



CANNABIS ZONING CLEARANCE
PROCESS GUIDE & APPLICATION CHECKLIST
MANUFACTURING LEVEL 1 (TYPE 6, N, P, 1P, S)
DISTRIBUTION (TYPE 11, 13)
TESTING (TYPE 8)

Updated May 16, 2019

PURPOSE: The Comprehensive Regulations for Cannabis were adopted (Ordinance No. ORD-2017-025) by the Santa Rosa City Council on December 19, 2017, creating regulations related to medicinal and adult use cannabis cultivation and related uses. Ordinance No. ORD-2017-025 created Chapter 20-46 of the City Code, which provides locations and operating standards for personal cannabis cultivation and for medicinal and adult use cannabis businesses to ensure neighborhood compatibility, minimize potential environmental impacts, and to provide safe access to medicine and provide opportunities for economic development. (Code § 20-46.010.)

In certain locations and circumstances, new cannabis manufacturing level 1, distribution, and testing uses may be allowed by right (without a use permit); in these cases, a Zoning Clearance is required. Check the Zoning Code land use tables for complete locational and permit guidance. In addition, any change in tenancy, or transfer in business or operator name of a cannabis business, must receive a Zoning Clearance to be authorized by the City.

Zoning Clearance Review Authority – Planning Director

Application Submittal

A complete application including application fee is submitted in person to the City of Santa Rosa Planning and Economic Development Department. After the application is received and a project is created, a project planner is assigned to the project. All new cannabis uses and/or for any alterations in land use or square feet shall require application fee for a Cannabis Zoning Clearance. Change in operator/business name or to add adult use to a previously permitted medical use facility shall require a Zoning Clearance but not the application fee.

Planning Review

Project planner reviews this information in detail, may request additional information from the applicant, and when it is determined that the application complies with Zoning Code

Chapter 20-46 – Commercial Cannabis, a Zoning Clearance is issued by the Planning Director.

Appeal of Determination

Appeals of Director decisions may be made to the Planning Commission. Appeal requests must be received within ten (10) days of decision of the Planning Director.

REQUIRED APPLICATION MATERIALS: These requirements apply to all commercial cannabis businesses authorized by Zoning Clearance, unless otherwise indicated in italics. A complete application must include each of the following:

1. **Cannabis Zoning Clearance application form** – filled out completely and signed by the current property owner. Local authorization requires an exact match between the applicant business name, land use classification, site address and suite location to that noted on the state license.
2. **Copyright Materials Release** (if applicable) signed by applicant and licensed design professionals.
3. **Project Description Narrative:** This shall be a written statement that includes descriptions of how the operation meets each of the General Operating Requirements set forth in Section 20-46.050 of the Santa Rosa Code, and provides the following specific information:
 - a. **Summary of Commercial Cannabis Land Use:** Specify the Cannabis use proposed by including the following: the land use type (e.g. non-volatile Cannabis Manufacturing Level 1), the state license type (e.g. Type 6), the total gross square feet per use, and the specific location of use within the site or building (e.g. by address and/or suite number). All square footage, including any common areas must be associated with a land use.

Example: *“Zoning Clearance to occupy an existing 6,000 sq. ft. industrial building with a total of 3,200 sq. ft. (Suite A) for cannabis non-volatile manufacturing level 1 (Type 6) and 2,800 sq. ft. (Suite B) for cannabis distribution (Type 11).”*

- b. **Compliance:** Describe how the project complies with applicable state licensing requirements and conditions including, but not limited to, operational standards such as background checks, prior felony convictions, restrictions on multiple licenses and license types and locational criteria. [Section 20-46.050 (A)]
- c. **Separation of License Types:** *Where multiple license types are proposed at the same physical address, demonstrate that clear separation between license types will be maintained at all times. Also identify if separate site or suite addressing is proposed. [Section 20-46.0509 (D)]*
- d. **Building and Fire Codes:** Describe how the project complies with building and fire codes and include a declaration that the cannabis operator will obtain all

necessary building permits, fire permits, and CUPA permits, and provide a Fire Department lock box for keys to gates and doors. [Section 20-46.050 (E)]

- e. **Security Plan:** Provide a security plan, which must include the following minimum requirements pursuant to Section 20-46.050(G). The security plan should not include any confidential information but shall address the following components:
 - i. Provisions for security cameras and video retention and storage.
 - ii. Verification that a professionally monitored alarm system will be installed.
 - iii. Demonstration of safe and secure product storage including outdoor waste receptacles.
 - iv. Demonstration of facility and process for safe and secure transportation, delivery, storage and waste.
 - v. Verification that commercial grade door and window locks will be installed.
 - vi. Demonstration of emergency access in compliance with state and local standards.

 - f. **Odor Control Measures:** Provide an odor control plan certified by a licensed professional engineer which addresses the following minimum components and requirements pursuant to Section 20-46.050(H):
 - i. Operational processes and maintenance plans to ensure that odor control systems remain functional.
 - ii. Staff training procedures; and
 - iii. Engineering controls that are sufficient to effectively mitigate cannabis odor such that the odor cannot be detected from outside of the structure in which the Business operates.

 - g. **Lighting:** Description of best management practices and technologies used to reduce glare, light pollution and light trespass onto adjacent properties. Demonstrate compliance with Section 20-46.050(I).

 - h. **Noise:** Description of how the project will comply with the City's Noise Ordinance (City Code, Chapter 17-16).

 - i. **Accessory Use(s):** Specify and describe any activities that may be considered an Accessory Use (Office, non-Cannabis Warehouse/Storage, etc.)
4. **Vicinity and Neighborhood Context Maps:** These maps will describe your proposed project's location within the City of Santa Rosa
- a. **Vicinity Map** – identifies the project's location within the City of Santa Rosa municipal boundary. This map should have as its center point the intersection of Hwy 101 and Hwy 12. This map background is typically plain with roads, railroads, and water features included.
 - b. **Neighborhood Context Map** – visually describes the land uses and development surrounding the proposed site and which may be impacted by the proposed use. This map background is typically an aerial or satellite image.

5. **Site Plan, Elevations, and Floor Plans**

- a. **Site Plan** – dimensioned plan of project site that includes parcel lines, ingress/egress locations, all existing structures, all parking (with vehicle travel indicated if necessary), and any additional features such as trees, landscape areas, etc. Also include any outdoor waste receptacles and facilities to ensure the safe delivery and transportation of Cannabis product.
- b. **Elevations** – visual representations of existing and proposed structures and/or alterations to the site or building, including fencing, from all sides. Photos may be utilized when no exterior modifications are being proposed.
- c. **Floor Plans** – dimensioned diagram of building(s) including all Suites, rooms, floors, mezzanines, man doors, roll up doors, loading docks, windows, and points of entry/exit.

6. **Parking Analysis:** Provide a count of all parking spaces that are described on the Site Plan. Discuss how you will meet the parking requirement for your proposed use (see Zoning Code Section 20-36.040, Table 3-4, and the Parking Requirements handout). If re-tenanting an existing space, provide a description of the location’s previous use. If the site involves shared parking and/or multiple tenants and/or uses, you must identify all of the tenants by their land use and location and how each of the uses will be supported by parking in compliance with requirements.

Example: The 7,042 sq. ft. building at 1000 Industrial Street has a total of 17 off-street parking spaces for Suites A, B and C. The proposed use, CannaHigh (Suite B), will have a total of 4 on-site parking spaces as required. See list of all tenants with parking space requirements and allocations below:

Business Name	Local Land Use & State License Type	Suite #	Gross Sq. Ft.	Parking Ratio	Required Spaces	Provided Spaces
Arrow Engineering	Manufacturing	A	1,982	1/350	6	6
CannaHigh	Cannabis Manufacturing (Type 6)	B	1,310	1/350	4	4
Grow On	Cannabis Cultivation (Type 1A)	C	3,750	1/1000	4	4
shared						3
TOTAL					14	17

7. **Hours of Operation:** Description of the proposed hours of operation including days of operation. Provide any information about days/hours for commercial deliveries.

Example: Business operations will run within normal business hours of 6am-11 pm up to 7 days per week. Deliveries and outgoing shipments will be conducted between the hours of 8:00am and 5:00pm. Ace High is expected to employ up to 4 part-time employees once production is up and running. Local management will be on-call 24 hours/day, 7 days/week to address any operational or emergency issues. The site will be closed to the public at all times.

8. **Standard Conditions:** A Zoning Clearance for a Cannabis Business will be conditioned to comply with all applicable operational provisions set forth in Chapter 20-46 of the Zoning Code. When applicable, the Clearance may also be conditioned to comply with conditions of approval associated with a previously approved authorization or use permit for the site.



**A ZONING CLEARANCE CONFIRMS THAT THE
PROPOSED USE IS AN ALLOWED USE
IN THE SUBJECT ZONING DISTRICT**

—

IT IS NOT A PERMIT TO OPERATE OR OCCUPY

A Building Permit is required to confirm that the building can support the proposed occupancy, even if no improvements are proposed.

A Building Permit with full plans and supportive documentation is required for any change in occupancy classification, for all signs, and for all interior or exterior improvements.