




**TRINITY COUNTY**  
**COMMUNITY DEVELOPMENT SERVICES**  
**CANNABIS DIVISION**

530 MAIN ST. P.O. BOX 2819, WEAVERVILLE, CALIFORNIA 96093  
PHONE (530) 623-1351 ♦ FAX (530) 623-1353

**MEMORANDUM**

DATE: March 3, 2022  
TO: Members of the Public; Trinity County Planning Department, Cannabis Division Staff  
FROM: Sean Connell, Cannabis Division Director   
SUBJECT: Inactive Commercial Cannabis License Files and Transfers

---

The Trinity County Planning Department, Cannabis Division (“Cannabis Division”), is currently conducting an audit of its files related to commercial cannabis licenses (“CCL”). Files that are identified by the Cannabis Division as lacking required documentation or fees prior to January 1<sup>st</sup> of 2020 may be placed in inactive status and closed by the Cannabis Division as detailed below.

CCLs may be considered to be inactive and placed in closed status if, upon staff review, any of the following apply:

1. The applicant for a CCL failed to submit any application documentation for the requested CCL;
2. The license holder has at no time paid the licensing fees when due;
3. The license holder failed to renew the CCL (failure to submit renewal application and pay renewal fees); or
4. The subject parcel for which a CCL was granted was sold to a new owner and the license holder did not initiate a transfer of the CCL within sixty (60) calendar days of the sale of the parcel.

Upon determining that a CCL file is inactive and is to be placed in closed status, the Cannabis Division shall do the following:

- a. Ensure that the inactive status is clearly documented by including a review sheet in the associated CCL’s physical and/or electronic file, as applicable;
- b. Set the CCL status in SmartGov (or applicable documentation retention database) to inactive status; and
- c. Send notice to the CCL holder or CCL transfer applicant (and their authorized agent, if applicable) via mail and email notifying them that their CCL is inactive and is being placed in closed status, and allow them an opportunity to provide evidence of deficiency(ies) having been satisfied is provided to the Cannabis Division within sixty (60) days of the date of this letter.

This memorandum supersedes item 1 of the memorandum previously issued by the Cannabis Division on December 8, 2020, entitled Inactive Commercial Cannabis Cultivation License Files and Transfers.