to the State for a Temporary License to prevent possible disruption to their business. **Newly-established or relocated operations are not eligible for local letters.**

Issuance of the County Local Authorization does not guarantee a Temporary License from the State and does not confer approval of existing or future cannabis business in unincorporated Santa Cruz County.

Misrepresentation of any statement contained in this application will disqualify the applicant from obtaining a local authorization letter and may result in disqualification of license issuance in the future.

ALL required items must be submitted at the same time to the Cannabis Licensing Office. Incomplete submittals will be returned to applicant.

The fee for each letter request is \$800.00, which covers the cost of parcel research, inspection, and letter processing. If you are applying for more than one cannabis operation (e.g. manufacturing *and* cultivation), a separate fee is required for each letter requested. Applications will not be accepted without fee submittal and payment must be made via money order or cashier's/bank check.

Please check the type(s) of cannabis operation(s) for which you are applying.

- CULTIVATION MANUFACTURING DISTRIBUTION

SERVING THE COMMUNITY – WORKING FOR THE FUTURE

Required for ALL Cannabis Operations

1. Address of existing operation

a. Location of future operation (if applicable)

2. Name, address and phone number of applicant.

3. DBA (if applicable)

4. Name and address of land owner, if different from applicant.

5. If applicant is not the property owner, provide written consent of owner to operate a commercial cannabis business on site and to access the site for inspection

6. APN (assessor's parcel number) **and** copy of assessor's parcel map

7. Property Zone District _____ General Plan Designation _____

8. Parcel Size _____

9. Vicinity map and clear directions to the parcel cannabis operation from the nearest public road (note if property is gated)

10. Date of Tax Registration (copy of registration receipt of tax receipt must be included)

11. Water source _____

(if private well, indicate whether shared)

12. Primary source of power

SITE PLAN

Plan may be hand-drawn, but must include each of the following elements:

1. North arrow
2. Scale: Choose a scale to depict the cannabis site and related improvements. Plans must be minimum of 11" x 17". Scale should be between 1"=20' and 1"=40'. Include physical features that can serve as reference points. Surveyed parcel lines or corners, large trees, permanent fences, power poles etc. are useful. Also show physical features that may affect the project (cliffs, ravines, streams, etc.). If property is large, provide a separate sheet that depicts the entire property and all property boundaries, marking the location of the existing manufacturing site and associated facilities
3. Parcel Boundaries
4. Identify ALL structures. Indicate locations and uses (e.g. habitable, non-habitable, etc.) for all structures on the property and provide approximate size.
5. Location of Cannabis Operation. Identify the distance from the property line to the cannabis operation boundaries.
6. Show driveway, water source, and septic leachfield locations (if known). Also show where water bodies (wetlands or streams (dry or wet) are located on the property.
7. Existing roads
8. Generalized topography. Topography must be adequate to show the direction and approximate steepness of slopes around the existing or proposed cultivation area. A SURVEY IS NOT REQUIRED at this stage. However, changes in slope (places where the slope "breaks", or abruptly becomes steep or shallow) must be accurately located.

CULTIVATION

1. Complete description of cultivation operation, including canopy size, indoor/outdoor, type and size of all structures used for cultivation, any processing activities (e.g. drying, curing)

2. Cannabis Cultivation Registration Number

3. Date of Pre-Licensing Inspection

4. Proof of Cultivation in Santa Cruz County since 2013 (describe AND attach supporting documentation. Examples include photographs, aerial imagery from google earth or terra server, lease agreements, equipment & supply receipts, etc.)

5. How long has cannabis cultivation been operating at this location?

MANUFACTURING

1. Detailed description of all existing operations, including type of activity, all equipment/machinery used in manufacturing operation, source of raw materials, square footage of structure(s) and/or portion of structure(s) used, number of employees, and hours of operation.

2. Are your products currently being sold in Santa Cruz County? If so, by which retail outlets? Y/N

3. How long has the manufacturing business operated at this location?

DISTRIBUTION

1. Complete description of existing operation, including source of distributed cannabis and/or cannabis products, list of ALL dispensaries served, location on property where activity occurs, square footage of structure (or portion) used, equipment/vehicles used, number of vehicle trips per day/week, number of employees, and hours of operation.

2. How long has the distribution business operated at this location?

3. Additional items to include on site plan:
 - a. Delivery Vehicle parking location

I CERTIFY, UNDER PENALTY OF PERJURY, THAT THE FOREGOING STATEMENTS AND ATTACHED DOCUMENTS ARE TRUE AND ACCURATE. I FURTHER CERTIFY THAT, TO MY KNOWLEDGE, NO PHYSICAL ALTERATION, EXPANSION OR OTHER CANNABIS-RELATED DEVELOPMENT ACTIVITIES HAVE OCCURRED ON THE SUBJECT PARCEL WITHIN THE LAST 6 MONTHS

Signature of Applicant

Date