



MATERIALS RECEIPT: Conditional Use Permit Checklist

Commercial Cannabis Facility; LMC Chapter 17.43

This form to be completed by Planning Department. Place submittal package in the following order:

- _____ Application Form (included in the application package)
- _____ CUP Submittal Requirements (included in the application package)
- _____ Site Plan Checklist (included in the application package)
- _____ Record Owners (included in the application package)
- _____ Owner's Affidavit (included in the application package)
- _____ Incorporation papers showing authorization of signature (applicant to supply)
- _____ Preliminary Title Report (not more than 30 days old)
- _____ Financial Interest Disclosure (included in the application package)
- _____ Environmental Assessment Form (included in the application package)
- _____ Complete Legal Description (applicant to supply)
- _____ Biological Study* (2 bound copies; applicant to supply)
- _____ Cultural Resource Study* (1 copy; applicant to supply)
- _____ Phase I Environmental Assessment* (1 copy - must contain both a field survey & a record search; applicant to supply)
- _____ Certified Property Owner's List Affidavit (included in the application package)
- _____ Property Ownership List Keyed to Map (1 copy)
- _____ Vicinity Map for Distance Separation (1) copy showing land use (1,000' radius) (applicant supply)
- _____ Vicinity Ownership Map (500' radius) (1 copy; applicant to supply)
- _____ Vicinity Owners & Occupants Mailing Labels (2 sets and 1 copy; applicant to supply)
- _____ Shadow Plan (1 copy - 24"x36", folded to 9"x12") (applicant to supply)
- _____ Preliminary Grading Plan (3 copies, minimum 24"x36", folded to 9"x12") (applicant to supply)
- _____ Preliminary Landscape Plan (2 color copies, min. 24"x36", folded to 9"x12") (applicant to supply)
- _____ Site Plan (35 blackline copies folded to 9"x12") (applicant to supply) **
- _____ Color Elevations (north, east, south, and west) (5 copies - 11"x17" and 1 copy - 24"x36", folded to 9"x12") (applicant to supply)
- _____ Floor plan (5 blackline copies folded to 9"x12") (applicant to supply) **
- _____ Security floor plan, identifying the location of all cameras, security lights, alarm, etc. (5 blackline copies folded to 9"x12") (applicant to supply)
- _____ Fire Department Form (included in the application package)
- _____ Material Board (applicant to supply)
- _____ Environmental Plan (LMC 17.43.070.B.1) (applicant to supply)
- _____ Emergency Response Plan (LMC 17.43.070.B.2) (applicant to supply)
- _____ Context Aerial Map (LMC 17.43.070.B.4)
- _____ Address or Assessor's Parcel Number of Facility (LMC 17.43.070.B.5)
- _____ Odor Filtration System (LMC 17.43.070.B.12)

All items in the submittal package must be provided in hard copy and electronic form (USB).

This constitutes receipt of above-checked required filing materials and does not necessarily guarantee completeness of application.

* Environmental Documents: All studies shall include the location of the project and APN No., a summary of the conclusion, and all pertinent information necessary as determined per CEQA requirements.

** If you will be building or expanding the proposed facility in phases, provide site and floor plans for each phase.