



Planning Division  
595 S. San Jacinto Ave  
San Jacinto, CA 92583  
(951) 487-7330  
Fax (951) 654-9896  
[www.sanjacintoca.gov](http://www.sanjacintoca.gov)

## CANNABIS ORIENTED BUSINESS LAND USE PERMIT APPLICATION (Non-Retail Sales)

Case Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Received by: \_\_\_\_\_ Fee: \$14,500  
For Planning Department Office Only

### Filing Fees

**Environmental Determination** - \$500.00 – Non-Refundable

**Cannabis Oriented Business Land Use Permit Application** - \$4,000 – Non-Refundable

**Deposit** \$10,000 – Unused Funds Will Be Returned to the applicant

\*Additional deposit's may be required

**Site Plan & Design Review** - \$3,000 – \*Required for projects with new construction or building additions.

### APPLICATION TYPE(S) CHECK ALL THAT APPLY

- |   |   |
|---|---|
| <input type="checkbox"/> Outdoor Cultivation  | <input type="checkbox"/> Indoor Cultivation     |
| <input type="checkbox"/> Indoor Manufacturing | <input type="checkbox"/> Indoor Testing         |
| <input type="checkbox"/> Indoor Distribution  | <input type="checkbox"/> Indoor Microbusinesses |

### BUSINESS INFORMATION

Business Name or Proposed Fictitious Business Name

Tax Identification Number

Street Address

Telephone Number

E-mail Address

### LAND USE PROPERTY INFORMATION

Assessor's Parcel Number(s)

Approximate Gross Acreage/Net Acreage

Current Zoning

Current General Plan Designation

Property Address

Describe Property Location

## APPLICANT INFORMATION

Property Owner ☐

Lessee ☐  
Check One

Prospective Owner ☐

Contact Name

Contact E-mail

Company Name

Company E-mail

Street Address

City

State

Zip

Phone

Fax

☐ Check if the applicant is 21 years or older.

### CHECK APPROPRIATE AND PROVIDE ANY ADDITIONAL REQUIRED INFORMATION, USING A SEPARATE SHEET IF NECESSARY

- ☐ If the applicant is an individual, the individual shall state his or her legal name, including any aliases, and the permanent address of the applicant.
- ☐ If the applicant is a partnership, the partners shall state the partnership's complete name, address, the names of all partners, whether the partnership is general or limited, and attach a copy of the partnership agreement, if any.
- ☐ If the applicant is a corporation, the corporation shall provide its complete corporate name, the date and state of its incorporation, evidence that the corporation is in good standing under the laws of the State, the names and capacity of all officers and directors, and principal stockholders (with 10 percent or more of all outstanding shares of stock), the name of the registered corporate agent and the address of the registered office for service of process.
- ☐ See attached sheet. Check if the above information is provided on a separate sheet.

In the event the applicant is not the legal owner of the property; the application must be accompanied with a notarized acknowledgment from the owner of the property that a commercial marijuana cultivation facility will be operated on his or her property.

## PROJECT MANAGER INFORMATION

Contact Name

Contact E-mail

Company Name

Company E-mail

Street Address

City

State

Zip

Phone

Fax

## PROPERTY OWNER INFORMATION

If different than the Applicant Information above.

Contact Name

Contact E-mail

Company Name

Company E-mail

Street Address

City

State

Zip

Phone

Fax

☐ See attached sheet. If the property is owned by more than one person, attach a separate page that references the facility location and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

## ON-SITE MANAGER

This person shall have the responsibility for the management or supervision of the facility and shall be the person to contact when the public has concerns or complaints about the operation. The On-Site Manager shall have full unrestricted access to all areas, and working knowledge of security systems.

Contact Name

Contact E-mail

Company Name

Company E-mail

Street Address

City

State

Zip

Phone

Fax

## NOTICING & RESPONSIBILITY

Which person and address listed above should the City use to notice the action on this application?

☐ APPLICANT

☐ PROJECT MANAGER

☐ ON-SITE MANAGER

☐ PROPERTY OWNER

☐ PROSPECTIVE PROPERTY OWNER

Which person above will be responsible for providing access to the proposed site for inspection purposes?

☐ APPLICANT

☐ PROJECT MANAGER

☐ ON-SITE MANAGER

☐ PROPERTY OWNER

☐ PROSPECTIVE PROPERTY OWNER

## Applicant Requirements:

A. By applying for a Cannabis Oriented Business permit, the applicant shall be deemed to have consented to the provisions of the San Jacinto Development Code, and to the exercise of authority by the City Manager, the Police Chief, and all other City employees and agencies charged with enforcing the laws, ordinances, and codes applicable in the City.

B. The applicant for a Cannabis Oriented Business Permit under Chapter 17.435 of the Development Code shall have a continuing duty to promptly supplement any information required by the Development Code in the event information changes in any way from what was stated in previous submittals.

C. Submission of the materials required for a Cannabis Oriented Business Permit shall not preclude the need for the applicant to obtain other approvals from the City in compliance with the standards of this Development Code.

D. Every person who proposes to establish, maintain, operate, or conduct a Cannabis Oriented Business in the City shall file a Cannabis Oriented Business Permit application with the City along with applicable filing fees.

## APPLICANT ACKNOWLEDGEMENT

I have read, understand and agree to the requirements and restrictions for obtaining and maintaining a valid cannabis oriented business land use permit, and certify under penalty of perjury that the information provided in this application is true and correct to the best of my knowledge. I execute this statement with the knowledge and understanding that any false statement, misrepresentation, or failure to reveal or provide requested information may be cause for refusal to issue, or suspension or revocation, of any permit issued under the Municipal Code.

I acknowledge I am 21 years of age or older. **I also acknowledge that the fees paid for this application are non-refundable** (as noted in this application), even if my application is deemed incomplete or denied. By applying for this permit, I have consented to the provisions of the municipal code, and to the exercise of authority by the city manager, the police chief, and all other city employees and agencies charged with enforcing the laws, ordinances, and codes applicable in the city. I acknowledge that the granting of this permit **does not give land use authority** to begin the business and I will request a final city inspection of the facility before commencing the cannabis oriented business.

Completion of these forms and submission with the non-refundable fee does not imply any obligation on the part of the City of San Jacinto to grant the requested permit. Issuance of this permit does not relieve me from the obligation to meet all other applicable federal, state and local laws and regulations.

APPLICANT NAME: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## PROPERTY OWNER NOTARIZED ACKNOWLEDGEMENT

I CERTIFY UNDER THE PENALTY OF THE LAWS OF THE STATE OF CALIFORNIA THAT I AM THE PROPERTY OWNER OF THE PROPERTY THAT IS THE SUBJECT MATTER OF THIS APPLICATION AND I AM AUTHORIZING AND DO HEREBY CONSENT TO THE FILING OF THIS **CANNABIS ORIENTED BUSINESS** PERMIT APPLICATION AND ACKNOWLEDGE THAT THE FINAL APPROVAL BY THE CITY OF SAN JACINTO, IF ANY, MAY RESULT IN RESTRICTIONS, LIMITATIONS AND CONSTRUCTION OBLIGATIONS BEING IMPOSED ON THIS REAL PROPERTY.

All signatures must be originals ("wet-signed"). Photocopies of signatures are **not** acceptable.

---

Printed Name of Owner

---

Signature of Owner

---

Printed Name of Owner

---

Signature of Owner

---

Notary Signature

---

Notary Name Printed

---

Notary Commission Number

---

Notary Commission Expiration Date

Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

If the property is owned by more than one person, attach a separate page that references the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

☐ See attached sheet(s) for other property owner's signatures.



Planning Division  
595 S. San Jacinto Ave  
San Jacinto, CA 92583  
(951) 487-7330  
Fax (951) 654-9896  
[www.sanjacintoca.gov](http://www.sanjacintoca.gov)

## Environmental Information Questionnaire For Cannabis Oriented Business Land Use Applications

### PROJECT INFORMATION

Project Title: \_\_\_\_\_

### ENVIRONMENTAL SETTING

Assessor's Parcel Number(s): \_\_\_\_\_

Property Addresses/Location: \_\_\_\_\_

Site size: \_\_\_\_\_

Existing zoning: \_\_\_\_\_

Approximate Gross Acreage/Net Acreage: \_\_\_\_\_

General location (nearby or cross streets):

North of \_\_\_\_\_

South of \_\_\_\_\_

East of \_\_\_\_\_

West of \_\_\_\_\_

Precisely describe the existing use and condition of the site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Existing zoning of adjacent parcels: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Precisely describe existing uses adjacent to the site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MSHCP Cell Site Number (if applicable): \_\_\_\_\_

Two (2) copies of an MSHCP consistency analyses and appropriate focused surveys are required if the site is in an MSHCP cell.

Describe the plant cover found on the site, including the number and type of all trees:

---

---

NOTE: EXPLAIN ANY "YES" RESPONSES IN AN ATTACHMENT.

Is the site on filled land, slopes in excess of 10% or located in a canyon? If yes, a geological and/or soils investigation is to accompany this application. Yes ☐ No ☐ Maybe ☐

Has the site been surveyed for historical, paleontological, or archaeological resources? If yes, a copy of the survey is to accompany this application. Yes ☐ No ☐ Maybe ☐

Does the site contain any unique natural, ecological or scenic resources? Yes ☐ No ☐ Maybe ☐

Do any drainage swales or channels border or cross the site? Yes ☐ No ☐ Maybe ☐

Has a traffic study been prepared? If yes, a copy of the study is to accompany this application. Yes ☐ No ☐ Maybe ☐

Is the site in a flood plain? If "Yes", a copy of a drainage plan is to accompany this application. Yes ☐ No ☐ Maybe ☐

Have any special studies or reports, such as a traffic study, biological report, archaeological report, geological or geotechnical reports, been prepared for the subject property? Yes ☐ No ☐

If yes, indicate the type of report(s) and provide a copy: \_\_\_\_\_

### **PROJECT DESCRIPTION**

	Existing	Proposed
Total Building Area (Square feet)		
Building Height		
Off-Street Parking		

#### **Grading**

Preliminary grading plans estimate \_\_\_\_\_ cubic yards of cut and \_\_\_\_\_ yards of fill.

Will the proposal result in cut or fill slopes steeper than 2:1 or higher than 10 feet? Yes ☐ No ☐

Does the project need to import or export dirt? Yes ☐ No ☐

Import \_\_\_\_\_ Export \_\_\_\_\_ Neither \_\_\_\_\_

What is the anticipated source/destination of the import/export?

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

What is the anticipated route of travel for transport of the soil material?

\_\_\_\_\_

How many anticipated truckloads? \_\_\_\_\_ Truck loads.

What is the square footage of usable pad area? (area excluding all slopes) \_\_\_\_\_sq. ft.

Give time estimated dates for the following:

A. Rough Grading \_\_\_\_\_

B. Final Grading \_\_\_\_\_

C. Start Construction \_\_\_\_\_

D. Complete Construction \_\_\_\_\_

E. Describe any Project Phasing \_\_\_\_\_

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

List all other permits or public agency approvals required of this project \_\_\_\_\_

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

NOTE: EXPLAIN ANY "YES" OR "MAYBE" RESPONSES IN ATTACHMENTS:

DURING CONSTRUCTION, WILL THE PROJECT:

1. Emit dust, ash, smoke, fumes or odors? Yes ☐ No ☐ Maybe ☐

2. Alter existing drainage patterns? Yes ☐ No ☐ Maybe ☐

3. Create a substantial demand for energy or water? Yes ☐ No ☐ Maybe ☐

4. Discharge water of poor quality? Yes ☐ No ☐ Maybe ☐

5. Increase noise levels on site or for adjoining areas? Yes ☐ No ☐ Maybe ☐

6. Generate abnormally large amounts of solid waste or litter? Yes ☐ No ☐ Maybe ☐

7. Use, produce, store, or dispose of potentially hazardous materials such as toxic or radioactive substances, flammables or explosives? Yes ☐ No ☐ Maybe ☐



8. Require unusually high demands for services such as police, fire, sewer, schools, water, public, recreation, etc.?

Yes ☐ No ☐ Maybe ☐

9. Displace any residential occupants?

Yes ☐ No ☐ Maybe ☐

Is water service available at the project site?: Yes ☐ No ☐

If "No", how far must the water line(s) be extended to provide service? (No. of feet/miles) \_\_\_\_\_

---

Is sewer service available at the project site?: Yes ☐ No ☐

If "No", how far must the sewer line(s) be extended to provide service? (No. of feet/miles) \_\_\_\_\_

---

Is a reclaimed water service available at this site? Yes ☐ No ☐

If "No", how far must reclaimed water line(s) be extended to provide service? (# of feet) \_\_\_\_\_

---

## FILING INSTRUCTIONS AND CHECKLIST FOR CANNABIS ORIENTED BUSINESS LAND USE PERMIT

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of Cannabis Oriented Business Land Use Permit application. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

CANNABIS ORIENTED BUSINESS LAND USE PERMIT APPLICATION SUBMITTAL REQUIREMENTS			
	ITEMS TO SUBMIT	Applicant Check if You Submitted	Staff Verification
<b>APPLICANT, PROPERTY, AND FEE REQUIREMENTS</b>			
1	Complete Cannabis Oriented Business Land Use Permit Application	<input type="checkbox"/>	<input type="checkbox"/>
2	Filing fees for the Cannabis Oriented Business Land Use permit	<input type="checkbox"/>	<input type="checkbox"/>
3	Signed Indemnification Agreement	<input type="checkbox"/>	<input type="checkbox"/>
4	Complete Environmental Information Questionnaire		
5	The applicant is 21 years of age or older.	<input type="checkbox"/>	<input type="checkbox"/>
6	One (1) copy of the current legal description for each property involved in the Cannabis Oriented Business, as recorded in the Office of the County Recorder. A copy of a grant deed for each property involved will suffice.	<input type="checkbox"/>	<input type="checkbox"/>
7	If any of the properties involved do not abut a public street, a copy of appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.	<input type="checkbox"/>	<input type="checkbox"/>
<b>ZONE STANDARDS</b>			
8	Verification of Property Zoning _____	<input type="checkbox"/>	<input type="checkbox"/>
9	<p>The Facility complies with:</p> <ul style="list-style-type: none"> <li>All applicable City zoning site development standards of the zone, or area in which the Cannabis Oriented Business is located? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>All applicable building and construction codes? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>Maximum occupancy loads? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>Fire codes? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Health and safety regulations? Yes <input type="checkbox"/> No <input type="checkbox"/></li> </ul> <p><i>A Cannabis Oriented Business shall comply with the applicable City permit and inspection procedures.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

CANNABIS ORIENTED BUSINESS LAND USE PERMIT APPLICATION SUBMITTAL REQUIREMENTS			
	ITEMS TO SUBMIT	Applicant Check if You Submitted	Staff Verification
<b>PROJECT DESCRIPTION</b>			
10	<p>Does the application include a detailed written description of the project including:</p> <ul style="list-style-type: none"> <li>Proposed hours of operation, number of employees and hours of shifts and employees per shift? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>A detailed description of the type of cannabis oriented business for which the permit is requested, and the nature of activities that are to occur on site? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>A detailed description of all manufacturing and processing activities as indicated on the site plan? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>Information on any delivery service of marijuana included with the project? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>The State License type(s) being requested? Yes <input type="checkbox"/> No <input type="checkbox"/></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RADIUS MAP</b>			
11	<p>A radius map certified by a Civil Engineer showing the location and distance of the nearest residences, school, day care or youth center. The distance between any Cannabis Oriented Business and any school shall be measured in a straight line, without regard to the boundaries of the City and intervening structures, from the nearest property line of the site containing the Cannabis Oriented Business to the nearest property line of the school.</p> <p>Does the radius map show all existing schools providing instruction in kindergarten or any grades 1 through 12, day care centers, or youth centers that are currently in existence within 600-feet of the proposed facility? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does the radius map show all existing residences within 200 feet of the use? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OUTDOOR CULTIVATION</b>			
12	Is Outdoor Cultivation proposed? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, skip to #16.	<input type="checkbox"/>	<input type="checkbox"/>
13	Is the facility located in a zone that permits outdoor cultivation? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Is the facility located on a property within the boundaries defined as west of North Sanderson Avenue and north of Cottonwood Avenue? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Does the facility comply with all applicable development standards listed in Section 17.435.040? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CANNABIS ORIENTED BUSINESS LAND USE PERMIT APPLICATION SUBMITTAL REQUIREMENTS			
ITEMS TO SUBMIT		Applicant Check if You Submitted	Staff Verification
<b>INDOOR CULTIVATION, MANUFACTURING, TESTING OR DISTRIBUTION</b>			
16	Is Indoor Cultivation, Manufacturing, Testing, or Distribution proposed? Yes <input type="checkbox"/> No <input type="checkbox"/> -If no, skip to #19.	<input type="checkbox"/>	<input type="checkbox"/>
17	Is the facility located in a zone that permits the proposed use? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Does the facility comply with all applicable development standards listed in Section 17.435.040 Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STATE LICENSING REQUIREMENTS</b>			
19	Does the proposed facility comply with all applicable codes and standards established by CalCannabis? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Does the proposed facility comply with all applicable codes and standards established by Bureau of Cannabis Control? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Does the proposed facility comply with all applicable codes and standards established by Manufactured Cannabis Safety Branch? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SITE PLAN – Folder to no larger than 8 ½ x 11</b>			
22	Four (4) full size (24" x 36") copies of a site plan showing the identified land area to be covered by the Cannabis Oriented Business Land Use permit.	<input type="checkbox"/>	<input type="checkbox"/>
23	Six (1) reduced (11" x 17") copy of the site plan.	<input type="checkbox"/>	<input type="checkbox"/>
24	The Site Plan includes all of the information listed in Appendix A – Drawing requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FLOOR PLAN – Folded to no larger than 8½ by 11</b>			
25	Four (4) full scale (24" x 36") copies of the floor plans showing the use of the interior of all buildings proposed for use in the facility and configuration of the premises, including a statement of the total floor area occupied by the Cannabis Oriented Business.  The floor plan shall identifies where the commercial cultivation uses (i.e., cultivation, processing, manufacturing) are proposed to be conducted within the site. Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	The Floor Plan includes all of the information listed in Appendix A – Drawing requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CANNABIS ORIENTED BUSINESS LAND USE PERMIT APPLICATION SUBMITTAL REQUIREMENTS			
ITEMS TO SUBMIT		Applicant Check if You Submitted	Staff Verification
<b>ELEVATIONS – Folded to no larger than 8½ by 11</b>			
27	Four (4) copies of a blueprint showing all four elevations of any proposed structures and signs, and listing proposed exterior building materials. One set of elevations shall be in color and shall include a materials board. In the case of existing structures where a change of use is proposed, and no structural changes or exterior modification are proposed, photographs may be accepted in lieu of elevation drawings if they show all four elevations of the structure. Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	The Building Elevations includes all of the information listed in Appendix A – Drawing requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONCEPTUAL GRADING – Folded to no larger than 8½ by 11 (New Construction)</b>			
29	Four (4) full size (24" x 36") copies of a conceptual grading plan showing the identified land area to be covered by the Cannabis Oriented Business Land Use permit. Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONCEPTUAL LANDSCAPE PLAN – Folded to no larger than 8½ by 11 (New Construction or Rehabilitation of Existing Landscaping)</b>			
30	Two (2) full size (24" x 36") copies of a site plan showing the identified land area to be covered by the Cannabis Oriented Business Land Use permit. Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PHASING PLAN</b>			
31	Does the application include a plan for a phased expansion or build-out of the Cannabis Oriented Business? Yes <input type="checkbox"/> No <input type="checkbox"/>  The phased plan shall not extend expansion or build-out beyond three years of initial approval. If such plan is included and approved, the applicant shall give notice to the City Manager not less than 30 days prior to the start of any expansion or build-out activities and not less than 10 days after completion of such expansion or build-out. Approval of any phased plan shall not result in or be construed as the granting of any vested rights to complete development of the site in accordance with the phased plan.	<input type="checkbox"/>	<input type="checkbox"/>
<b>LIGHTING PLAN</b>			
32	A lighting plan has been prepared and provided in accordance with the Development Code. Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PARKING PLAN</b>			
33	A Parking Plan has been prepared and provided in accordance with the Development Code. Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CANNABIS ORIENTED BUSINESS LAND USE PERMIT APPLICATION SUBMITTAL REQUIREMENTS			
	ITEMS TO SUBMIT	Applicant Check if You Submitted	Staff Verification
<b>SECURITY PLAN</b>			
34	Two (2) copies of an on-site security plan for the operations of the facility. The plan shall be implemented and maintained throughout the operation of the facility.	<input type="checkbox"/>	<input type="checkbox"/>
35	<b><u>Security Cameras.</u></b> A description of how security data from security cameras will be collected and maintained. All security cameras on site shall operate in an on-going manner with at least two hundred forty (240) concurrent hours of digitally recorded documentation in a format approved by the city manager or designee. The cameras shall be in use twenty-four (24) hours per day, seven days per week.	<input type="checkbox"/>	<input type="checkbox"/>
36	<b><u>Security Personnel.</u></b> A description of security personnel to be utilized on site. All security personnel shall be licensed security guards, licensed by the California Department of Consumer Affairs. At least one licensed security guard shall be present at the Cannabis Oriented Business during all hours of operation. If any security guard is to be armed, then the security guard shall possess at all times a valid security guard card and firearms permit issued by the California Department of Consumer Affairs.	<input type="checkbox"/>	<input type="checkbox"/>
37	Copies of all State licenses for the Cannabis Oriented Business, including copies of the application materials submitted for the State license. If issuance of a State license is contingent upon first obtaining the City's approval, then the application shall include a detailed description of the State licenses to be obtained.	<input type="checkbox"/>	<input type="checkbox"/>
38	Provide PDF's or Word documents of all items submitted (plans, reports, photos, applications, etc.) electronically.	<input type="checkbox"/>	<input type="checkbox"/>
<b>TECHNICAL STUDIES</b>			
39	Depending on the scope of the project, the following technical studies / reports may be required: <ol style="list-style-type: none"> <li>1. Air Quality / Green House Gas Emissions</li> <li>2. Biological Resources</li> <li>3. Cultural / Archeological Resources</li> <li>4. Geotechnical Report</li> <li>5. Hydrology</li> <li>6. Soils Report</li> <li>7. Traffic Impact Analysis</li> <li>8. Water Quality Management Plan</li> <li>9. Environmental Initial Study</li> </ol> Project revisions may be required. Contact Planning for information on required Studies.		

**Note:** Additional information may be required during review of the proposed land use application, including information not specifically required by this checklist.



Planning Division  
595 S. San Jacinto Ave  
San Jacinto, CA 92583  
(951) 487-7330  
Fax (951) 654-9896  
[www.sanjacintoca.gov](http://www.sanjacintoca.gov)

---

## APPENDIX A – DRAWING REQUIREMENTS

### ALL PLANS: (SITE, CONCEPTUAL GRADING, CONCEPTUAL LANDSCAPE, FLOOR)

1. Name, Address, and telephone number of applicant.
2. Name, address, and telephone number of land owner.
3. Name, address, and telephone number of exhibit preparer.
4. Assessor's Parcel Numbers and, if available, address of the property.
5. Scale (number of feet per inch) of 1" = 20' or 1" = 40'. Use Engineer's Scale for all maps/exhibits. Architect's scale is only acceptable for floor plans, elevations, and landscape plans. A smaller scale may be used for purposes of providing a cover sheet showing the entire project boundaries on one sheet.
6. North Arrow
7. Date Exhibit Prepared.
8. Title of Exhibit (i.e. "Site Plan Review", "Conditional Use Permit", "Landscaping Plan", "Conceptual Landscape plan for Site Plan Review", etc.)
9. A detailed project description, including proposed and existing buildings, structures and uses.
10. Complete legal description of property.
11. Overall dimensions and total net and gross acreage of property.
12. Vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy lines or noted as paved).
13. Exhibit revision block.
14. Numbered mobile home or recreational vehicle spaces, dwelling units, or lots, and the total number of each type of space, unit, or lot. (If applicable)
15. Location of adjoining property and lot lines.
16. Existing and proposed zoning and land use of property.
17. Existing use and zoning of property immediately surrounding subject property.
18. If project is within a Specific Plan, indicate the Specific Plan Planning Area number and the land use designation of subject property and all surrounding property.
19. If project is within a Community Services District landscape and lighting area, identify the district.
20. Label and describe any land or right-of-way to be dedicated to public or other uses.
21. Location, dimensions, setbacks, and nature of proposed and existing, fences, gates, walls, free standing signs, driveways, turnout and/or turnarounds and curbs, drainage structures, and above and below ground structures including septic sub-surface sewage disposal system.

22. Location, dimensions, arrangement, and numbering of parking spaces for existing and/or proposed parking, loading and unloading facilities, identifying ADA parking spaces.
23. Location, dimensions, and cross section of existing and proposed ingress and egress, and methods of vehicular circulation.
24. Location and dimensions of existing dwellings, buildings or other structures, labeled as existing and indicating whether they are to remain or be removed.
25. Location, dimensions, and height of proposed dwellings, buildings, or other structures, labeled as proposed.
26. Setback dimensions of proposed structures and paved areas.
27. Location of trash enclosures (including 50% recycle-CalGreen) with wall height and type of construction including ADA accessible compatibility and trellis detail.
28. ADA path of travel, including curb ramps from public right-of-way, building to building and trash enclosures.
29. (Cal Green) Location of Long Term Covered, lockable bicycle parking at 5% of parking spaces, with a minimum of one for buildings with over 10 tenant occupants.
30. (Cal Green) New buildings 10,000 square feet or more are subject to building Commissioning. Owner Project Requirements (OPR) shall begin at the design phase of the Project.

#### **SITE PLAN:**

1. Names, addresses and phone numbers of utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable television.
2. Names, locations, right-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs. If private streets are proposed, they shall be noted on the tentative map.
3. Table/matrix showing required and proposed for the following items: Floor Area Ratio, Lot Coverage, Parking Spaces, Landscape %, Waste/Recycle area, Loading spaces.
4. Table indicating area and density calculations with percentage breakdowns, including total area involved, total building area divided by uses, (if applicable), total parking and paved area, total landscaped area, total recreation, and/or open space area. Identify proposed parking spaces.
5. Labeled common areas, open space, and recreational areas, with location, dimensions, acreage, any known proposed uses, and name of proposed owner(s) or entity (ies) who will maintain these areas.
6. Labeled landscaped areas with dimensions and spacing of proposed planters.
7. Square footage calculations per floor and total for each building shown, and per dwelling unit, as applicable.
8. Shaded path of travel for Fire/Emergency access.



## CONCEPTUAL GRADING:

1. Names of utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable television.
2. Location, widths, and improvements of existing and proposed public utility, easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property.
3. Names, locations, right-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs. If private streets are proposed, they shall be noted on the tentative map.
4. List and accurately show all easements of record (by map or instrument number).
5. Streets, alleys, and right-of-ways providing legal access to the property.
6. Typical street improvement cross-section.
7. Existing topography of the property, with the source(s) of the contour lines identified. The contour lines shall extend 300 feet beyond the exterior boundaries of the subject property when adjacent property is unimproved or vacant. When adjacent property is improved or not vacant, contour lines shall extend beyond the exterior boundaries of the subject property a distance sufficient to determine compatibility with adjacent property. Maximum contour interval should be five feet. Flood Control District and Transportation Department base maps are acceptable sources of information. Topography from U.S.G.S. maps may be used only when more detailed information is not available. Additional topography may be required if deemed necessary.
8. Preliminary grading including all cut/fill, slopes to scale with setbacks from structures and property lines, the elevations of all individual building pads, the elevations at the perimeter of the subject property, conceptual drainage facilities (including the location of terraces, terrace drains, down drains, brow ditches, V-ditches, and lot to lot drainage facilities), existing topography, and the relationship to adjoining land development, and any existing grading.
9. Indicate on the plans the amount of cut or fill and the approximate number of truck trips proposed, if any.
10. Spot Elevations (proposed finished elevations) sufficient to demonstrate that streets, driveways, parking lots, and drainage grades meet minimum requirements. Spot elevations may be necessary at street intersections, end, and cul-de-sacs; beginning and end of all driveways, parking lot outer limits, entrance and end points, and at all grade breaks.
11. When subsurface septic sewage disposal is intended, include and identify the primary sewage disposal system and its 100% expansion area. Identify any proposed cuts and/or fills in the areas of the sewage disposal systems, the elevation of the individual building pads such that there will be gravity feed to the sewage disposal system, and statement signed and with seal, as to the appropriateness of the grading plan with regard to the soils percolation engineer's report. Said statement may be attached to the grading plan or placed upon a blue line copy of the grading plan.
12. Note whether or not land is subject to liquefaction or other geologic hazard, or is within a Special Studies Zone.
13. Note whether or not land is subject to overflow, inundation, or flood hazard.
14. FEMA mapped floodplains and floodways including zone designation.

15. Drainage Plan. The Conceptual Grading plan shall include a conceptual drainage plan showing how all on-site and off-site storm water will be conveyed through the property. The exhibit shall clearly label points of concentration where flows enter or exit the site and indicate the amount of runoff (cubic feet per second – CFS) and the tributary drainage area (acres) at these points. The drainage plan shall acknowledge offsite construction required to collect flows and to discharge them to an adequate outlet. The exhibit shall also clearly label all watercourses, channels, culverts, brow ditches, or other flood control facilities passing through the site and indicate whether they are proposed or existing. Additionally, all facilities shall be labeled with name, owner, maintenance entity, size, grades, and dimensions. All easements or right of way shall be shown and their widths indicated. Where calculated flow rates or hydraulic capacities are supplied or where flood control facilities are proposed, the exhibit shall be signed and sealed by a registered civil engineer.
16. In cases where it is not feasible to show the required detail on the exhibit or where offsite improvements or analysis are required, the applicant may submit two (2) copies of a drainage report as a supplement to the exhibit.
17. Centerline curve radii and typical sections of all open channels.
18. Setback dimensions of existing structures and paved areas.
19. Location and amount of flammable/combustible liquids and waste oil both above and below ground.
20. Constrained areas including but not limited to, the following resources and hazards; Slopes in excess of 25%, biologically sensitive areas, archeologically sensitive areas, flood hazard areas, ridgelines, hilltops, and geologically hazardous areas. Within constrained areas, proposed pad locations and driveways must be shown. Show all fault building setback lines and limits.
21. To show compliance with the Water Quality Management Plan, water quality features or a note describing the site's water quality features shall be shown.

**CONCEPTUAL LANDSCAPING:** (In order to provide you with valuable feedback on the plans they should include all of the following material.)

1. It is required that plans be prepared in accordance with Chapter 17.325 of the Development Code with the plans prepared by a licensed landscape architect, certified irrigation designer, licensed landscape contractor, or any other person authorized to design an irrigation system. (See Sections 5500.1, 5615, 5641, 5641.1, 5641.2, 5641.3, 5641.4, 5641.5, 5641.6, 6701, 7027.5 of the Business and Professions Code, Section 832.27 of Title 16 of the California Code of Regulations, and Section 6721 of the Food and Agricultural Code.)
2. Location, widths, and improvements of existing and proposed public utility, easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property. Also include location of all existing and proposed utility boxes, backflow preventers for the buildings and landscape systems, and backflow preventers for fire detection.
3. List and accurately show all easements of record (by map or instrument number).
4. Table indicating area and density calculations with percentage breakdowns, including total area involved, total building area divided by uses, (if applicable), total parking or paved area, total landscaped area, total recreation, and/or open space area. Identify proposed parking spaces.

5. Labeled common areas, open space, and recreational areas, with location, dimensions, acreage, any known proposed uses, and name of proposed owner(s) or entity (ies) who will maintain these areas. Show/Identify San Jacinto Community Services Department (SJCSD) areas of landscaping.
6. Labeled landscaped areas with dimensions and spacing of proposed planters. Ensure that all planting areas contain 5 feet of planted area, excluding curbs and adjacent concrete step-out where applicable next to parking stalls.
7. Include plant size, species, spacing proposed and planters. Incorporate drip irrigation, smart irrigation controller, and plant materials with low-water requirements (hydro-zoned).
8. Identify the square footage of landscape:
  - a. Overall
  - b. Within the right-of-way
  - c. Within bumper overhang
9. Label existing trees to be preserved and/or removed under Municipal Code Section 12.20 Street Trees and Shrubs. Provide detailed information regarding site constraints and protection for all trees to be preserved in place or moved.
10. Indicate that the landscape plans shall comply with all applicable with the San Jacinto Landscape Design Guidelines. Check Appendix One by to determine appropriate landscape palette and wall designs for certain General Plan designated streets.
11. To show compliance with the Water Quality Management Plan, water quality features or a note describing the site's water quality features shall be shown.
12. Indicate intended planting theme, or themes if for model homes (note the Sunset climate zone for San Jacinto is Sunset Zone 18).
13. Identify the LMD/CFD Parkway & Median landscaping, street trees, parks, open space, detention basins, grading, walls, fences, and street design criteria, as example of a few of the requirements that can be found in the Development Code and the City's Landscape and Design Guidelines.
14. Show proposed trees, shrubs, vegetative ground covers, inert groundcovers and vines in accordance with the City's Landscape and Design Guidelines.
15. Provide a plant legend with the following:
  - a. Botanic Name
  - b. Common name
  - c. Installation Container Size
  - d. WUCOLS Factor
  - e. Plant Form
  - f. Spacing
  - g. Projected plant size at 10 years following installation
16. Show the placement of signs or monuments, walls/structures, fencing, retaining walls, drainage elements, etc.
17. In addition to the conceptual landscape plan provide copies of the Preliminary WQMP Plan and preliminary grading plan for the landscape architect's review.
18. Provide written confirmation of plan approval from the appropriate water agency.

**ELEVATIONS/FLOOR PLANS:**

1. Dimensioned elevations, including details of proposed materials for elevations, type of construction and occupancy classification per the current Uniform Building Code and floor plans for each building. (Attach to site plan).
2. Architectural elevations shall include scaled drawings of all sides of all buildings with dimensions indicating proposed and existing heights and any proposed or existing wall signs, HVAC equipment, solar equipment or other equipment mounted on exterior walls or roof. Identify location of electrical equipment, roof access ladder, and fire riser, preferably within an interior equipment room. Show locations of gas meter stub out.
3. Fully dimensioned floor plans indicating all structure footprints, uses of all rooms, locations of windows, doors or other openings, mechanical equipment, disabled access, restrooms, play areas, storage area, garages, etc. (If alcohol sales are proposed, the floor plans should specify the areas to be used to display, store, serve, etc. alcohol and provide percentages of these areas to that of the remainder of the building area.)
4. Roof plans must include the height of the parapet, roof height, highest and lowest roof deck height and highest and lowest parapet heights. Also indicate the height of the tallest equipment. Conceptual sign locations, colors & materials should be identified. No landscaping, figures, or other presentation decorations shall be illustrated on the building elevations.



Planning Division  
595 S. San Jacinto °  
San Jacinto, CA 92583  
(951) 487-7330  
Fax (951) 654-9896  
www.

---

## WATER QUALITY MANAGEMENT PLAN (WQMP) INFORMATION

The Santa Ana Regional Water Quality Control Board has adopted Board Order R8-2010-0033 in compliance with the federal National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Clean Water Act requirement. This Board Order regulates the discharge of pollutants from the County's MS4, and requires the County to implement measures to mitigate the water quality impacts of new developments within its jurisdiction. In compliance with this Board Order, projects submitted within the City of San Jacinto for discretionary approval are required to comply with the Water Quality Management Plan for Urban Runoff (WQMP). The WQMP addresses post-development water quality impacts from new development and redevelopment projects. The WQMP provides detailed guidelines and templates to assist the developer in completing the necessary studies.

To comply with the WQMP, a developer may be required to submit a "Project Specific" Preliminary WQMP, followed by a Final WQMP that is in substantial conformance to the Preliminary WQMP. This report is intended to, a) identify potential post-project pollutants and hydrologic impacts associated with the development; b) identify proposed Low Impact Development (LID) mitigation measures and Best Management Practice (BMPs) for identified impacts including site design, source control and treatment control post-development BMPs; and c) identify sustainable funding and maintenance mechanisms for the aforementioned BMPs. A template for this report is included as an Appendix to the WQMP. Projects requiring Project Specific Preliminary WQMPs will need to include a PRELIMINARY Project Specific WQMP along with the project application package. The format of the PRELIMINARY report is the same template of the Final report, but would be at a much lesser level of detail. For example, points a, b & c above would be covered, rough calculations supporting sizing would be included, and footprint/locations for the BMPs would be identified on the tentative exhibit. Detailed drawings will not be required.

Note that retention is the first order of treatment and infiltration is the Regional Boards preference of treatment. Projects must demonstrate how infiltration can or cannot be used. Typically, this involves conducting soils testing which includes infiltration and/or percolation testing. Testing must be in conformance to the standards set in the Riverside County Flood Control Design Handbook for Low Impact Development Best Management Practices. If infiltration is not feasible, a project must then evaluate harvest and re-use.



**CHECKLIST FOR IDENTIFYING PROJECTS REQUIRING A  
PROJECT -SPECIFIC WQMP WITHIN THE SANTA ANA REGION**

Applicant Name : \_\_\_\_\_ Phone# : \_\_\_\_\_  
 Project Location: \_\_\_\_\_  
 Case # : \_\_\_\_\_ Tract #: \_\_\_\_\_ APN : \_\_\_\_\_

		YES	NO
	<b>Does the proposed project consists of or include:</b>		
1	<b>Significant Redevelopment</b> - That create the addition or replacement of 5,000 sf or more of impervious surface on an already developed site. Does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity, original purpose of the constructed facility or emergency redevelopment activity required to protect public health and safety.		
2	<b>Residential Developments</b> - That create 10,000 square feet or more of impervious surface (collectively over the entire project site), including residential housing subdivisions requiring a Final Map (i.e., detached singlefamily home subdivisions, multi-family attached subdivisions, condominiums, or apartments, etc.).		
3	<b>New Industrial and Commercial Development</b> - Where the land area represented by the proposed map or permit is 10,000 square feet or more.		
4	<b>Mixed Use Developments</b> - That create 10,000 square feet or more of impervious surface (collectively over the entire project site).		
5	<b>Automotive Repair Shops</b> - With Standard Industrial Classification (SIC) codes 5013, 5014, 5541, 7532, 7533, 7534, 7536, 7537, 7538, and 7539.		
6	<b>Restaurants</b> (SIC code 5812) - where the land area of development is 5,000 square feet or more.		
7	<b>Hillside developments</b> - Disturbing 5,000 square feet or more which are located on areas with known erosive soil conditions or where the natural slope is 25 percent or more.		
8	<b>Developments of 2,500 square feet</b> of impervious surface or more adjacent to (within 200 feet) or discharging directly into ESAs. "Directly" means situated within 200 feet of the ESA; "discharging directly" means outflow from a drainage conveyance system that is composed entirely of flows from the subject development or redevelopment site, and not commingled with flows from adjacent lands.		
9	<b>Parking lots of 5,000 square feet or more</b> - Exposed to stormwater, where "parking lot" is defined as a land area or facility for the temporary parking or storage of motor vehicles.		
10	<b>Retail Gasoline Outlets</b> - That are either 5,000 square feet or more of impervious surface with a projected average daily traffic of 100 or more vehicles per day.		
11	<b>Public Projects, other than Transportation Projects</b> - That are implemented by a Permittee and similar in nature to the priority projects described above and meets the thresholds described herein.		
12	Other Development Projects whose site conditions or activity pose the potential for significant adverse impacts to water quality.		

Any questions answered "YES" → Project requires a project-specific WQMP.

All questions are answered "NO" → Project requires incorporation of Site Design and Source Control BMPs imposed through Conditions of Approval or permit conditions.