



COUNTY OF YOLO

CANNABIS USE PERMIT PRE-APPLICATION REVIEW

Department of Community Services
292 West Beamer Street
Woodland, CA 95695-2598

(530) 666-8775



County of Yolo

DEPARTMENT OF COMMUNITY SERVICES

Taro Echiburú
DIRECTOR

Cannabis Use Permit Pre-Application Review

Notes:

1. Co-Location Applicants: If co-locating with another cannabis operation, complete Section A-General Information together, complete Section B- Project Information individually (attach additional pages of Section B as necessary), and complete Section C-Additional Information together. (Only one application processing fee will be charged)
2. The "Applicant" shall act as the authorized representative and will be the primary contact.
3. Attach additional pages, if necessary.

A. General Information

Property Owner:		
Mailing Address:		
Phone Number:		
Cannabis Operator:		Cannabis Operator (if co-location):
Mailing Address:		Mailing Address:
Phone Number:		Phone Number:
Applicant <i>(must provide written authorization from property owner, if different):</i>		
Mailing Address:		
Phone Number:		
Existing Cannabis Site Information		
Site Location/Address:		Assessor's Parcel No.(s):
Parcel Acreage:	Zoning:	Williamson Act: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide contract number:
New Cannabis Site Information (only fill out if relocating off-site to a different/new parcel)		
Site Location/Address:		Assessor's Parcel No.(s):
Parcel Acreage:	Zoning:	Williamson Act: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide contract number:

For Staff Use Only

File Number:	Flood Zone:
Date Received:	Fire Hazard Severity Zone:

B. Project Information

1. Name of Cannabis Business (dba):
2. List all Yolo County cannabis license types currently held and size of approved cultivation canopy:
3. Check all Yolo County cannabis license types you intend to request as part of your Cannabis Use Permit application: Outdoor Cultivation <input type="checkbox"/> Indoor Cultivation <input type="checkbox"/> Nursery <input type="checkbox"/> Processing <input type="checkbox"/> Testing/Laboratory <input type="checkbox"/> Manufacturing <input type="checkbox"/> (<i>indicate if non-volatile, volatile, infusion, or packaging/labeling:</i>) _____ Distribution <input type="checkbox"/> Distribution-Transport Only <input type="checkbox"/> Microbusiness <input type="checkbox"/> (also, check which commercial cannabis business activities the microbusiness will engage in, below): Cultivation <10,000sf <input type="checkbox"/> Retail-Delivery Only <input type="checkbox"/> Manufacturing (non-volatile, extraction, infusion only) <input type="checkbox"/> Distribution <input type="checkbox"/>
4. Do you propose to expand your canopy beyond what your current license allows? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, by what amount (in square feet or acres):
5. Do you propose new structures or expansion of areas that support your cannabis operation beyond what your current license allows? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, by what amount (in square feet):
6. For your existing operation, check one of the following: Existing cannabis operation will remain in same place on current/existing parcel <input type="checkbox"/> Existing cannabis operation will relocate on current/existing parcel <input type="checkbox"/> Existing cannabis operation will relocate off-site to a different/new parcel <input type="checkbox"/>
7. Do you, or will you, meet applicable buffers (see attached Buffer Table)? Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/> ; If No or Unsure, please explain:
8. Do you, or will you, meet applicable setbacks (see attached Zoning District Setback Table)? Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/> ; If No or Unsure, please explain:
9. Describe your source of permanent power and verify if it is operational now, or date it will be operational:

B. Project Information (This is a duplicate of Section B- to be completed only if co-locating)

1. Name of Cannabis Business (dba):
2. List all Yolo County cannabis license types currently held and size of approved cultivation canopy:
3. Check all Yolo County cannabis license types you intend to request as part of your Cannabis Use Permit application: Outdoor Cultivation <input type="checkbox"/> Indoor Cultivation <input type="checkbox"/> Nursery <input type="checkbox"/> Processing <input type="checkbox"/> Testing/Laboratory <input type="checkbox"/> Manufacturing <input type="checkbox"/> (indicate if non-volatile, volatile, infusion, or packaging/labeling:) _____ Distribution <input type="checkbox"/> Distribution-Transport Only <input type="checkbox"/> Microbusiness <input type="checkbox"/> (also, check which commercial cannabis business activities the microbusiness will engage in, below): Cultivation <10,000sf <input type="checkbox"/> Retail-Delivery Only <input type="checkbox"/> Manufacturing (non-volatile, extraction, infusion only) <input type="checkbox"/> Distribution <input type="checkbox"/>
4. Do you propose to expand your canopy beyond what your current license allows? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, by what amount (in square feet or acres):
5. Do you propose new structures or expansion of areas that support your cannabis operation beyond what your current license allows? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, by what amount (in square feet):
6. For your existing operation, check one of the following: Existing cannabis operation will remain in same place on current/existing parcel <input type="checkbox"/> Existing cannabis operation will relocate on current/existing parcel <input type="checkbox"/> Existing cannabis operation will relocate off-site to a different/new parcel <input type="checkbox"/>
7. Do you, or will you, meet applicable buffers (see attached Buffer Table)? Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/> ; If No or Unsure, please explain:
8. Do you, or will you, meet applicable setbacks (see attached Zoning District Setback Table)? Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/> ; If No or Unsure, please explain:
9. Describe your source of permanent power and verify if it is operational now, or date it will be operational:

C. Additional Information

The following items **must** be submitted with application:

- Payment of Application Fees (\$1,378.00) due upon Pre-Application Review submittal. Fees are a deposit and additional fees may be required. Unused fees will be applied toward formal Cannabis Use Permit application, if submitted, or refunded.
- Property Owner Authorization Form (attached)
- Project Cost Reimbursement Agreement (attached)
- Detailed Project Description (provide as much information as possible so that someone with no prior knowledge of your proposed project will be able to understand)
- Site Plan (does not need to be professionally prepared, but should be as close to scale as possible and clearly show and identify the following, at a minimum: parcel boundary; all existing and proposed cannabis uses/structures/areas; access roads; all structures on property; and well(s) and septic systems/leach fields and replacement areas, if known)
- Aerial Imagery (shall clearly show and identify the following, at a minimum: parcel boundary; all existing and proposed cannabis uses/structures/areas; access roads; all structures on property; sensitive land uses within 1,500 feet of property)

REQUIRED SIGNATURE
I hereby make application for the above-referenced Cannabis Pre-Application Review and certify that the application, other documents, and exhibits submitted are true and correct to the best of my knowledge and belief.
Signature of Applicant: _____ Date: _____

INDEMNIFICATION AGREEMENT
As part of this application, applicant and real party in interest, if different, agree to defend, indemnify, hold harmless, and release Yolo County, its agents, officers, attorneys, and employees from any claim, action, or proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document, which accompanies it. This indemnification obligation shall include, but not be limited to: damages, costs, expenses, attorney fees, or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent passive negligence on the part of Yolo County, its agents, officers, attorneys, or employees.
Applicant Signature: _____ Date: _____
Property Owner Signature: _____ Date: _____
Cannabis Operator Signature: _____ Date: _____

Staff comments regarding Pre-Application Review will be provided to the applicant in writing, are advisory in nature, and are intended to identify potential project issues. Pre-Application Review opinions by staff may not be valid beyond 6 months from the date of pre-application depending on changes in circumstances, regulations, policy, etc.



County of Yolo

DEPARTMENT OF COMMUNITY SERVICES

Taro Echiburú
DIRECTOR

PROPERTY OWNER AUTHORIZATION FORM

(To be completed if anyone other than the property owner is designated as the Applicant)

I, _____ certify that I am the owner of property located at
(Property Owner Name)

(Property Address)

Assessor's Parcel Number(s) _____, and hereby authorize:

(APPLICANT Name)

(APPLICANT Address)

(APPLICANT Phone)

to act as my agent/representative in submitting a Cannabis Pre-Application Review and/or Cannabis Use Permit application to the County of Yolo Community Services Department at the above listed address. I authorize commercial cannabis operations to be completed on the subject property and I am aware that commercial cannabis operations will occur on my property.

Signature of PROPERTY OWNER
(handwritten signature only)

Date

Note: A copy of the PROPERTY OWNER'S driver's license (or other government issued photo ID) or form notarization shall be presented/provided to verify signature(s).



County of Yolo

DEPARTMENT OF COMMUNITY SERVICES

Taro Echiburú
DIRECTOR

Planning & Public Works
292 West Beamer Street
Woodland, CA 95695-2598
(530) 666-8775
FAX (530) 666-8156
www.yolocounty.org

Environmental Health
292 West Beamer Street
Woodland, CA 95695-2598
(530) 666-8646
FAX (530) 669-1448
www.yolocounty.org

Integrated Waste Management
44090 CR 28H
Woodland, CA 95776
(530) 666-8852
FAX (530) 666-8853
www.yolocounty.org

Project Cost Reimbursement Agreement

I, _____, the undersigned, hereby authorize the County of Yolo to process permit request ZF _____ in accordance with the Yolo County Code. I am depositing \$ _____ as an **initial deposit** to pay for County staff review, coordination, and processing costs related to my application request based on actual staff time expended and other costs, including, but not limited to, costs for outside consultants' services, legal review, and materials and equipment.

In making this initial deposit, I acknowledge and understand that the initial deposit may only cover a portion of the total processing costs and additional deposits may be required to cover the total processing costs. Actual costs for staff time are based on hourly rates adopted by the Board of Supervisors in the most current Yolo County master fee schedule and include allowable direct and indirect costs. Actual Costs may also include other costs, such as consultant costs. I also understand and agree that I am responsible for paying these costs even if the application is withdrawn, not approved, or appealed. I understand and agree to the following terms and conditions of this Reimbursement Agreement:

1. Time spent by Yolo County staff in processing my application and any outside costs will be billed against the available deposit. **"Staff time" includes, but is not limited to, time spent reviewing application materials, site visits, responding by phone or correspondence to inquiries from the applicant, the applicant's representatives, neighbors and/or interested parties, attendance and participation at meetings and public hearings, preparation of staff reports and other correspondence, processing of any appeals, responding to public records act requests or responding to any legal challenges related to the application. "Staff" includes any employee of the Department of Community Services and/or the Office of the County Counsel. Other costs may include outside services used, such as consultant charges. This agreement does not include other agency review fees or the County Clerk Environmental Document filing fees, Agricultural/Habitat Mitigation fees, or fees collected by other divisions that may charge**

separately for their review (such as Building permit fees and Environmental Health fees) or other required flat rate fees and charges.

2. I agree to pay all costs related to permit condition compliance as specified in any conditions of approval for my permit/entitlement.
3. I understand that approval of my application may result in additional fees including, but not limited to, Yolo Habitat Conservancy mitigation fees, Yolo Agricultural Conservation and Mitigation Program fees, filing fees, and other County permit application fees.
4. Staff will review the application for completeness and provide me with a good faith estimate of the full cost of processing the permit. The good faith estimate is not a guarantee of maximum costs.
5. I will receive monthly statements showing the costs applied, and the available balance. I will be asked to replenish the deposit as needed to maintain a positive balance.
6. I understand that the County desires to avoid incurring permit processing costs without having sufficient funds on deposit. If staff determines that inadequate funds are on deposit for continued processing (usually less than 20% of the initial deposit), staff will notify me in writing and request an additional deposit amount estimated necessary to complete processing of my application, no less than 50% of the original deposit. I agree to submit sufficient funds as requested by staff to process the project through the hearing process within 30 days of the request.
7. If the final cost is less than any additional deposits requested by the County and funds remain on deposit, the unused portion of the additional deposit will be refunded to me within approximately 90 days of final project action.
8. If the final cost is more than the available deposit, I agree to pay the difference within 30 days of final project action or prior to ground disturbance and/or building permit issuance.
9. I understand, if I fail to pay any invoices or requests for additional deposits within 30 days, the County may either stop processing my permit application, consider my application withdrawn, or after conducting a hearing, deny my permit application. If I fail to pay any invoices after my application is approved, I understand that my permit may not vest and may expire, or may be subject to revocation.

10. I agree to pay for any County consultant costs related to my application. If the County determines that any study submitted by the applicant requires a County-contracted consultant peer review, I will pay the actual cost of the consultant review. These costs may vary depending on the complexity of the analysis. Selection of any consultant shall be at the sole discretion of the Yolo County Department of Community Services. The estimated cost shall be paid prior to the County initiating any work by the consultant.

11. I agree to pay the actual cost of any public notices or filing fees for the project as required by State law and local ordinance.

12. I understand that if I fail to pay costs that I will be charged late fees, interest and collection costs. I furthermore agree to pay any late charges, interest and collection costs accrued as a result.

Name of Property Owner or Corporate Principal Responsible or Appointed Designee for Payment of all County Processing Fees (*Please Print*):

Name of Company or Corporation (*if applicable*):

Billing Address of the Property Owner or Corporation/Company responsible for paying processing fees:

If a Corporation, please attach a list of the names and titles of Corporate officers authorized to act on behalf of the Corporation

Signature _____ Date _____

Email Address _____ Phone Number _____

***ATTENTION - The property owner will be held responsible for all charges.**

To be completed by Planner

Zone File: _____; Project Request _____

Receipt Number: _____ Date _____

Development Requirements/Setbacks

Agricultural Zones Yolo County Code Section 8-2.305

Zone	Front Yard Setback (feet)	Rear Yard Setback (feet)	Side Yard Setback (feet)	Height Restriction (feet)	Building Separation (feet)
A-N	20 feet from property line, or 50 feet from centerline of roadway, whichever is greater	25 feet from property line	20 feet from property line	Unrestricted for agricultural uses, except where required for conditional uses	10 feet between dwellings and agricultural structures, unless building/fire codes require greater distance; distance between accessory structures as per Building and Fire Codes
A-X					
A-C	None, unless otherwise specified by Use Permit	None, unless specified by Use Permit or required ag buffer	None, unless specified by Use Permit or required ag buffer	40 feet, unless otherwise specified by Use Permit	As per Uniform Building and Fire Codes
A-I				None, unless otherwise specified by Use Permit	

Commercial Zones Yolo County Code Section 8-2.605

Zone	Front Yard Setback (feet)	Rear Yard Setback (feet)	Side Yard Setback (feet)	Height Restriction (feet)
C-L	None	None, except 15 feet if abutting residential zone		35 feet
C-G				Maximum of 50 feet or four stories
C-H	15 feet from property line or curb strip	None, except 20 feet if abutting residential	None, except 15 feet if abutting residential	40 feet

Industrial Zones Yolo County Code Section 8-2.705

Zone	Front Yard Setback (feet)	Rear Yard Setback (feet)	Side Yard Setback (feet)	Height Restriction (feet)
I-L	None	None, except 25 feet if abutting residential zone		Maximum of 45 feet or four stories
I-H		None, except 50 feet if abutting residential zone		

Required Cannabis Buffers from Sensitive Land Uses

Sensitive Land Use	Existing Licensees		New or Relocating ⁽¹⁰⁾ Licensees		Capay Valley	
	Outdoor Uses ⁽¹⁻⁶⁾	Indoor Uses	Outdoor Uses ⁽¹⁻⁶⁾	Indoor Uses ⁽⁹⁾	Outdoor Uses ⁽¹⁻⁶⁾	Indoor Uses
Off-Site individual legal residences located on parcels under separate ownership in any non-residential zone	600 ft Measured from Building	None	1,000 ft Measured from Building	100 ft Measured from Building	1,000 ft Measured from Building	100 ft (Existing Licensees, new structures) Measured from Building
Residentially Zoned Land	600 ft Measured from Zone Boundary	None	1,000 ft Measured from Zone Boundary	100 ft Measured from Zone Boundary	1,000 ft Measured from Zone Boundary	100 ft (Existing Licensees, new structures) Measured from Zone Boundary
Residentially zoned land within city limits, residential areas contiguous to city limits (El Macero, Willowbank, Royal Oaks Mobile Home Park, and Westucky), and residentially zoned land within town growth boundaries (Clarksburg, Dunnigan, Esparto, Knights Landing, Madison, Yolo, Zamora) ⁽⁸⁾	N/A	N/A	1,500 ft Measured from Zone Boundary	N/A	N/A	N/A
Public Parks	600 ft Measured from Parcel Line	None	1,000 ft Measured from Parcel Line	100 ft Measured from Parcel Line	1,000 ft Measured from Parcel Line	100 ft (Existing Licensees, new structures) Measured from Parcel Line
Licensed Day Cares	600 ft Measured from Building	None	1,000 ft Measured from Building	100 ft Measured from Building	1,000 ft Measured from Building	100 ft (Existing Licensees, new structures) Measured from Building
Recognized Places of Worship						
Public or Licensed Private Schools						
Licensed treatment facilities for drugs or alcohol						
Licensed Youth Centers						
Federal lands held in trust by the federal government or subject of a trust application for a federally recognized Tribal government	1,000 ft ⁽⁷⁾ Measured from Parcel Line					
Tribal Cultural Resources	1,000 ft ⁽⁷⁾ Measured from Resource Boundary					

Notes:

1. Buffers applied to residences on non-residentially zoned parcels, day cares, places of worship, schools, treatment facilities, and youth centers shall be measured from the closest surface of the building in which the use is operated to the closest point of any structure or outdoor area containing cannabis.
2. Buffers applied to residentially zoned land shall be measured from the closest point of the residential zone boundary to the closest point of any structure or outdoor area containing cannabis.
3. Buffers applied to public parks and Tribal trust land shall be measured from the closest point of the parcel boundary to the closest point of any structure or outdoor area containing cannabis.
4. Buffer Reductions – When deliberating a Cannabis Use Permit application for Existing Licensees only, reductions of up to ten percent of the required buffer distances described above may be approved by the County based on consideration of project-specific and/or site-specific factors, including but not limited to considerations of compatibility with surrounding land uses. Buffer reductions cannot be used on buffers from Federal lands held in trust by the federal government or subject of a trust application for a federally recognized Tribal government, buffers from Tribal Cultural Resources or buffers in the Capay Valley.
5. Buffer Exceptions – When deliberating a Cannabis Use Permit application for Existing Licensees only, reductions of more than ten percent of the required buffer distances described above may be approved by the County based on consideration of project-specific and/or site-specific factors including but not limited to considerations of compatibility with surrounding land uses. Buffer exceptions cannot be used on buffers from Federal lands held in trust by the federal government or subject of a trust application for a federally recognized Tribal government, buffers from Tribal Cultural Resources, or buffers in the Capay Valley.
6. Buffer Easements – On a case-by-case basis, at the discretion of the County, in conjunction with consideration of a Cannabis Use Permit, for Existing Licensees only, buffer easements on neighboring property(ies) may be considered as an alternative to compliance with the identified required buffers. The easement must be approved by the County, be in effect so long as the Cannabis Use Permit is in effect, and shall be recorded in the chain of title for the affected property(ies) using a template approved by County Counsel. Buffer easements cannot be utilized in the Capay Valley.
7. Applies to all cannabis uses (indoor and outdoor)
8. Only applies outside of Capay Valley.
9. Notwithstanding any other provisions of this article, the requirement for a 100-foot buffer between indoor cannabis uses and identified sensitive land uses shall apply to any indoor cannabis structure for which a building permit was issued after the effective date of this article whether undertaken by existing, new, or relocated licensees; and the licensee may request approval of a reduction of up to ten percent of this buffer in conjunction with an application for a new or amended Cannabis Use Permit.
10. “Relocating” means moving cannabis operation on-site or off-site