

## How do I apply for a Cannabis Administrative Development Permit (ADP)?

*(Cultivation canopies up to 40,000 sq. ft.)*

- ▣ **First**, review through the Nevada County Cannabis Cultivation Ordinance to ensure your project meets all requirements. You can view the Ordinance online at <https://www.nevadacountyca.gov/2646/Cannabis-Compliance-Division>.
- ▣ **Second**, review the ADP Application Packet to ensure you have a complete permit submittal including all supplemental attachments and plans. *Incomplete submittals will not be accepted.* This packet is available online at <https://www.nevadacountyca.gov/2646/Cannabis-Compliance-Division> or in person at the Nevada County Community Development Agency (CDA) office.
- ▣ **Third**, schedule an application submittal appointment. You can schedule an appointment by calling (530) 265-1222 or in person at the CDA office. Appointments are scheduled on a first-come, first-served basis. **These appointments are for complete application submittals only.** General questions and inquiries can be completed during normal Community Development Agency business hours.
- ▣ **Fourth**, submit your complete application, site plan, and associated documents for review. Be prepared to pay the required application submittal fees at this time.

### I have submitted my application. Now what?

- ▣ Your application and associated documents are anticipated to be reviewed within 30 days of the application submittal date.
- ▣ Within the anticipated 30-day review period, you will receive a letter stating that your application meets the requirements of the ordinance, OR you will receive an incomplete letter and be requested to submit revised documents to meet minimum requirements.
- ▣ Following approval of your ADP, you will be contacted regarding the status and process to obtain your Annual Cannabis Permit (ACP). Once the ACP is obtained, you will be required to schedule a pre-cultivation inspection within 90 days of issuance. An additional random cultivation inspection will be conducted by a Cannabis Compliance Officer at a later date during cultivation. Passing inspections are required to have a valid ACP and ADP.

**Nevada County Community Development Agency (CDA)**

950 Maidu Ave. Nevada City, CA 95959, Suite 170

(530) 265-1222

[planning@nevadacountyca.gov](mailto:planning@nevadacountyca.gov)

**NEVADA COUNTY COMMUNITY DEVELOPMENT AGENCY**  
**PLANNING DEPARTMENT**  
ERIC ROOD ADMINISTRATION BUILDING  
950 Maidu Avenue, Suite 170  
Nevada City, California 95959-8617  
(530) 265-1222 FAX (530) 265-9854

**APPLICATION PACKET**  
**CANNABIS ADMINISTRATIVE DEVELOPMENT PERMIT**

Pursuant to Sec. 12.05.051 of Zoning Regulations, Administrative Development Permits (ADPs) provide an administrative review process for those smaller development projects that are consistent with Code standards. The Cannabis ADP review process is applicable and required for the following Commercial Cannabis operations:

- ☐ Commercial Cannabis Cultivation with a canopy up to 40,000 square feet.
- ☐ Commercial Cannabis Cultivation will only be permitted on parcels in the AG, AE, and FR zoning districts.
- ☐ Parcels two (2) acres up to four and ninety-nine one hundredths (4.99) acres may have an indoor cannabis cultivation with a maximum of 500 square feet of canopy
- ☐ Parcels five (5) acres up to nine and ninety-nine one hundredths (9.99) acres may have cannabis cultivation with A maximum of two thousand five hundred (2,500) square feet of canopy. Up to fifty-five percent (55%) of the allowed support area square footage may be transferred to and used as additional canopy square footage of indoor, mixed-light, outdoor or a combination of said methods.
- ☐ Parcels or multiple contiguous parcels under common ownership or control of ten (10) acres up to nineteen and ninety-nine one hundredths (19.99) acres may have a cannabis cultivation with A maximum of five thousand (5,000) square feet of canopy. Up to fifty-five percent (55%) of the allowed support area square footage may be transferred to and used as additional canopy square footage of indoor, mixed-light, outdoor or a combination of said methods.
- ☐ Parcels or multiple contiguous parcels under common ownership or control of twenty (20) acres up to thirty-nine and ninety-nine one-hundredths (39.99) acres may have a cannabis cultivation with of indoors, mixed light, outdoors or a combination of said methods at a maximum of ten thousand (10,000) square feet of canopy. Up to fifty-five percent (55%) of the allowed support area square footage may be transferred to and used as additional canopy square footage for mixed light and/or outdoor cultivation only.
- ☐ Parcels or multiple contiguous parcels under common ownership or control of forty (40) acres up to fifty-nine and ninety-nine one-hundredths (59.99) acres of indoors, mixed light, outdoors or a combination of said methods at a maximum of twenty thousand (20,000) square feet of canopy, however Indoor shall not exceed ten thousand (10,000) square feet.
- ☐ Parcels or multiple contiguous parcels under common ownership or control of sixty (60) acres up to seventy-nine and ninety-nine one-hundredths (79.99) acres or greater may have a cannabis cultivation of indoors, mixed light, outdoors or a combination of said methods at a maximum of thirty thousand (30,000) square feet of canopy, however Indoor shall not exceed ten thousand (10,000) square feet or twenty thousand (20,000) square feet of mixed light.
- ☐ Parcels or multiple contiguous parcels under common ownership or control of eighty (80) acres or greater may have a cannabis cultivation of indoors, mixed light, outdoors or a combination of said methods at a maximum of forty thousand (40,000) square feet of canopy, however Indoor shall not exceed ten thousand (10,000) square feet or twenty thousand (20,000) square feet of mixed light.
- ☐ Applications shall include all Cannabis Support Areas and Accessory Structures.

Projects that are authorized by an ADP must be determined to be in compliance with the Nevada County Code, all applicable State laws, and ordinance requirements of any affected special districts. Administrative Development Permits are subject to Design Review by the Zoning Administrator unless specifically exempted from review by County Zoning Regulations. The project must be denied if it is determined to be inconsistent with the Nevada County General Plan or does not comply with the provisions of all applicable County codes or other applicable laws.

Applications for an ADP must be filed in person in the Planning Department before 3:30 p.m. If all required application documents are attached and all forms completed, your application will be

distributed to applicable agencies who will have 21 days to respond. Within 10 days of receiving agency comments, the Planning Department will determine if the application meets the required development standards by approving the project, approving it with conditions, or denying the application if not in conformance with applicable requirements. Prior to application submittal applicants are advised to contact all agencies which might have jurisdiction (County Departments of Public Works, Environmental Health, and the Building Department, Special Districts, Cal Trans, etc.) for conditions that may be incorporated within the project approval. ADP projects are subject to all relevant development fees at the time of construction, including those for roads, recreation and fire protection.



**COUNTY OF NEVADA**  
**COMMUNITY DEVELOPMENT AGENCY**  
 950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617  
 (530) 265-1222 <http://nevadacountyca.gov>  
 Brian Foss, Planning Director

**Table 1: Nevada County Commercial Cannabis Application Information and Checklist**

Project Site Information			
<b>Site Address:</b>		<b>Site Assessor Parcel Number(s):</b>	
<b>Property Zoning:</b>		<b>Cultivation Activities:</b>	
<input type="checkbox"/>	AG - Agriculture	Total Cannabis Canopy in Square Feet (sf):	
<input type="checkbox"/>	AE – Agriculture Exclusive	Total Support Area in Square Feet (sf):	
<input type="checkbox"/>	FR – Forest Resources	# of Temporary Employees*:	# of Fulltime Employees*:
		Cultivation Type: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Mixed-Light	
		Will cannabis be processed from off site in this permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Forms, Applications & Attachments (Required)			
<input type="checkbox"/>	Land Use Application	<input type="checkbox"/>	Grant Deed
<input type="checkbox"/>	Agreement to Pay Form	<input type="checkbox"/>	Identification (Driver’s License, State ID, Passport, etc.)
<input type="checkbox"/>	Notarized Landlord Agreement	<input type="checkbox"/>	Limited Liability Corporation (LLC) Information (members/positions, contact information, etc.)
<input type="checkbox"/>	Cannabis Ordinance Questionnaire	<input type="checkbox"/>	Pesticide List & Management Plan, Operator ID Number Application, Device Registration Application
<input type="checkbox"/>	State License Application (if available)	<input type="checkbox"/>	Light Control Plan
<input type="checkbox"/>	Copy of Bond (\$5,000 from licensed banking institution)	<input type="checkbox"/>	Site Plan (8 Copies) and One Reduced Copy (8 ½ X 11)
<input type="checkbox"/>	Biological Resources Information (By Applicant)	<input type="checkbox"/>	Regional Water Quality Control Permits (Copies)
<input type="checkbox"/>	Security Plan	<input type="checkbox"/>	Hazardous Waste Statement Form
<input type="checkbox"/>	Dust Control Information	<input type="checkbox"/>	Site Photos and Site Plan Reduction Indicating Where Photos Were Taken
<input type="checkbox"/>	Payment of Applicable Fees	<input type="checkbox"/>	North Central Information Center (NCIC) – Cultural Resources Sensitivity Letter. Request mailed with payment; visit: <a href="https://www.csus.edu/center/north-central-information/internal/documents/information-for-special-use-permit-applicants.pdf">https://www.csus.edu/center/north-central-information/internal/documents/information-for-special-use-permit-applicants.pdf</a>
<input type="checkbox"/>	Thumb Drive with digital copies of all project materials. Thumb drive to be retained by Planning Dept.		
Plans and Studies (provide if applicable)			
<input type="checkbox"/>	Management Plan	<input type="checkbox"/>	Cultural Resources Report
<input type="checkbox"/>		<input type="checkbox"/>	3-Acre Conversion/ Timber Harvest Plan Prepared by a Registered Professional Forester for native tree removal
		<input type="checkbox"/>	Noise Study or Manufacturers Specification Sheet for Noise Producing Equipment
Fee’s and Application Charges:			
<input type="checkbox"/>	Filing fees pursuant to the most recently adopted Resolution of the Board of Supervisors		

**\*Please be aware that anyone working on a cannabis operation that is not a resident of the parcel will be considered an employee.**

## SITE PLAN REQUIREMENTS

The entire property must be shown on the site plan (including all property lines and dimensions). If the property is too large then a smaller scale may be used; however, a second site plan will need to be provided of the area of development at a recognized scale. *Minimum sheet size 11"x17" with minimum 8 sets of plans.*

Site Plan Recognized Scales: 1"= 10', 1"= 20', 1"= 30', 1"= 40', 1"= 50', 1"= 60'

### GENERAL INFORMATION TO BE INCLUDED ON SITE PLAN

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>➤ Owner's Name, Phone Number, Mailing Address</li> <li>➤ Project Site Address</li> <li>➤ Assessor's Parcel Number (APN)</li> <li>➤ Parcel Zoning &amp; Acreage</li> <li>➤ Vicinity Map</li> <li>➤ North Arrow &amp; Scale</li> <li>➤ Statement of Compliance (Cannabis Ordinance 2467)</li> <li>➤ Impervious Surface Coverage Calculation</li> <li>➤ Preparer's Name/Address/Signature</li> <li>➤ Date of Preparation/Revision Dates</li> <li>➤ Architect/Engineer Name/Address (if applicable)</li> </ul> | <ul style="list-style-type: none"> <li>➤ Square Footage/Clear Use of Each Structure</li> <li>➤ Cultivation type (outdoor, indoor, and/or mixed-light)</li> <li>➤ Contiguous Canopy Cultivation Area(s) Shown with Clear Dimensions, Square Footage Listed, and is easily measurable</li> <li>➤ Cannabis Support Areas with Clear Use(s) and Square Footage Listed</li> <li>➤ Site Plan to Match Aerial Imagery</li> <li>➤ Identify Compost Area and Method</li> <li>➤ Distance from Well to Canopy Area, Hazardous Material storage area</li> <li>➤ Slope Contours if Greater than 10%</li> <li>➤ Project Description/Scope of Work</li> </ul> |
|---|--|

**Identify all existing and proposed structures and ground-mounted equipment.** Please note on the site plan if the existing structures were built with the benefit of a permit or were built prior to 1962. (AS-BUILT permits are required for structures that were not built with a permit after 1962 and do not qualify for an exemption per County Ordinance.)

**Location of all wells, water storage tanks, bodies of water, year-round or seasonal watercourses, drainage ditches, NID ditches, agricultural/ irrigation lines, and 100-year flood plains.** Include distance from the cultivation area to any well/water source. Water storage tanks used for fire prevention require a permit and Fire Dept. approval.

**Lighting:** Include the lighting for future mixed light cultivation in your lighting plan and include any additional lighting that may take place, such as security lighting, on the site plan. This should include precautions for avoiding light pollution, light shielding and downward facing lights. (Nevada County Code, Section 12.04.108 Lighting)

**Location of all utilities** (above and underground sources & lines) including water, sewage, grease interceptors, electrical and phone lines. Include details for underground utilities prepared by the Civil Engineer of Record.

**Indicate location and layout of existing septic system.** Include leach lines, septic and pump tanks, clean-outs, distribution system, and layout and location of the 100% repair area. Show setbacks to septic tanks and leach lines from the cultivation area.

**Indicate the location and surfacing of all existing conforming and/or permitted driveways and roadways.**

**Identify all easements** (PG&E, telephone, water (NID), road, driveway, "No Access", etc.).

**Characterization of slope and topography:**

- The characterization of slope in the cultivation area may be provided by the owner if the slope is less than 10% and a note is placed on the plans that the topography is depicted as per owner's representation.
- Contour intervals should be at a two (2') feet minimum and extend 50' feet beyond the proposed area of cultivation.

<ul style="list-style-type: none"> <li>If the slope in the area of cultivation exceeds 10%, provide a topographic survey prepared by a licensed Land Surveyor or Civil Engineer. If a professional survey is conducted, the surveyor or engineer must provide a wet stamp of certification on the site plan.</li> </ul>
<p><b>Indicate any grading activities being completed.</b> Indicate disturbed area in square feet, amount of cut/fill and total amount of cubic yards. (A grading permit may be required based on grading activity being completed per County Ordinance). If no grading is proposed, provide statement on site plan.</p>
<p><b>Indicate location of storage of any hazardous and/or flammable materials.</b> Identify the location of structures storing hazardous materials and distances from hazardous materials to the cultivation site, wells, water tanks, bodies of water, watercourses, drainage ditches, irrigation lines and 100-year floodplains.</p>
<p><b>Landmark Trees:</b> Indicate any areas where landmark trees, landmark groves, and heritage trees and indicate if any of these areas will be affected by improvements completed onsite or removed.</p>
<p><b>Forestry Resources:</b> Indicate areas of native trees to be removed.</p>
<p><b>Burning:</b> The following note shall be placed on the site plan, "The burning of any part of the cannabis plant or plant materials that is considered in excess or waste is prohibited from being burned." Sec. (G)(1)(d)(xii).</p>
<p><b>Archeological Features:</b> Include the archeological statement on site plan per Cannabis Ordinance Sec. (G)(1)(d)(xv).</p>
<p><b>Dust Control:</b> Provide a statement on the site plan that the proposed project shall comply with dust control requirements as applicable state and federal air pollution control laws and regulations of NSAQMD.</p> <p>Sec. (G)(1)(d)(xi).</p>
<p><b>Fire Access:</b> Provide a compliant fire access roadway or driveway as required by the local fire district to all commercial cannabis structures onsite. This shall include information for roadway slopes, widths, vegetation clearances, etc.</p>
<p><b>Fire Water Flow:</b> Location, type, and size of onsite water storage meeting fire flow and fire department connection requirements per the California Fire Code.</p>
<p><b><u>Cannabis Cultivation &amp; Support Areas:</u></b></p> <ul style="list-style-type: none"> <li>Indicate total demarcated mature canopy square footage area and location of plants to be cultivated</li> <li>Indicate specific use(s), square footage, and location of cannabis support areas</li> <li>Indication if the cultivation is indoor, mixed-light, or outdoor</li> <li>Indicate setbacks from the cultivation site to structures, driveways/roadways, property lines, and easements</li> <li>Indicate the setbacks from the cultivation area to any school, church, park, child or day care center, or youth-oriented facility, if within 1,000 feet.</li> <li>Indicate setback from Federal and State Parks, if within 1,000 feet.</li> <li>Provide a clear description of how the cultivation area will be adequately screened from a public right-of-way or publicly traveled private road</li> <li>Location, construction, and height of secure fencing for all outdoor cultivation areas including locations of secured entry gates and locks.</li> </ul>

**Sample Site Plan (NEXT PAGE):**

Additional information will need to be added showing all site plan submittal requirements including cultivation location(s), cultivation size, cultivation setbacks, security measures, screening measures, etc.



# Commercial Cannabis Application Guidelines for Biological/Environmental Resources

## Applies to:

- Cannabis Administrative Development Permit (ADP)

## Application Requirements:

- Applicants must identify all biological and environmental resources on the property by showing them on the site plans and include photos of the resources with a site plan reduction showing where the photos were taken.
- This typically shall be done by a Nevada County prequalified biologist; however, in limited situations, this can be done by the applicant and does not require a biologist for application submittal.
- If the applicant prepared biological inventory appears to not identify all resources on site or if an impact to resources is anticipated, a professional biologist may be required to assess the site.

## Resources & Setbacks (see Nevada County Code Sec. 12.04.108 for additional information):

- **landmark trees:** Oak trees that are 36+ inches at diameter breast height (4'6") – all disturbance must be outside the dripline.
- **landmark oak groves:** Oak groves with a 33+% canopy closure – all disturbance must be outside the dripline.
- **watercourses:** Ponds, streams, creeks, etc. – 100-foot setback, seasonal streams may have a 50-foot setback.
- **wetlands:** 100-foot setback
- **canals:** 100-foot setback on the uphill side; 20-foot setback on the downhill side of the canal
  - ❖ **MANAGEMENT PLAN:** If avoidance of these resources and setbacks is not possible, a Management Plan prepared by a prequalified biological consultant would be required.
  - ❖ **NATIVE TREE REMOVAL** may require a formal Timber Harvest Plan or 3-Acre Conversion Permit prepared by a registered professional forester. A list of valid registered professional foresters can be found on the California Board of Forestry and Fire Protections website at <https://bof.fire.ca.gov/projects-and-programs/professional-foresters-registration/rpfcrm-rosters/>.
- **floodplains:** 100-foot setback from the 100-year floodplain (projects near the floodplain and the setback may require a professional engineer to verify the project location).
  - ❖ **MANAGEMENT PLAN:** If the setback cannot be avoided, a Management Plan prepared by a registered professional engineer would be required.
- **steep slopes:** Slopes with a grade of 30+% – no disturbance shall occur in this area, other than trenching for utilities (topographic surveys by a licensed Land Surveyor or a Civil Engineer would be required if there is disturbance in an area with 10+% grade).
  - ❖ **MANAGEMENT PLAN:** If steep slopes cannot be avoided, a Management Plan prepared by a licensed geotechnical or civil engineer, engineering geologist, or certified soil erosion control specialist would be required.
- **farmland:** Land mapped as Farmland of Local Importance, Prime Farmland, Unique Farmland, or Farmland of Statewide Importance by the California Department of Conservation (CDOC)- all accessory structures and improvements shall be located outside of farmland.
  - ❖ **MANAGEMENT PLAN:** If avoidance is not possible, a Management Plan prepared by a registered professional forester, a certified rangeland manager, or an USDA/NRCS-certified conservation planner would be required.

Management Plan applications and the Prequalified Biological Consultant list can be found at:

<https://www.nevadacountyca.gov/826/Land-Use-Applications-Forms>

NEVADA COUNTY PLANNING DEPARTMENT  
LAND USE APPLICATION

Planner use only:

PLN \_\_\_\_\_

ENT \_\_\_\_\_

Please print or type in black ink

Type of application(s) for which you are applying:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Tentative Map              | <input type="checkbox"/> Ordinance Amendment    | <input type="checkbox"/> Certificate of Compliance   |
| <input type="checkbox"/> Use Permit                 | <input type="checkbox"/> Zone Change            | <input type="checkbox"/> Voluntary Merger            |
| <input type="checkbox"/> Development Permit         | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Home Business               |
| <input type="checkbox"/> Administrative Dev. Permit | <input type="checkbox"/> Variance               | <input type="checkbox"/> Temporary Commercial Permit |
| <input type="checkbox"/> Boundary Line Adjustment   | <input type="checkbox"/> Setback Easement       | <input type="checkbox"/> Management Plan             |
| <input type="checkbox"/> Other (specify): _____     |   |  |

**PROJECT DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor's Parcel No(s): \_\_\_\_\_

Applicant Name(s): \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_ FAX#: \_\_\_\_\_

Property Owners Full Names: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_ FAX#: \_\_\_\_\_

Name of Representative (if applicable): \_\_\_\_\_

Address of Representative: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_ FAX#: \_\_\_\_\_

Site address(es): \_\_\_\_\_ Acreage(s): \_\_\_\_\_

Water Source: \_\_\_\_\_ Method of Sewage Disposal: \_\_\_\_\_

\*\*\*\*\*

I hereby acknowledge that I have read the instructions for filing this application and state under penalty of perjury that the information provided on all attached documents is correct.

Signature of ( ) Property Owner(s) or ( ) Authorized Representative\*

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\*Representative may sign application if a Letter of Authorization from the owner(s) is provided.

**NEVADA COUNTY**

**HAZARDOUS MATERIALS / WASTE STATEMENT**

APN: \_\_\_\_\_ Property Owner: \_\_\_\_\_

**Hazardous sites:** General Plan policy requires the County pursue the cleanup of sites contaminated by mine waste or other hazardous materials prior to approving land use projects. Where hazardous waste or hazardous materials may occur on a project site, a Phase I site assessment may be required prior to processing or approving your project. Respond to the following questions and provide the requested information:

1. Is there evidence of any past, potentially hazardous use on or near the project site, including underground fuel storage tanks, dumpsites, artillery ranges, surface or subsurface mining activity?  
 **Yes Provide a Memo from the County Dept. of Environmental Health that adequate information is on file to accept the project for processing.**  
 **No List the research and/or source of information justifying your response.**

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**Hazardous use.** It is the applicant’s responsibility to understand the definition of “hazardous material” and “hazardous waste,” as defined in the California Health & Safety Code, Chapter 6.5. The storage of hazardous materials and the generation of hazardous waste are regulated under federal, state and county codes. The storage of hazardous materials in quantities equal to or greater than, a total weight of 500 pounds, or a total volume of 55 gallons, or 200 cubic feet at standard temperature and pressure for compressed gas; or the generating of hazardous wastes in any quantity, requires a permit from the Nevada County Department of Environmental Health.

2. **Will hazardous materials be used, or will hazardous waste be generated from the facility resulting from this project? Check the appropriate response and provide the listed information.**  
 **Yes** A Hazardous Materials Inventory Statement (HMIS), obtained from the Department of Environmental Health, must be filed with this project application.  
 **No** Explain why no hazardous materials are used for the proposed use or business:

\_\_\_\_\_  
\_\_\_\_\_



## COUNTY OF NEVADA

### COMMUNITY DEVELOPMENT AGENCY

950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617

(530) 265-1222 FAX (530) 265-9854 <https://www.nevadacountyca.gov/>

Brian Foss, Planning Director

## Application Materials and Instruction for issuance of a Commercial Cannabis Cultivation Permit from Nevada County.

**Dear Cannabis Cultivation Applicant,**

Thank you for your interest in obtaining a Commercial Cannabis Cultivation permit. This series of documents has been created to assist you and the County in streamlining the permitting process. Please refer to the "Next Steps," below.

### **Next Steps:**

1. Thoroughly complete the questions and check boxes in the tables below. This will help the County evaluate your project and ensure that all required environmental documentation and protection measures are included. Your project will need to comply with all applicable County Codes and ordinances as well as state agencies, including requirements from the Regional Water Quality Control Board (RWQCB), California Department of Fish and Wildlife (CDFW), California Board of Forestry and Fire Protection, etc.
2. As you will see, there are a number of questions related to your project site, including persons residing at the site, needed plans and studies, applicable fees, and detailed questions about the cultivation activities. When applicable, the tables provide web-site links and references to Agency websites. **Please note:** there are other forms and applications regarding agency processes. These may need to be processed depending on the characteristics of your project and resources on the project site. Please take the time to completely review the information within the table and on the linked pages. If the information is omitted or not provided, it will delay the processing of your application.
3. After the form is completed, you may schedule a review time with a County planner. Prior to the meeting, the County will review your application for completeness and any additional needed materials or clarifications will be discussed at that time. The more thorough and complete the information you provide for the review, the more promptly the County will be able to begin processing your project with the appropriate environmental documentation.
4. If additional studies or documentation are needed, you will be given the time you need to provide that information or coordinate with specialists or experts in those fields to have those steps completed.
5. Once the application is satisfactorily complete, County staff will refer your project to a planner who will begin the process of completing a County Staff Report or other subsequent environmental documentation such as a California Environmental Quality Act (CEQA) Initial Study/Negative Declaration/Mitigated Negative Declaration.
6. After all subsequent documentation is finalized and a site visit to verify compliance is completed, the project will be referred to the Planning Director for final issuance of the Cannabis permit.

Sincerely,

Nevada County Community Development Agency

**Table 3: Nevada County Cannabis Ordinance Requirements**

**Instructions:**

The following table lists circumstances under which project elements must be included and shown on the site-plan and within the project description (Cultivation Plan). In some instances, the table will reference sections and titles of the Nevada County Code, State Codes, and California Resource Agency website and documents such as the Regional Water Quality Control Boards (RWQCB), California Board of Forestry and Fire Protection or California Department of Fish and Wildlife (CDFW) that prescribes certain development standards and permitting requirements for alterations to waterways or native tree removal. This will include but not be limited to electrical standards, plumbing code, fire code, etc. In some locations lines are provided to explain how your cultivation project would be in conformance with the requirements.

Some sections will only require checking the “yes/no” box. Because projects are diverse, some questions will not apply to your project. In these instances, you can write in “not applicable,” or “N/A.” It is important that all the information you provide is included on the Site Plan, the Cultivation Plan, or sometimes both.

This information must be provided with submittal of an Administrative Development Permit (ADP) and maintained and updated as needed for the first and continued issuance of the Annual Permit. To assist in the process:

- Please use this table to ensure your project is consistent with Nevada County Zoning Ordinance requirements, building codes and standards, and other State Agency policy documents and standards.
- Please provide thorough and complete information describing how your project will be consistent with the Nevada County Cannabis Ordinance, Nevada County General Plan, and other land use planning documents. This will help streamline the permitting process.
- Please refer to referenced sections of the Nevada County Code to ensure that all conditions are satisfied. When needed, additional forms, related applications, descriptions of project elements, may be included as attachments to this form.

**Sensitive Sites:** The edge of the cannabis canopy and/or support areas must be at least 1,000 feet from any Sensitive Sites. Verify below the distance is 1,000 feet or greater, or provide the distance in the spaces below, and check the box for variance required and include in the application package for parks ONLY:

Are the cultivation canopy and support areas greater than 1,000 feet from a sensitive sites (e.g., school, school bus stop, childcare center, youth-oriented facility, church or park)?

No       Yes

\* If the edge of the canopy is less than 1,000 feet from any park, a variance will be required.

**Setbacks: All cannabis cultivation areas are required to be set back at least 100 feet from the edge of the cannabis canopy to the property line. List the setback distance in each direction below.**

North	ft.	East	ft.	South	ft.	West	ft.
-------	-----	------	-----	-------	-----	------	-----

If the distance is less than 100 feet provide the land use permit that allows for this reduction:

**Visual Project Elements:**

Adjacent Roadways/Highways: \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_

Visual Screening Measures: \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Cannabis activities are not visible from any adjacent parcels, public-right-of-way, publicly travelled roadway, or publicly traveled private road.
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<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will any element of the project emit light? If so, how will light trespass off the parcel be prevented?
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		If Yes: _____ _____	
<input type="checkbox"/>	Lighting is shielded and directed		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The project site is located less than 0.25 miles from a scenic highway?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The project would block or obstruct views of a scenic resource?	
<b>Agricultural Resources: Indicate the value of existing agricultural resources and land use consistency.</b>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The proposed cultivation area or proposed structures would be located on Prime Farmland, Farmland of Statewide importance, and/or Unique Farmland?	
If yes, a management plan application is required.			
<b>Air Quality: Indicate the proposed construction and work activities that may result in air emissions and odors.</b>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Creation of dust and debris will be limited in conformance with Section 9.02.170 Dust and Debris.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is a dust control plan included in your application?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will your project contain odor reducing measures?	
<b>Biological Resources: Indicate the biological resources that may be located on the site, and measures needed to reduce effects.</b>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	A summary biological report was prepared for the project site?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will this operation require any tree removal and if so was Cal Fire Forestry notified? (Please see attached document)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will this operation require the removal of protected oak trees? (Oak trees with a diameter at breast height of 36 inches or greater or oak groves with 33+% canopy closure)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the operation or any improvements on the property be located within 50 feet of a seasonal stream or canal or within 100 feet of a perennial stream, pond or wetland?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the operation take place within 100 feet of the 100-year floodplain (Zone AE)?	
<b>*If any of the above are marked yes, a Management Plan may be required.</b>			
If previous tree removal has occurred on the property, provide a Less-Than-Three-Acre Timber Conversion completed by a registered professional forester (RPF). Completed:			
<b>Hazardous Materials:</b> Indicate potential hazardous materials, such as materials that are flammable, explosive, reactive, corrosive or toxic, including fuels, lubricants, solvents, pesticides or fertilizers that may be used in your cultivation operation.			
Provide a description of the use, handling, and storage of all potentially hazardous materials in compliance with applicable county codes. Review the requirements for submission of a Hazardous Materials Business Plan, which can be found here: <a href="http://www.caloes.ca.gov/">http://www.caloes.ca.gov/</a> .			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Completed: _____	My project will require a Hazardous Materials Business Plan HMBP. (if yes, attach the HMBP to this application form, if no complete the fields below),
Use of Fuels and Solvents: _____, _____, _____, _____,			
Use of Pesticides and Fertilizers: _____, _____, _____, _____.			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Location of Storage Site and Secondary containment Describe: _____	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Storage of Hazardous Materials limited to: Liquid (55 gallons):	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Solid (500 pounds)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Compressed Gas (200 cubic feet)	

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Setbacks: Hazardous Materials 100 feet from Private Drinking water well, spring, water canal, creek or other surface water body:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	200 feet from any public water supply well:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is any of the project area in a flood zone?
If yes, list the area of the project and any structures within that may be subject to the effects of flooding		
<b>Noise: Indicate construction and operational project elements that could produce noise that exceeds standards.</b>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the construction or operation of the project use machinery that will create noise (This includes any noise emitting equipment, including fans, generators, HVAC units, etc.) <b>Please list below.</b>
<hr/> <hr/>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does all equipment proposed for use in the project conform with the County's Noise Standards?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If noise producing equipment is proposed, are manufacturer's noise specifications for equipment or a sound study included?
<b>AG, AE and FR:</b> (Noise Level, DBA) <u>7am to 7pm: 55 Leq 75 Lmax</u> <u>7pm to 10pm: 50 Leq 65 Lmax</u> <u>10pm to 7am 40 Leq 55 Lmax</u>		
<b>Utilities and Public Services:</b> Provide details regarding the use of electricity for cultivation activities.		
Project conforms to the California Electrical Code adopted by Section 14.11.010 of the Nevada County Code?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Electrical Permits issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Electricity Provider Pacific Gas and Electric (PG&E) or permitted alternative source: <input type="checkbox"/> Solar <input type="checkbox"/> Other: _____
Provide information on how non-hazardous waste materials, including organic wastes, will be handled and disposed of? If composting will be used, show location(s) on site plan.		
Waste Hauler: _____	Composting: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Water Quality:</b>		
The proposed project is located in:		
<input type="checkbox"/> Central Valley Regional Water Quality Control Board (CVRWQCB)		<input type="checkbox"/> Lahontan Regional Water Quality Control Board (LRWQCB)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The applicant has completed the Notice of Intent (NOI) to enroll as a <input type="checkbox"/> Tier 1, <input type="checkbox"/> Tier 2, or <input type="checkbox"/> Tier 3 Discharger in accordance with (CVRWQCB) <sup>1</sup> <a href="https://www.waterboards.ca.gov/centralvalley/water_issues/cannabis/general_order/r5-2015-0113_att_b.pdf">https://www.waterboards.ca.gov/centralvalley/water_issues/cannabis/general_order/r5-2015-0113_att_b.pdf</a> , or with the LRWQCB <sup>2</sup> in accordance with <a href="https://www.waterboards.ca.gov/centralcoast/water_issues/programs/cannabis_cultivation/docs/faqs_cannabis_general_order.pdf">https://www.waterboards.ca.gov/centralcoast/water_issues/programs/cannabis_cultivation/docs/faqs_cannabis_general_order.pdf</a> . The permit has been issued WDID#
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The applicant applied for all other permits listed as part of the NOI including (check if applicable):
<input type="checkbox"/> Army Corps of Engineers Section 404 Permit		<input type="checkbox"/> California Department of Fish and Wildlife 1602 Streambed Alteration Agreement.
		<input type="checkbox"/> State Water Resources Control Board Construction General Permit No.

		<input type="checkbox"/> Timber Conversion Permit (see Biological and Environmental Resources above).	<input type="checkbox"/> A Local Grading Permit (see Section 5, Environmental Compliance Assessment for New or Expanded Growers) listed in the NOI required Water Quality Permits section.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The applicant has been issued WDID# _____, Or, expected date of issuance: _____	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	A Water Resources Protection Plan (WRPP) has been developed for the project site?, Or the WRPP is expected to be completed by:	
<b>Water Supply:</b> Indicate the water source(es) that are proposed to be used be used for cultivation purposes and provide the information in the blanks as requested. If the information is not applicable, write, "N/A."			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Well(s): refer to Chapter 5: Water Supply and Chapter 6: Water Wells (Section 15.06.010 through Section 15.06.290) of the Nevada County Code for additional information or definitions terms if needed.	
Well Permit #*:		Well Completion Log:	Estimated gallons per minute (gpm):
For all new well application(s) that are in process; have you provided a copy of the complete well application forms and documentation submitted to the County?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Water Diversion(s): Is the water source proposed to be used for cultivation sourced from a spring or stream?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, circle one: Spring _____; Stream _____	
<b>Public Water Source:</b> Is the water source a municipal or other public source?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Has a will serve letter been provided? (If public water will be utilized for this operation, this is required)			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		

**REVIEW AND INITIAL ALL OF THE FOLLOWING:**

**Initial:**

\_\_\_\_\_ I certify that the project parcel is in full compliance with all regulations shown in the County's Commercial Cannabis Ordinance.

\_\_\_\_\_ I recognize that this Administrative Development Permit for commercial cannabis only remains active with a finalized and current Annual Cannabis Permit (ACP).

\_\_\_\_\_ I recognize that this permit may be revoked at any time at the discretion of the Community Development Agency Director or their designee.

\_\_\_\_\_ I recognize that all aspects not in compliance with the Nevada County Municipal Codes on the parcel that qualify for the transition period shall be in full compliance within two years from this permit application date.

\_\_\_\_\_ I hereby authorize the County of Nevada Community Development Agency employees and/or any other appropriate County or State Agency or local districts to enter the property to conduct site inspections and investigations as set forth in this permit that may be issued on the basis of this application. I further agree to pay any fee for such inspection or investigation that occurs on the subject property.

**APPLICANT'S DECLARATION**

By my signature below, I certify that I am the property owner or authorized to act on the property owner's behalf. I have read this permit application and the information I have provided is true and correct. I agree to comply with all applicable County ordinances and State laws.

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**  
 Nevada-Yuba-Placer Unit (NEU)  
 13760 Lincoln Way  
 Auburn CA, CA 95603  
 (530) 889-0111



Revised 02/07/2020

## TREE REMOVAL INFORMATION STATE REGULATIONS

The California Department of Forestry and Fire Protection (CAL FIRE) is responsible for the enforcement of the Z'berg – Nejedly Forest Practice Act on non-federal forested land. Timber harvest documents are required from CAL FIRE for the cutting and/or removal of trees when:

- Residential development, commercial development, agricultural development or any other building activities will occur regardless of tree size.
- or**
- Material will be sold, bartered or traded for services.

Timber harvest documents are free to obtain from CAL FIRE. Some require a Registered Professional Forester (RPF) and all the documents require the work to be performed by an insured Licensed Timber Operator (LTO).

### **To speak with a local CAL FIRE Forester contact:**

David Ahmadi – 530-265-4589 EXT. 104 – Truckee/North Tahoe, Sierra County  
 Alex Stone – 530-265-4589 EXT 124 – Yuba County/North Nevada County  
 Dan Sooy – 530-889-0111 EXT. 1028 – Placer County/South Nevada County

Timber Harvest Document forms can be found at [www.fire.ca.gov](http://www.fire.ca.gov).  
 Navigate to Programs>Resource Management>Forest Practice>Timber Harvest Forms

### **CAL FIRE timber harvest forms include:**

#### **1. Timberland Conversion Permit (TCP) & Less Than Three Acre Conversion Exemption**

These documents are for a landowner who wishes to cut and/or remove trees to convert land to another use (e.g., to construct a home or other structure, to convert timberland to agricultural uses, etc.). Depending on the extent of the project a landowner may submit a Less Than Three Acre Conversion Exemption which allows for the one-time conversion of less than three acres of timberland. An RPF and LTO are required for conversion operations.

#### **2. Exemptions**

There are various exemptions allowing landowners to capture loss of dead or dying trees, reduce fire hazards around structures, thin forest stands, install fuel breaks, cut and sell firewood, and Christmas trees. Many of these documents don't require an RPF but all harvest documents require an LTO.

#### **3. Emergencies**

Emergencies are documents that a timberland owner can file after a natural disaster (fire, wind, snow and ice, pest, etc.) or to help fire safe a forest. An emergency requires a RPF and LTO.

#### **4. Timber Harvest Plan (THP) / Non-Industrial Timber Management Plan (NTMP)**

These documents are generally for timberland owners who wish to manage for commercial values. They require a RPF and LTO. An NTMP is limited to ownerships of no more than 2,500 acres.

*“The Department of Forestry and Fire Protection serves and safeguards the people and protects the property and resources of California.”*

## **Definitions of terms and laws**

### **REGISTERED PROFESSIONAL FORESTERS**

A Registered Professional Forester is licensed by the Board of Forestry to provide forestry services. A list of consulting RPF's can be found at <https://bof.fire.ca.gov/>  
Navigate to Projects and Programs>Professional Foresters Registration

### **LICENSED TIMBER OPERATORS**

Licensed Timber Operators are persons who have been licensed under the Forest Practice Act and are authorized to conduct forest tree cutting and removal operations. More information on LTO's can be found at [www.fire.ca.gov](http://www.fire.ca.gov)  
Navigate to Programs>Resource Management>Forest Practice>Licensed Timber Operators

A list of LTOs may be obtained from the CAL TREES website. Use the link below and run the valid LTO listing found under reports on the top right of the website.

<https://caltreesplans.resources.ca.gov/caltrees/>

### **Public Resources Code 4581. Necessity of timber harvesting plan.**

No person shall conduct timber operations unless a timber harvesting plan prepared by a registered professional forester has been submitted for such operations to the department pursuant to this article. Such plan shall be required in addition to the license required in Section 4571.

### **Public Resources Code 4526. Timberland.**

"Timberland" means land, other than land owned by the federal government and land designated by the board as experimental forest land, which is available for, and capable of, growing a crop of trees of a commercial species used to produce lumber and other forest products, including Christmas trees. Commercial species shall be determined by the board on a district basis.

### **Public Resources Code 4527. Timber operations.**

(1) "Timber operations" means the cutting or removal, or both, of timber or other solid wood forest products, including Christmas trees, from timberlands for commercial purposes, together with all the incidental work, including, but not limited to, construction and maintenance of roads, fuel breaks, firebreaks, stream crossings, landings, skid trails, and beds for the falling of trees, fire hazard abatement, and site preparation that involves disturbance of soil or burning of vegetation following timber harvesting activities, but excluding preparatory work such as tree marking, surveying, or road flagging.

(2) "Commercial purposes" includes (A) the cutting or removal of trees that are processed into logs, lumber, or other wood products and offered for sale, barter, exchange, or trade, or (B) the cutting or removal of trees or other forest products during the conversion of timberlands to land uses other than the growing of timber that are subject to the provisions of Section 4621, including, but not limited to, residential or commercial developments, production of other agricultural crops, recreational developments, ski developments, water development projects, and transportation projects.



On behalf of the  
**County of Nevada Community Development  
Agency**  
In partnership with:  
**CAL FIRE**  
**Nevada County Consolidated Fire District**  
**Penn Valley Fire District**

## **Common Fire Safe Regulations for Commercial Properties**

Under authority of Public Resources Code (PRC) Section 4290 and 4291, Nevada County Road and Driveway standards, California Building Code (CBC), and the California Fire Code (CFC) the following items are required by CAL FIRE or by either the: Nevada County Consolidated Fire District or the Penn Valley Fire District as part of this permit. These requirements are minimums and may be superseded by Nevada County local regulations exceeding these standards.

Refer to the below list as they are common requirements for Commercial Properties within Nevada County. These items when applicable are required to be on project site plans. Review the below items and checkmark ones you believe will apply to your site. Review selected items with your design professional. Understand that each site has its own differences and challenges, some sites will require additional mitigation measures.

### **Design Standards:**

- \_\_\_\_\_ 1. Provide to the Community Development Agency with your proposed site plan:
- a) Professional or professional-quality site plan.
  - b) Scale no smaller than 1 inch = 60 feet.
  - c) Printed on paper large enough to easily review.
  - d) Items below that apply to your site are either physically shown on the site plan or on the site plan under: 'Fire Department Notes.'

### **Addressing:**

#### **Section 16.01.060: Address standards**

- \_\_\_\_\_ 1. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property.
- \_\_\_\_\_ 2. Address numbers shall be Arabic numerals or alphabetical letters. Numbers shall not be spelled out.
- \_\_\_\_\_ 3. All address signs shall have a minimum four (4) inch high numerals with a minimum one-half (1/2) inch stroke and be mounted or placed on a reflectorized background with contrasting colors.
- \_\_\_\_\_ 4. Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response.
- \_\_\_\_\_ 5. In all cases, the address shall be posted at the beginning of construction and shall be maintained thereafter, as provided in Section 16.01.070.

### **Driveways:**

#### **Section 4.03.020 Private Driveway Construction Standards.**

**\*Note: The below Driveway Standards also apply to Commercial Businesses on Residential Parcels.**

All newly constructed single-family residences shall be served by a driveway. Any subdivision proposing that two (2) lots be served by a common driveway shall have the driveway constructed prior to the map recordation. The driveway shall meet the following construction standards as administered by the Building Department through a driveway permit when a grading permit is not applicable. Standards do not apply to driveways that are less than fifty (50) feet or less in length.

**A. Driveway Grade:**

- \_\_\_\_\_ 1. Below 4,000 feet elevation, driveway grade shall not exceed twenty percent (20%) unless a Petition for Exceptions is supported by the County Fire Marshal or his or her appointed designee and granted by the planning agency having jurisdiction over the land use entitlement. Notwithstanding Sec. 4.02.060, Exceptions to Standards, there shall be no exceptions granted for grades in excess of twenty-five percent (25%).
- \_\_\_\_\_ 2. At or above 4,000 feet elevation, driveway grade shall not exceed sixteen percent (16%) maximum. Notwithstanding Sec. 4.02.060, Exceptions to Standards, there shall be no exceptions granted for grades in excess of sixteen percent (16%) where elevations range above 4,000 feet.

**B. Driveway Surface:**

Driveway surfaces shall be capable of supporting a 40,000 pound legally-loaded vehicle as outlined below:

- \_\_\_\_\_ 1. Driveways and segments thereof that are between zero (0%) and sixteen percent (16%) grade shall be capable of supporting a 40,000 pound legally loaded vehicle as certified by a registered civil engineer, or a minimum of four (4) inch Class II aggregate base (see detail above).
- \_\_\_\_\_ 2. Driveways and segments thereof that are sixteen-point one percent (16.1%) grade and above, shall be designed and certified by a registered civil engineer. Prior to foundation inspection, the engineer shall provide stamped and signed written verification to the County Fire Marshal or his or her appointed designee that the rough grade complies with the site plan. Prior to, or concurrent with, final inspection, the engineer shall provide stamped and signed written verification that the final driveway complies with the site plan.
- \_\_\_\_\_ 3. Driveways between sixteen-point one percent (16.1%) and twenty percent (20.0%) grade shall be engineered with an all-weather surface.

**C. Driveway Design:**

- \_\_\_\_\_ 1. At least the first thirty (30) feet of the driveway encroachment from the edge of pavement of the primary roadway shall conform to the design standards for driveway encroachments as illustrated in the Nevada County Department of Public Works Standards Drawings, available from the Department of Public Works (see detail above).
- \_\_\_\_\_ 2. The driveway must be built to within fifty (50) feet of the nearest point of each dwelling unit.
- \_\_\_\_\_ 3. Surface width shall be ten (10) feet minimum with one (1) foot shoulders for driveway grades up to sixteen percent (16%). For grades between sixteen-point one percent (16.1%) and twenty percent (20%), a twelve (12) foot minimum surface width with one (1) foot shoulders is required.
- \_\_\_\_\_ 4. Vertical vegetation clearance shall be fifteen (15) feet minimum, measured from the outside edge of the shoulder.
- \_\_\_\_\_ 5. Curve radius shall be fifty (50) feet minimum from centerline. For all driveway radii less than one hundred (100) feet, an additional four (4) feet of surfacing shall be provided on said curves.

All driveways shall also comply with Nevada County Code Section 16.10.040.F, Design Geometrics: Curve Widening (see detail above).

- \_\_\_\_\_6. Back-out maneuvering area in front of parking garages and open parking stalls shall be twenty-four (24) feet.

**D. Driveway Design Continued, Turnouts and Turnarounds:**

- \_\_\_\_\_1. For driveways that are three hundred (300) feet or more in length, a turnaround or hammerhead with a maximum grade of twelve (12) percent shall be provided within fifty (50) feet of the dwelling (see hammerhead detail above).
- \_\_\_\_\_2. Driveways exceeding one hundred fifty (150) feet in length, but less than eight hundred (800) feet in length, shall provide a turnout near the midpoint of the driveway.
- \_\_\_\_\_3. Driveways exceeding eight hundred (800) feet shall provide turnouts no more than four hundred (400) feet apart.
- \_\_\_\_\_4. Turnaround: The terminus bulb shall have a minimum forty (40) foot radius.
- \_\_\_\_\_5. Hammerhead T: The long axis shall be a minimum of sixty (60) feet and the leg shall be a minimum of forty (40) feet (see detail above).
- \_\_\_\_\_6. Turnouts shall be a minimum of ten (10) feet wide and thirty (30) feet long with a minimum twenty-five (25) foot taper on each end.
- \_\_\_\_\_7. All bridge and culvert portions of the driveway shall support a 40,000 pound legally loaded vehicle
- \_\_\_\_\_8. Roadside vegetation: A fuel modification area shall be provided for a distance of 10 feet on each side of the driveway.
- \_\_\_\_\_9. All appropriate grading, drainage and erosion control shall be included pursuant to Chapter V of the Nevada County Code.
- \_\_\_\_\_10. Lateral slopes must be designed and installed to accommodate a minimum two percent (2%) and maximum four percent (4%) cross slopes, taking topography into consideration.

**E. Gates on Driveways:**

- \_\_\_\_\_1. Gate entrances shall be at least two feet wider than the width of the traffic lanes serving the gate and shall provide a minimum width of fourteen (14) feet unobstructed horizontal clearance.
- \_\_\_\_\_2. All gates providing access from a road to a driveway or another road shall be located at least thirty (30) feet away from the edge of pavement of the primary roadway and shall open to allow a vehicle to stop without obstructing traffic on that primary road.
- \_\_\_\_\_3. Security gates shall not be installed without approval of the Fire Marshal's Office of the fire authority having jurisdiction. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times.

**Fire Access: Fire Apparatus Roads and Key Boxes**

**Section 16.10.040 Design Geometrics (Fire Apparatus Access Roads)**

**\*NOTE: Certain sites may require “Fire Apparatus Access Road Standards” as approved by the County based on its adoption of the California Fire Code (CFC) in its entirety. CFC Chapter 5 addresses Fire Road Standards.**

- \_\_\_\_\_ 1. Where required by the Agency Having Jurisdiction, Fire Apparatus Access Roads will meet the following:
- a. Access roads from every building to a public street shall be all-weather hard surfaced, suitable for use of fire apparatus, right-of-way not less than two (2) 10-foot lanes or 20 feet in width, not including shoulder and striping.
  - b. Surface capable of supporting a 75,000 lb. vehicle with a minimum 6-inch A.B. compacted to 95%.

**Section 14.05.220 Key Box**

- \_\_\_\_\_ 1. A key box or AKA: KNOX box, approved by the responsible fire agency, shall be installed on buildings with automatic fire sprinkler and/or fire alarm systems. The owner or person in charge of the premises shall notify the responsible fire agency without delay when the required keys providing access to the facility have been changed. Proper keys shall be made immediately available.
- \_\_\_\_\_ 2. If the primary access point is through a locked gate, a key box will be mounted near the gate entrance.

**Fire Alarms:**

**Section 14.05.290 Automatic Fire Alarm System**

**\*NOTE: Below stated is reworded from County Ordinance to accurately reflect the requirements of Nevada County Fire Marshal(s).**

- \_\_\_\_\_ 1. Any Commercial Structure, regardless of size or required fire flow, - utilized in conjunction with the applicant’s Commercial process(s), shall have installed throughout an approved fully-supervised automatic smoke and/or heat detection fire alarm system.

**Emergency Water Standards: Tanks and Hydrants:**

**\*NOTE: If the Commercial Building is less than 400 feet of ‘drivable’ distance from a maintained municipal-type water supply or private hydrant a readily accessible by fire apparatus, this section may be omitted. (§ CFC 507.5.1)**

**Section 4.04.010 Purpose and Intent**

- \_\_\_\_\_ 1. To provide available and accessible emergency water for wildfire protection on SRA lands, in specified quantities and locations to attack a wildfire or defend property from a wildfire. Such emergency water may be provided in a fire agency mobile water tender or naturally occurring or manmade containment structure, as long as the specified quantity is immediately available.

**Section 4.04.020 Application**

**\*NOTE: This is based on ‘Remote Single-Family Residential Buildings’, however below stated will also apply to Remote Commercial Applications.**

- \_\_\_\_\_ 1. The stored amount of on-site water available for fire protection shall be compliant with the National Fire Protection Association (NFPA) 1142, “Standard on Water Supplies for Suburban and Rural Firefighting.” The minimum amount of stored water required is 2500 gallons and may

be higher dependent on the size of the structures to be protected and will be exclusive of domestic requirements. The water shall be available on-site at the time of the framing inspection. Construction of the water storage facility shall be in compliance with the drawings kept on file in the Office of the Fire Marshal.

- \_\_\_\_\_2. NFPA 1142 calculations/math and required amount of stored water are required to be shown on site plans.

#### **Section 4.04.040 Standards for Hydrants/Fire Valves**

- \_\_\_\_\_1. The hydrant shall be located 18 inches above grade in a turnout/turnaround or other approved location, not less than 50' from any building. Flammable vegetation shall be removed within 8' of the hydrant.
- \_\_\_\_\_2. The hydrant shall be: (1) brass with 2 ½ inch National Hose male thread with cap for pressure and gravity flow systems and 4 ½ inch for draft systems; or (2) any hydrant approved by the American Water Works Association. Such hydrants shall be an insulated wet barrel or dry barrel as required by the delivery system. Depending on location of the hydrant, suitable crash protection may be required by the local fire jurisdiction.
- \_\_\_\_\_3. Signing of Water Sources - Each hydrant/fire valve or access to water shall be identified as follows:
- a. If located along a driveway, a reflectorized blue marker, with a minimum dimension of 3 inches shall be located on the driveway address sign and mounted on a fire-retardant post, or
  - b. If located along a street or road, it shall be marked/signed to the satisfaction of the fire agency with fire protection responsibility or the hydrants located along state highways shall be as specified in the State Fire Marshal's Guidelines for Fire Hydrant Markings Along State Highways and Freeways.

#### **Fuel Modification Standards:**

##### **4.05.010 Purpose and Intent:**

To reduce the intensity of a wildfire by reducing the volume and density of flammable vegetation, these areas shall provide (1) increased safety for emergency fire equipment and evacuating civilians; and (2) a point of attack or defense from a wildfire; and (3) strategic siting of fuel modification and greenbelts.

- \_\_\_\_\_1. Show as "Notes" on the site plan:  
"Maintain Defensible Space of 100 feet from each side, front and rear of all permitted structures on the property. The amount of vegetation modification necessary shall take into account the flammability of the structure as affected by building material, building standards, location, and type of vegetation. Vegetation shall be maintained in a condition so that a wildfire burning under average weather conditions would be unlikely to ignite the structure. This paragraph does not apply to single specimens of trees or other vegetation that are well- pruned and maintained so as to effectively manage fuels and not form a means of rapidly transmitting fire from other nearby vegetation to a structure or from a structure to other nearby vegetation. The intensity of the vegetation management may vary within the 100-foot perimeter of the structure, with the most intense being within the first 50 feet around the structure."

**Additional Fuel Modification Information: Visit [www.readyforwildfire.org](http://www.readyforwildfire.org)**

- \_\_\_\_\_2. Resources & Setbacks (see Nevada County Code 12.04.201 for additional information):

- a. Landmark trees: oak trees that are 36+ inches at diameter breast height (4'6") – all disturbance must be outside the dripline
- b. Landmark oak groves: oak groves with a 33+% canopy closure – all disturbance must be outside the dripline
- c. Watercourses: ponds, streams, creeks, etc. – 100-foot setback, seasonal streams may have a 50-foot setback
- d. Wetlands: 100-foot setback
- e. Canals: 100-foot setback on the uphill side; 20-foot setback on the downhill side of the canal
- f. Management Plan: If avoidance of these resources and setbacks is not possible, a Management Plan prepared by a Pre-Qualified Biological Consultant would be required. Additional information:  
<https://www.nevadacountyca.gov/DocumentCenter/View/26613/Pre-Qualified-Biological-Consultant-List-PDF?bidId>
- g. Native tree removal may require a formal Timber Harvest Plan or 3-Acre Conversion Permit prepared by a registered professional forester. A list of valid registered professional foresters can be found on the California Board of Forestry and Fire Protections website at <https://bof.fire.ca.gov/projects-and-programs/professional-foresters-registration/rpfcmmrosters/> or:
- h. Additional Cannabis Information:  
<https://www.nevadacountyca.gov/DocumentCenter/View/32580/BiologicalEnvironmental-Resources-Guidelines-?bidId>

### **Closing Comments:**

We understand that you are embarking on a large project that will take months to complete. The purpose of this checklist is to educate you on common items that your Fire Marshal Review will be requiring for your site within the SRA. Again, each site is unique and may have additional requirements. Our intent is that your site plans submitted arrive including the applicable above stated items shown or referenced in the 'Fire Department Notes.' Accurate and thorough submitted site plans will save you valuable time and money avoiding multiple resubmittals. The Fire Marshals of Nevada County are often busy with job related workload, please make all attempts to reference available material online for additional information. We are here to see your project through to the end, ensuring life safety and environmental requirements along each step of the process.

Respectfully,

- Scott Eckman, CAL FIRE
- Terry McMahan, Nevada County Consolidated Fire District
- Clayton Thomas, Penn Valley Fire District



**COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY  
Cannabis Compliance Division**

950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617  
(530) 265-1222 ~ FAX (530) 265-9851 <http://nevadacountyca.gov>

Jeff Merriman, Director

**COMMERCIAL CANNABIS PERMIT SECURITY/OPERATION PLAN CHECKLIST**

**THE FOLLOWING ITEMS ARE REQUIRED FOR A COMPLETE APPLICATION SUBMITTAL OF A SECURITY PLAN.  
INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED: PLEASE READ CAREFULLY!**

	<p><b>Perimeter Security:</b> Provide a complete and clear description of perimeter security components including fencing, gates, locking hardware, doors, component heights, etc.</p>
	<p><b>Cultivation Area Screening:</b> Indicate how the cultivation area will be screened from the public-right-of way or publicly traveled private roads. Indicate materials used, construction, etc.</p>
	<p><b>Hazardous Materials:</b> Include an itemized list showing the amount and type of hazardous and/or flammable materials used onsite. Include information regarding locations of storage and use areas.</p>
	<p><b>Access:</b> Indicate how the cultivation area and all habitable structures are accessed by emergency personnel. Indicate the widths and lengths of driveways and locations of access gates.</p>
	<p><b>Exterior Noise:</b> Indicate how exterior noise will be limited in accordance with the Nevada County Zoning Ordinance applicable to the Land Use Category and Zoning District where cultivation activities will occur. (<i>Nevada County Code 12.04.070</i>)</p>
	<p><b>Building Security:</b> Specify any building safety and security components associated to access to buildings, door docking hardware, wall construction, exterior wall opening access points, etc.</p>
	<p><b>Exterior Lighting:</b> Indicate the type and location of any exterior lighting installed at cultivation areas as a deterrent for trespassing. Indicate placement of lighting associated to placement of security/surveillance systems. Indicate lighting installed will be downcast and full shielded as to not create light pollution. (<i>Nevada County Code 12.04.108</i>)</p>
	<p><b>Surveillance:</b> Indicate any types of video surveillance systems or alarm systems installed. Indicate placement locations and types of cameras, alarms, etc.</p>
	<p><b>Onsite Presence:</b> Indicate how the cultivation area will be monitored by onsite personnel. Specify the frequency and location of persons' onsite overseeing cultivation activities. Indicate types of safety and security training provided to onsite personnel.</p>
	<p><b>Security of Valuables:</b> Indicate the approach to keeping currency and valuables that are located onsite in a secure and safe location.</p>
	<p><b>Operation Plan:</b> Types of activities conducted onsite, specific uses/business activities in each applicable structure, number and type of employees, hours of operation, equipment operation onsite, number of anticipated vehicle trips per day, and any other activity applicable to the commercial operation onsite.</p>



**COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY**

950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617  
(530) 265-1222 ~ FAX (530) 265-9854 <http://nevadacountyca.gov>

**Trisha Tillotson, Agency Director**

Agricultural Commissioner      Building      Code Compliance      Environmental Health      Farm Advisor      Planning      Public Works

**ADMINISTRATIVE DEVELOPMENT CANNABIS PERMIT  
AGENT AUTHORIZATION LETTER**

IF YOU ARE NOT THE PROPERTY OWNER....

But are a representative for the property owner, and you are not on the Grant Deed as the legal owner, you are required to provide a **notarized letter** of authorization to the County of Nevada at time of submittal of your Administrative Development Cannabis Permit Application. Please fill out the following form and have this document signed by the appropriate person(s), notarized, and returned to the County of Nevada Community Development Agency (CDA).

**AUTHORIZATION**

I, \_\_\_\_\_ owner(s) of property located at, \_\_\_\_\_  
\_\_\_\_\_

Assessors Parcel Number (APN) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_, do hereby authorize:

(Authorized Person) \_\_\_\_\_

(Address) \_\_\_\_\_

(City, State & Zip Code) \_\_\_\_\_

(Telephone Number) \_\_\_\_\_

To act as my agent/representative in obtaining a Administrative Development Cannabis Permit from the County of Nevada Community Development Agency (CDA) for commercial cannabis cultivation activities conducted at the above address. I authorize commercial cannabis operations to be completed on the subject property and I am aware that the commercial cannabis operations will occur on my property.

**Description of Project:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

*It is unlawful to alter the substance of any official form or document of Nevada County*



# COUNTY OF NEVADA COMMUNITY DEVELOPMENT AGENCY

Trisha Tillotson, Agency Director

ENVIRONMENTAL HEALTH DEPARTMENT

Amy Irani, REHS, Director

950 MAIDU AVENUE  
NEVADA CITY, CA 95959

PH: (530) 265-1222  
FAX: (530) 265-9854

<http://nevadacountyca.gov>

## COMMERCIAL CANNABIS CULTIVATION APPLICATION PACKET FOR 2-YEAR TRANSITION PLAN TEMPORARY PORTABLE RESTROOM AND HANDSINK USE

***THIS APPLICATION APPLIES TO OPERATIONS WITH 2-5 EMPLOYEES ONLY FOR TWO (2) HARVEST SEASONS PER YEAR. OPERATIONS WITH 6 + EMPLOYEES MUST APPLY FOR THE INSTALLATION OF A PERMANENT RESTROOM FACILITY UPON THE BUSINESS PROPERTY. PLEASE BE AWARE USE OF TEMPORARY PORTABLE TOILET IS ONLY ALLOWED FOR THE 2-YEAR TRANSITION PERIOD. PERMANENT DISPOSAL AND FACILITY ARE REQUIRED AT THE EXPIRATION OF 2-YEAR TRANSITION PERIOD.***

The proper maintenance, monitoring and commercial contractual agreement for the temporary portable restroom is important for use approval. It assures that you will meet all structural and operational requirements of the applicable State Health Laws, and at the same time, meet the objective of protecting the public health and welfare as well as the environment.

### **Application Submittal Requirements:**

1. **APPLICATION COVER SHEET. (Page 2 & 3)** These are the only pages from this packet that are required to be completed and submitted to the Environmental Health Department. All other pages are to act as guidelines or templates for submittal requirements.
2. **COMPLETE SITE PLAN TO INCLUDE THE FOLLOWING:**
  - a. Location of the portable toilet facility and portable hand washing station. Portable toilet shall be installed to prevent spillage, or collapse of the unit. *Portable toilet unit must be 100 ft away from all water sources.*
  - b. Plans shall be easily readable and drawn to scale. Recommended scale of 1" = 50' and shall include residential well, septic tank and disposal field locations.
3. **COMPLETE AND SIGNED AGREEMENT WITH A LICENSED, COMMERCIAL PORTABLE TOILET BUSINESS.** Agreement shall include:
  - a. Weekly service agreement for the maintenance and sanitation of the portable toilet and hand washing station.
  - b. Delivery for Summer Harvest (June – August) and Fall Harvest (October – November). After each harvest time frame, the portable toilet and hand washing station will be removed from the property. The contractual agreement shall specify this requirement.
  - c. Portable hand washing station supplied with water, soap and papertowels.
4. **SUBMIT APPLICATION FOR OSSE & SEPTIC**
  - a. Applications for OSSE & Septic System must be submitted to the Environmental Health Department before expiration of the 2-year transition plan.
  - b. Permanently installed and approved septic system for commercial restroom **will be required** for operation after 2-year transition period has expired.



---

# Business Name

Street Address  
City, ST ZIP Code

---

Date

Nevada County Environmental Health Department  
950 Maidu Ave, Ste 170  
Nevada City, CA 95959

Business name has contracted with NAME OF BUSINESS located at BUSINESS ADDRESS.

Weekly maintenance of # of portable toilet(s) and hand washing station(s), supplied with water, soap and paper towels, will be provided during Summer (June-Aug)/Fall (Oct-Nov), and will be removed outside this/these timeframe(s).

Sincerely,

Your Name



**COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY  
AGRICULTURAL COMMISSIONER**

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Trisha Tillotson  
Community Development Agency Director

Chris De Nijs  
Agricultural Commissioner, Sealer of W&M

**AG, WEIGHTS AND MEASURES  
CANNABIS APPLICATION PROCESS AND FAQ**

**The Forms**

Include all requested documents with the cannabis application packet. The forms are included on the following pages listed are on the following pages:

- Pesticide List & Management Plan
- Operator ID Number Application
- Device Registration Application

**Application Process**

1. Include all requested documents with the cannabis application packet. Missing or incomplete information may result in processing delays.
2. The Ag Department will contact you to set up an appointment for to review your proposed pesticide list, and issue an operator id number as applicable. There is no additional cost for this.
3. If you have employees, you may be required to fulfill additional requirements to meet Worker Safety Protection Standards as they pertain to Pesticide Use and Safety. There are no fees associated with this requirement, and the requirements will be reviewed during the review appointment.
4. Ag conditional approval will be granted after these steps 1-3 are completed. For complete Ag Department approval, see step 5.
5. Have your scale inspected by County Ag, Weights and Measures. You can wait until closer to the end of the county application process to do this step, but it must be completed prior to the issuance of your county Annual Cannabis Permit, or the first county or state inspection, whichever is first. There is an annual fee for registering your weighing device, which includes the cost of the inspection. Device registration fees and are outlined in the FAQ below.

**This Packet**

- Pages 1-3 Overview and FAQ
- Page 4-5 Pesticide List & Management Plan
- Page 6 Operator ID Number Application
- Page 7 Device Registration Application

## Frequently Asked Questions: Pesticide Use and Safety

### **What needs to be included on my Pesticide List & Management Plan?**

The complete name of the products(s), and if applicable, the EPA Registration Number(s) from the product. Submitting only an active ingredient, ie neem oil, does not allow us to evaluate the product for possible compliance. You may include any other relevant information you feel is important for us to know about how you plan to manage pests, including mildews, insects and weeds, and what you will do if those plans do not work.

### **Why do I need to include the Pesticide List & Management Plan?**

- ☐ State Law requires you seek this review from the County Agricultural Commissioner prior to the application of any pesticides in the production of a commercial commodity. BPC8106(a)(3)(c)
- ☐ The review allows us to confirm the product has an allowed active ingredient, that the label is broad enough to interpret for use on cannabis, and is intended for use in commercial agricultural production. FAC 12973
- ☐ The review also allows us to determine if you will need an operator id number, ie a pesticide permit. CCR 6622

### **Using a product to control a pest?**

A pesticide is defined as something applied to control or mitigate a pest. This includes herbicides, rodenticides, insecticides and fungicides, and you'll need an Operator Identification Number (OIN), also known as a pesticide permit, prior to purchase and/or application of a pesticide to a commercial commodity. Issued by the County Agricultural Commissioner's staff. The application is included in the County Cannabis Permit Application.

### **Do you have employees that will be handling or applying pesticides, or working in areas that were treated with a pesticide within the last 30 days?**

If so, those employees will need to be trained prior to possible exposure. Training must be performed by a qualified trainer. If you are a grower, the easiest way to become a qualified trainer is by taking the exam to get a Private Applicator Certificate, which will allow you to train your own employees. The exam is administered by the County Agricultural Commissioner. This will be discussed during your ag permit review.

### **Are you performing pest control work for hire?**

If you are advertising or performing pest control for hire, you are required to get a Qualified Applicators License and a Pest Control Business License from California Department of Pesticide Registration. You are also required to register your business with each County's Agricultural Commissioner in which you plan to perform work.

## Frequently Asked Questions: Weights and Measures

### Do I need a Weighmaster License?

If you have a license issued by CDFA CalCannabis Division, you need a weighmaster license. This is obtained from CDFA's Division of Measurement Standards (DMS), with an online application process.

### How do I choose a scale?

You must purchase an NTEP approved scale appropriate for the amount to be weighed. Guidance about scales can be found at CDFA Division of Measurement Standard's Cannabis Considerations webpage, and consulting with County Agricultural Commissioner's staff.

For cultivators, Class II (2) scales are the recommended scale stated by CalCannabis, however these are very precise and not well suited to measuring fresh plant material. For example, if you need to weigh less than 2lbs while doing a partial manicure or small amounts of leaves, you will still need a Class II.

Most folks are choosing to purchase two scales, a Class II for weighing less than 2lbs and a Class III for freshly harvested plant material. Purchasing two scales is typically cheaper than buying one large capacity Class II, which start around \$1200. Instead you should be able to find both types of scales for \$300-600 each, depending on make, model and features, like being able to connect to a computer and relay information directly to METRC.

The Ag Department cannot provide a list of models. DMS provides the following resources but know it's not an exhaustive list. You can always send us a prospective make and model, and we'll confirm suitability. The key term to look for, besides Class II/III, and the phrase "legal for trade", or NTEP certified. <https://www.cdfa.ca.gov/dms/CannabisWM.html>

### How do I have my scale inspected and sealed?

Weighing devices are registered annually with the County Agricultural Commissioner in the county of operation and are inspected by the Commissioner's staff during a site visit. Contact us to request an inspection.

### How much are device (scale) registration and inspection fees?

Device registration fees, which covers the cost of the inspection, are as follows: \$100 site fee, \$81.10 for Class II, \$21.10 for Class III. This fee is normally billed annually in January; new devices will be prorated based on the remainder of the year.

### If I have one Class II and one Class III scale, what will the registration fee be?

That would be 1-\$100 location fee, 1-\$81.10 class II scale, and 1-\$21.10 class III scale, for a total of \$202.20 on an annual basis.

### Additional information may be found on our website at:

<https://www.mynevadacounty.com/2646/Cannabis-Compliance-Division>  
<https://www.mynevadacounty.com/2653/Cannabis-Ag-Weights-Measures>

### Other Agency Contact Information

**CDFA Division of Measurement Standards (DMS)**  
916-229-3000  
[cdfa.ca.gov/dms](http://cdfa.ca.gov/dms)

**CA Department of Pesticide Regulation (DPR) Licensing**  
916-445-4033  
[cdpr.ca.gov](http://cdpr.ca.gov)

**CDFA CalCannabis**  
833-CALGROW (833-225-4769)  
[calcannabis.cdfa.ca.gov](http://calcannabis.cdfa.ca.gov)



**COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY  
AGRICULTURAL COMMISSIONER**

950 Maidu Avenue, Nevada City CA 95959-8617  
(530) 470-2690 FAX (530) 470-2939 <http://nevadacountyca.gov>

Trisha Tillotson  
Community Development Agency Director

Chris De Nijs  
Agricultural Commissioner, Sealer of W&M

**PEST MANAGEMENT PLAN**

NAME:	PHONE:	CELL PHONE:
DBA:	EMAIL:	

The complete name of the products(s), and if applicable, the EPA Registration Number(s) from the product. Submitting only an active ingredient, ie neem oil, does not allow us to evaluate the product for possible compliance.

	PRODUCT NAME	EPA REG. NO.	ACTIVE INGREDIENT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



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Trisha Tillotson  
Community Development Agency Director

Chris De Nijs  
Agricultural Commissioner

**OPERATOR IDENTIFICATION NUMBER APPLICATION**

**Applicant Information**

NAME:	PHONE:	CELL PHONE:
DBA:	EMAIL:	
MAILING ADDRESS:		
PHYSICAL ADDRESS:		

**Pests – check all that apply**

- |  |   |
|--|---|
| <input type="checkbox"/> Terrestrial weeds   | <input type="checkbox"/> Insects        |
| <input type="checkbox"/> Aquatic weeds/pests | <input type="checkbox"/> Disease/Mildew |
| <input type="checkbox"/> Vertebrates         | <input type="checkbox"/> Other          |

**Commodity – enter acreage for all that apply**

Pasture (irrigated)	ac	Uncultivated, non-ag	ac	Pond or ditch	ac
Rangeland (non-irrigated)	ac	Timber	ac	Grapes	ac
Other:	ac	Stone Fruit (peach, plum, nectarine)	ac	Pome Fruit (apple, pear)	ac
Vegetables, list:	ac				

**Who will be applying pesticides?**

- Myself  Employees

**I understand I will have to file a report each month I use a commercial-grade pesticide. I plan to report by:**

- Free online use reporting: must include email above  Paper form; faxed, mailed or walk in

**I am the landowner of the above identified property, or I have been authorized by the landowner and have attached the letter of authorization form as required.**

Signature:

Title:

Date:

**FOR OFFICE USE ONLY**

Op ID Number: APN:  
Issue Date: MSTR:  
Prepared By:



**COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY  
AGRICULTURAL COMMISSIONER**

950 Maidu Avenue, Suite 170 Nevada City, CA 95959  
(530) 470-2690 FAX (530) 470-2939 <http://nevadacountyca.gov>

**APPLICATION FOR DEVICE REGISTRATION**

**Location Specific Information**

Business Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
*Street, City, ZIP Code*

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Business Phone: (     ) \_\_\_\_\_ Email: \_\_\_\_\_

**Corporate/Business Mailing Information – If same as above check here**

Corporate Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street, City, State, ZIP Code*

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Business Phone: (     ) \_\_\_\_\_ Email: \_\_\_\_\_

**Weighing or Measuring Device Information – use additional sheet if necessary**

Device Type(s)	Make/Model	Serial Number	Equipment No, if applicable, e.g., truck #0001

Start-Up Date (If already in use): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## AGREEMENT TO PAY

Nevada County Community Development Agency fees are based on Board of Supervisor approved fee schedules. Hourly fees and fees for services in excess of a minimum fee collected, including re-inspections, are billed to the applicant based on the Board approved fee schedule in effect at the time the work is performed by staff. This *Agreement To Pay* form must be signed and original signatures submitted to the NCCDA along with the completed permit forms and the initial payment of fees. Copies of current fee schedules are available from our Customer Service Staff or on the web at <http://www.nevadacountyca.gov>

I/We understand that the NCCDA will bill as services are rendered, and I/We agree to pay such billing within thirty (30) days of the mailing of such billing for the project/permit. If payments on outstanding invoices are not made within thirty (30) days after the date of the invoice, County staff may cease work on the project until the required payment is made, subject to any other provisions of the law. All fees must be paid prior to the granting of any permits, approvals, or any land use entitlement for which services are required. The collection of fees, however, does not guarantee the granting of any permits, approvals, or land use entitlements for which I/We are applying.

**Site Information:**

**Invoices and/or notices to be mailed to:**

APN:                    —            —	Name:
Property Owner/Business Name (if applicable):	Address:
Address:	
Phone Number:	Phone Number:
Email:	Email:

NCCDA Staff is authorized to consult with necessary governmental agencies and the following individuals concerning this project: \_\_\_\_\_

*I certify under proof of perjury that I am the property owner or that I am authorized to enter into this fee agreement on his/her behalf. I have read the conditions concerning Nevada County Community Development Agency Fees and I understand that in the event that the billing party I have indicated does not pay required fees, I will be responsible for payment. I further agree to advise the department in writing should I no longer be associated with the above referenced project/property, rendering this agreement invalid as of the change of the date that the letter is received by the Nevada County Community Development Agency.*

\_\_\_\_\_ Dated: \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**THIS SECTION FOR OFFICE USE ONLY**

Service: \_\_\_\_\_ Department: \_\_\_\_\_ Job No: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date of Receipt: \_\_\_\_\_



Community Development Agency

## Planning Department

[Planning@nevadacountyca.gov](mailto:Planning@nevadacountyca.gov)  
[www.nevadacountyca.gov/Planning](http://www.nevadacountyca.gov/Planning)

950 Maidu Avenue, Suite #170

PO BOX #599002

Nevada City, CA 95959

PH: (530) 265-1222 ext. 2

FAX: (530) 265-9854

### **LEVINE ACT DISCLOSURE STATEMENT**

California Government Code Section 84308, commonly referred to as the "Levine Act," prohibits any Commissioner, Board of Supervisors member, or any Other Elected County Officer ("County Officer") from participating in any action related to a proceeding if they receive any political contributions totaling more than \$500 (as of Jan. 1, 2025) within the previous 12 months, while a proceeding is pending, and for 12 months following the date a final decision in a proceeding concerning a license, permit, entitlement, franchise or, contract (collectively "license, permit, or contract") has been made, from the person or company awarded the said license or contract. The Levine Act also requires a County Officer who has received such a contribution to disclose the contribution on the record of the proceeding.

County Elected Officials and Appointed Commissions include, but may not be limited to, the list provided below, and individual officers or commissioners are listed at the following site:

<https://www.nevadacountyca.gov/3140/Committee-Board-and-Commission-Information>

- Board of Supervisors- <https://www.nevadacountyca.gov/731/Board-of-Supervisors>
- Planning Commission
- Agricultural Advisory Commission
- South County Municipal Advisory Council
- Penn Valley Municipal Advisory Council
- Regional Housing Authority
- Nevada County Transportation Commission
- Nevada County Airport Land Use Commission- Grass Valley/Truckee
- Nevada County Airport Commission
- Local Area Formation Commission (LAFCo)
- Historical Landmarks Commission
- Fish and Wildlife Commission
- Nevada County Sanitation District No. 1 Advisory Commission

**Proposers are responsible for accessing the link above to review the names prior to answering the following questions:**

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$500 to any County Officer in the 12 months preceding the date of the submission of your proposals or the anticipated date of any Board or Commission action related to this license, permit, or contract?

YES

NO

If yes, please identify the County Officer(s):

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contribution of more than \$500 to any County Officer in the 12 months following any Board or Commission action related to this license, permit, or contract?

YES

NO

If yes, please identify the County Officer(s):

Answering yes to either of the two questions above does not preclude the County of Nevada from awarding a license, permit, or contract to your firm or any taking any subsequent action related to the said license, permit, or contract. It does, however, preclude the identified County Officers from participating in any actions related to this license, permit, or contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorized individual

\_\_\_\_\_  
Type or write name of authorized individual

\_\_\_\_\_  
Signature of authorized individual

\_\_\_\_\_  
Type or write name of company