

Commercial Cannabis Activity License Property Improvement Plan Requirements

COUNTY OF SAN MATEO

Planning & Building Department

455 County Center, 2nd Floor | Mail Drop PLN 122
Redwood City, CA 94063
TEL (650) 363-4161 | FAX (650) 363-4849
www.planning.smcgov.org

Your application for a cultivation license must be submitted as a full size PDF (24" x 36"), drawn to scale (Engineers scale (base-10)), and include the title block information outlined below. Preparation of the site plan by a professional draftsman, architect, or engineer is strongly recommended. The information shown on the site plan must be legible, drawn to scale and must show the following:

Required Title Block Information:

- Property owner's name, property address and Assessor's Parcel Number(s) (APNs)
- License Applicant(s) name
- License Designated Agent (if applicable)
- Proposed License type
- Scale at which plans were drawn
- North arrow

All application submittals must include a site plan and floor plan(s) showing EXISTING conditions, which must include the following information, as applicable:

- Legal parcel configuration that clearly shows all property boundaries, dimensions and acreage.
- Greenhouse location (for which this license applies) with distance to property lines.
- Size of greenhouse(s) to be covered by proposed license.
- All existing buildings and structures (including paving, fencing and walls) clearly labeled with use and distance from property line. Survey verification is required if the structure is within 20 feet of the required setback.
- Location of any residential structure and business uses located on a separate legal parcel with distance noted to subject greenhouse. Survey verification is required if the identified uses are within 20 feet of the required setback.
- Existing floor plans of all greenhouse(s) for which this license applies, with all rooms/areas (office, restroom) labeled.
- Adjacent streets, both public and private, and any access easements.
- Driveways, parking and loading areas, including the size of parking spaces and setbacks from property lines.
- Fire access and turnarounds.
- Utility lines and public utility easements (power, water, sewer, etc).
- Existing wastewater systems and leach field areas, including replacement field.
- Water wells with distances to any structures, septic systems and property lines.
- Water storage tanks (include size) and distance to property lines.
- Springs, ponds, rainwater catchment and any other water source not stated.

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All application submittals must include a site plan and floor plans showing PROPOSED improvements, as applicable. Proposed improvements must be shown on separate sheets. DO NOT SHOW PROPOSED IMPROVEMENTS/ALTERATIONS ON THE “EXISTING SITE CONDITIONS” SHEETS.

- All proposed buildings and structure or additions (if applicable – please include new paving, fencing and walls), clearly labeled with use and distance to property lines. For new fences and retaining walls, indicate height and material. PLEASE SHOW THIS INFORMATION ON A SEPARATE SHEET.
- Proposed floor plans of all greenhouse(s) for which this license applies, with all rooms/areas (office, restroom) labeled. PLEASE SHOW THIS INFORMATION ON A SEPARATE SHEET.
- All proposed fire access and turnaround improvements.
- Proposed wastewater systems and leach field areas, including replacement field.
- All proposed water wells with distances to any structures, septic systems and property lines.
- All proposed water storage tanks (include size) and distance to property lines.

NOTE: Upon submission and review, staff may request more information before processing the application.

FAILURE TO INCLUDE ANY OF THE REQUIRED INFORMATION MAY RESULT IN THE REJECTION OF YOUR APPLICATION, DELAY PROCESSING YOUR LICENSE APPLICATION, OR INVALIDATE YOUR APPROVED LICENSE.