



DIRECTOR'S MISCELLANEOUS APPLICATION (Personal Indoor Cultivation of Marijuana Permit)

- I. INTRODUCTION:** This guide and the attached forms identify the information which you, as the applicant, must provide to the City before the City can make a decision on your request. You are encouraged to contact the Planning Department at (818) 790-8881 if you have any questions about your project or the application process.

The Personal Indoor Cultivation of Marijuana Permit: allows for cultivation of up to six marijuana plants by a resident of the subject residence for personal use (or for a qualified patient, i.e., someone who receives a medical benefit from marijuana use).

- II. APPLICATION REQUIREMENTS:** The following items are required to be submitted to the City Planning Department when applying for the above modification:

A. Attached Findings: As the applicant/owner, **you are responsible** for completing the justification statement that applies to your request for a Personal Indoor Cultivation of Marijuana Permit.

An appeal may be filed by any neighbor during the subsequent 15-day appeal period.

B. Drawing Sets:

1. **Site Plan** - three (3) copies* at a scale of 1"=20' or larger (or as otherwise approved by the Director), and including the following:
 - a. Location of lot lines and all structures, existing and proposed,
 - b. Identification of street names,
 - c. All exterior building dimensions, dimensions of all setbacks, and the location of the nearest building wall on all abutting lots;
2. **Floor Plans** – (where applicable) three (3) copies* - at a scale of 1" = 8' or larger (or as otherwise approved by the Director).

NOTE: Please collate and fold all plans and maps to approximately 8½" X 11". *Plans shall not exceed 24" x 36" in size.*

C. Other Materials

Application Fee: The amount is established by the current fee schedule adopted by the City Council (see below.) Checks should be made payable to the City of La Canada Flintridge

III. PROCESSING YOUR APPLICATION

- A. **Preliminary Review:** A preliminary meeting with the Planning staff is recommended, though not required. The meeting gives you and Staff a chance to review your project and the applicable zoning standards.
- B. **Application Submittal:** After you have prepared your plans, and assembled all required information and materials, bring the application packet and the required fees to the Community Development Department. Your project will be assigned a case number and you will receive a receipt for your fee payment.
- C. **Staff Review of Application for Completeness:** You will be notified if anything is missing from your application packet.
- D. **Staff Review for Environmental Determination:** Your project will be reviewed for any possible environmental impacts. If additional information is required, we will notify you.



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- E. **Staff Review of the request:** Staff will examine the application materials, including your plans, justification statements and other information. Staff will make one or more site visits, and may contact surrounding property owners.
- F. **Decision on Request.** A decision on your request will be made by the Director of Community Development. The decision could be approval, approval with conditions or denial. Notice of the decision will be sent to the appropriate notice list.
- G. **Appeal:** If you or any person interested in the project disagrees with the outcome, the decision can be appealed to the Planning Commission within fifteen (15) days of the Director's decision. Information regarding the appeals process is available at the Planning Department.

IV. A. FEES: The following is the current fee schedule for a Personal Indoor Cultivation of Marijuana Permit: The Application Fee, shall be paid to the "City of La Cañada Flintridge" at the time of application.

Application Fee:	<u>\$530.00</u>
TOTAL FEE:	\$530.00



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DM#

City Date Stamp

V. LOCATION OF PROPERTY (Street Address): _____

Assessor's Parcel Number _____ Nearest Cross Street _____

VI. APPLICANT: _____

Name Telephone No. Fax No.

Street Address City, State Zip Code

VII. PROPERTY OWNER (If different than above):

Name Telephone No. Fax No.

Street Address City, State Zip Code

VIII. PERSONS WHO PARTICIPATE IN CULTIVATION:

Name Telephone No. Fax No.

Street Address City, State Zip Code

IX. ADDITIONAL CONTACT INFO:

X. PROPERTY OWNER'S AFFIDAVIT:

I (We), _____ hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.

I (We), further acknowledge, under penalty of perjury, that I (We) understand the requested approval will allow for the indoor cultivation of six (6) or fewer marijuana plants inside a private residence or fully enclosed accessory structure, within no more than a total of 50 square feet, for personal use or for a qualified patient.



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Property Owner's Signature(s)

Date

XI. APPLICANT'S AFFIDAVIT (IF DIFFERENT THAN THE PROPERTY OWNER):

I (We), further acknowledge, under penalty of perjury, that I (We) understand the requested approval will allow for the indoor cultivation of six (6) or fewer marijuana plants inside a private residence or fully enclosed accessory structure, within no more than a total of 50 square feet, for personal use or for a qualified patient.

Applicant's Signature(s)

Date

XII. PERSONAL INDOOR CULTIVATION OF MARIJUANA PERMIT: The following conditions and findings must be met before personal indoor cultivation of marijuana can take place. Please indicate how the proposed project meets this criterion (attach additional sheets as necessary):

- The cultivation operations are taking place in a manner that is consistent with the following conditions:
 - Cultivation shall occur inside a private residence/enclosed accessory structure that is not visible from any neighboring property, any public right of way, or public view within an area that shall not exceed 50 square feet. (No exterior evidence of marijuana cultivation occurring at the property shall be visible from public view.
 - The cultivation site must have a ventilation and filtration system installed that shall prevent marijuana plant odors from exiting the interior of the structure.
 - The location must be secured with locks and have a working security system in compliance with Chapter 5.04 of the Municipal Code.
 - The location shall contain a fully charged portable fire extinguisher.
 - Cultivation at a single private residence shall be for six (6) or fewer living marijuana plants.
 - The marijuana is cultivated by a person or primary caregiver exclusively for personal use and the person/primary caregiver shall reside full-time on the premises.
 - Electrical usage shall not exceed the maximum rating of the approved electrical panel for the residence.
 - The location shall not contain any lighting fixtures that exceed the rated wattage and capacity of the circuit breaker and light and glare shall be confined to the interior of the private residence/fully enclosed accessory structure.
 - Cultivation shall not create a humidity or mold issue within the private residence/fully enclosed accessory structure.

