



Trinity County
Planning Department
Cannabis Division

Commercial Cannabis Transport Only Application Instruction Packet

If you have an interest in transporting Commercial Cannabis in Trinity County for compensation or “for-hire” for a distributor, nursery, manufacturer or cultivator then complete the Commercial Cannabis Transport Only License Application. Please follow the following instructions to assemble and organize your application to receive a Trinity County Commercial Cannabis Transport Only License. The application process is lengthy, and can be time-consuming and expensive for complex projects. There are certain processes and procedures put into place to help the application process move along smoothly for both for the application and the County. Incomplete or incorrect submittal may lead to a delay in processing the application or denial of the application. This overview document is intended to help the applicant submit the best possible application for your proposed project and provide an outline of information staff will use in determining whether an application is complete.

Annual Application Fee: \$2,000.00

Licenses are active March 1, 2018 - February 28, 2019

An application for renewal of a Transport Only license shall be submitted to the department no earlier than ninety (90) calendar days before March 1st and no later than 2:00 p.m. Pacific Time on March 1st. Failure to receive a notice for license renewal does not relieve a licensee of the obligation to renew all licenses as required. If a renewal is not submitted prior to the expiration of the license, the licensee must not participate in any Transport Only activity until the license is renewed.

Please check that you have the most up to date version of the application at www.trinitycounty.org.

Set-back Requirements

- One-thousand feet (1,000 ft.) from a youth-orientated facility, a school, any church, or residential treatment facility.
- Five-hundred feet (500 ft.) from an authorized school bus stop, unless a variance is obtained.
- For parcels larger than 1 acre, they must have a 30 foot setback from the property line.

Waterway Set-backs

Setbacks from waterways will be determined by the Bureau of Cannabis Control, California Department of Fish and Wildlife (specifically §5650 and §5652 of Fish and Wildlife Code on water pollution), and the Trinity County Floodplain Administrator. The applicant must do their due diligence in finding what the setbacks are for the applicant's Transport Only Facility.

Submission of Application

Submit your Commercial Cannabis Transport Only License Application packet, and supporting documents in person, or by mail to the Trinity County Planning Department located at 61 Airport Road, Weaverville, CA 96093. Wet signatures are required on the Application. *The applicant should keep a copy of all records submitted to the Department.* Staff will review your packet to verify that you have all the required documents. A letter of incomplete application will be sent if an application needs any additional clarity, or information. The applicant will be denied a license if an issue has been identified that would not allow for issuance of a license. If the applicant wishes to appeal a denial the applicant or an authorized agent must appeal to the Planning Director.

License Payment

Once the transport only application is checked by staff, the applicant or an authorized agent may pay for the annual application fee of \$2,000.00. Parties can pay with check or money orders at the Planning Department, if paying by cash the applicant or authorized agent will need to take the project invoice to the Trinity County Treasurer's Office located at 11 Court Street, Weaverville, CA 96093, Monday through Friday 9:00 am to 1:00 pm.

License Issuance

Once Administrative Review is complete, and fee payment has been made, a license will be issued in order to apply to the Bureau of Cannabis Control (BCC).

Upon issuance of any license, the licensee shall prominently display the license on the licensed premise where it can be viewed by local agencies.

Issuance of a license for any given year provides no guarantee, assurance, or grandfathering of licenses in years following.

NOTICE OF CORRECTION

There will be a maximum period of 7 calendar days to correct any deficiencies, unless otherwise specified, to return to compliance. Should the property remain non-compliant, further action will be taken up to and including revocation of license and/or issuance of code violation. Any adverse action taken, in response to non-compliance, is subject to reporting to the State of California, as necessary.

The request for inspection must be done prior to the expiration date on the Notice of Correction to avoid adverse actions, up to, and including, suspension of license or issuance of code violation. Upon bringing the property back into compliance, it is the owner/applicant's responsibility to request a compliance inspection. Owner, applicant and/or agent shall have the right to appeal any denials or rescissions as prescribed in Chapter 8.90.130 of the Trinity County Municipal Code, as stated within the County of Trinity Ordinance No. 315-828



**TRINITY COUNTY
COMMERCIAL CANNABIS
DISTRIBUTOR LICENSE APPLICATION**

This form must be typed

SECTION A - APPLICANT/BUSINESS INFORMATION Please provide the below business information for your Cannabis License.

Business Organizational Structure (Please check ONE)

- Sole Proprietorship Limited Liability Company General Partnership
 Corporation (or foreign corporation) Limited Partnership Limited Liability Partnership

Name (sole proprietor first and last, all other business types legal business name) Doing Business As (DBA)

Business Physical Address City State Zip Code

Mailing Address (if different from premises address) City State Zip Code

Trinity County Physical Address (if different from those above) City State Zip Code

Trinity County Mailing Address (if different from those above) City State Zip Code

Business Website Email Address Phone Number

Parcel Number(s): Put a comma between each parcel number

SECTION B - PRIMARY CONTACT PERSON This will be the contact for any questions regarding this application, including the business's compliance with the track and trace program.

Name Title Phone Number Email Address

SECTION C - DECLARATIONS

Is the proposed premises located within a 1000-foot radius of a school (K-12), day care center, or youth center? Yes No

Is the proposed premises located within a 500-foot radius of an authorized school bus stop? Yes No

SECTION D - LIST OF CANNABIS BUSINESS OWNERS (20%-100% Ownership) An owner is defined as a person with an aggregate ownership interest of 20% or more, chief executive officer, member of the board of directors of a nonprofit, or an individual participating in the direction, control, or management of the applicant. All business owners must be listed, including yourself. Attach additional pages if needed.

Name	Email	Ownership %	Title	
Mailing Address	City		State	Zip Code
Name	Email	Ownership %	Title	
Mailing Address	City		State	Zip Code
Name	Email	Ownership %	Title	
Mailing Address	City		State	Zip Code
Name	Email	Ownership %	Title	
Mailing Address	City		State	Zip Code

SECTION E - CANNABIS BUSINESS NON-OWNERS WITH A FINANCIAL INTEREST IN THE BUSINESS (5%-19.9% Ownership)

Name	Date of Birth
Government ID Type	Government ID Number
Name	Date of Birth
Government ID Type	Government ID Number
Name	Date of Birth
Government ID Type	Government ID Number
Name	Date of Birth
Government ID Type	Government ID Number

SECTION F - CANNABIS BUSINESS FICTITIOUS BUSINESS NAMES

Fictitious Business Name:

*If using a fictitious business name please attach a fictitious name statement in addition to this disclosure

SECTION G - LIST OF PROPERTY OWNERS An owner is defined as a person with an aggregate ownership interest of 20% or more, chief executive officer, member of the board of directors of a nonprofit, or an individual participating in the direction, control, or management of the applicant. All business owners must be listed, including yourself. Attach additional pages if needed.

Name	Email	Ownership %	Title	
Mailing Address	City		State	Zip Code
Name	Email	Ownership %	Title	
Mailing Address	City		State	Zip Code
Name	Email	Ownership %	Title	
Mailing Address	City		State	Zip Code
Name	Email	Ownership %	Title	
Mailing Address	City		State	Zip Code

SECTION H - PROPERTY NON-OWNERS WITH A FINANCIAL INTEREST 5%-19.9% Ownership

Name	Date of Birth
Government ID Type	Government ID Number
Name	Date of Birth
Government ID Type	Government ID Number
Name	Date of Birth
Government ID Type	Government ID Number
Name	Date of Birth
Government ID Type	Government ID Number

SECTION I - CONSULTANT INFORMATION AND AGENT'S AUTHORIZATION (Attach additional pages as needed)

Consultant Name:	
Consultant Phone Number:	
Consultant Contact Email:	

I, the undersigned, state that I am the applicant and/or property owner of the proposed project on assessor's parcel number:

I do hereby authorize and empower to act on my behalf on all matters relating to said project in connect with its filing, processing, approval, conditional approval or disapproval by Trinity County, its boards and commissions, officers, employees and agents. Should I revoke this authorization it is my responsibility to serve written notice of said revocation to Trinity County by Delivery to the Trinity County Planning Department.

AFFIRMATION AND CONSENT - Applicant(s) and Property Owner(s) must sign. Attach additional pages as needed.

Under penalty of perjury under the State of California, I hereby declare that the information contained within and submitted with the application is complete, true, and accurate. I understand that a misrepresentation of fact is cause for rejection of this application, denial of a license, or revocation of a license issued.

Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed

REQUIRED ATTACHMENTS

- Parcel Map
- Facility Floor Plan
- Primary Contact's Government ID
- Copy of Deed(s)
- Lease Agreement (if applicable)
- Owner Permission Sheet (if applicable)
- Copy of BOE Seller's Permit
- Copy of Business Documentation (if applicable)
- Trinity County Cannabis Division Transport Only Questionnaire



DISCLOSURES

Mandatory Submission

Submission of the requested information is mandatory unless otherwise noted on the application. Trinity County will use the provided information to determine qualification for licensure, per Ordinance 315-838. Failure to provide any of the requested information will result in the application being deemed incomplete by the Bureau. The Bureau will also use this information to enforce licensing standards set by law and regulation, update and maintain current licensee information, and for mailing purposes.

Social Security Number/Individual Taxpayer Identification Number

Section 30 of the Business and Professions Code and Public Law 94-455 (42 U.S.C.A. 405 (c)(2)(C)) authorizes the collection of an owner's Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). The disclosure of an owner's SSN or ITIN is mandatory. The information will be used exclusively for tax enforcement purposes and for purposes of compliance with section 17520 of the Family Code. If a SSN or ITIN is not provided, the Bureau will not process the application and you will be reported to the Franchise Tax Board, which may assess a \$100 penalty.

State Tax Obligation

Pursuant to Business and Professions Code section 31(e), the California Department of Tax and Fee Administration (formerly the Board of Equalization (BOE)), and the Franchise Tax Board may share taxpayer information with the Bureau. A licensee or applicant must pay its state tax obligation; an applicant's license may be suspended if the state tax obligation is not paid.

Owner(s) Mailing Address(es)

Trinity County sends all official correspondence to an owner's mailing address. This mailing address may be the owner's primary place of employment, residence, post office box, or mail drop. Mailing addresses are considered public information and are disclosable pursuant to the California Public Records Act (Government Code section 6250 et seq.). Owner names, mailing addresses, licensing statuses, as well as formal disciplinary actions may be accessed on the Bureau website through the License Lookup feature. Please consider this, especially when listing a mailing address.

Premises Location

Ordinance No. 315-837 Section(3)(l) provides that a licensed premises "shall not be allowed within the most restrictive setback distances as provided for in the Cultivation License or commercial cannabis activities permitted as part of this Microbusiness License, unless a variance is otherwise obtained."

Access to Personal Information

You may review the records maintained by Trinity County that contain your personal information, as permitted by the Information Practices Act.

Public Information

Trinity County makes every effort to protect the personal information provided by license applicants. Application information may be disclosed, however, as permitted in response to a California Public Records Act request (Government Code section 6250 et seq.), as permitted by the Information Practices Act (Civil Code section 1798 et seq.), to another government agency as required by state or federal law, in response to a court or administrative order, a subpoena, or a search warrant.

Pursuant to the California Public Records Act (Title 1, Division 7, Chapter 3.5, Government Code sections 6250-6277), on request, Trinity County discloses licensee information including, but not limited to:

- Name
- Mailing address
- License number
- License status
- Original license issue date
- Last license renewal date
- License expiration date
- Disciplinary action
- Copy of license renewal applications
- Copy of license application (excluding personal information such as birth date and social security number)

ACKNOWLEDGEMENT OF DISCLOSURES - Applicant(s) and Property Owner(s) must sign. Attach additional pages as needed

I agree to the forgoing disclosures under perjury under the State of California,

Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed

Trinity County Planning Department

Cannabis Division

Acknowledgement Form

The applicant(s) and property owner(s) acknowledge that:

1. The Applicant(s) will only employ individuals at least twenty-one (21) years of age, require a Federal or State issued proof of identification be carried at all times on property, and will comply will all applicable state and federal requirements for payment of payroll taxes, including federal and state income taxes and/or contribution for unemployment insurance, state workers' compensation liability law.
2. Applicant(s) and property owner(s) have reviewed Ordinance No. 315-828. Applicant(s) and property owner(s) understand the requirements, will comply with the requirements, and understand the consequences of Non-Compliance.
3. Applicant(s) and property owner(s) will comply with Local, State and Federal regulator agencies.
4. Applicant(s) and property owner(s) consent to on-site inspections of their parcel by Trinity County officials and any other reviewing agencies.
5. Applicant(s) and property owner(s) consent that all structures and buildings on parcel will be built in accordance with applicable Trinity County Building Codes, Environmental Health Codes, and any permit requirements.
6. Applicant(s) and property owner(s) acknowledge that the information provided with my application may be released as required by law, judicial order, or subpoena, and could be used in a criminal prosecution.
7. Applicant(s) and property owner(s) acknowledge that approval of this application does not provide any property rights or entitlements, and it does not guarantee that a license will be issued years following.
8. Applicant(s) and property owner(s) acknowledge that the application fee is non-refundable even the land use request is canceled, if it is denied during the Planning permit review process, or a condition letter is issued.
9. Applicant(s) and property owner(s) acknowledge that without a complete application the application will be delayed.
10. Applicant(s) and property owner(s) acknowledge that the Planning Department reserves the right to request additional information if necessary to complete review or processing of the application and confirm or promote conformance to ordinance-specific requirements and standards.
11. The Applicant(s) and their employee(s) acknowledge that they must only travel in an enclosed motor vehicle during the transportation of Cannabis products.
12. The Applicant(s) and their employee(s) acknowledge that transportation vehicle(s) shall be outfitted with a dedicated GPS for identifying the geographic location of transportation vehicle(s) during transportation activities.
13. Only the Applicant(s) and/or employee(s) shall be the only parties in the transportation vehicle(s).
14. Applicant(s) acknowledge that vehicles shall not include sign-age or markings that identify the vehicle as a Cannabis transportation vehicle.

I agree to the forgoing acknowledgments under perjury:		
Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed

**Applicant(s) and Property Owner(s) must sign in blue ink.
Attach additional pages as needed.**

Trinity County Planning Department
Cannabis Division

Indemnification Form

I hereby agree to the following:

1. Applicant(s) have applied with the County of Trinity for permission to distribute Commercial Cannabis pursuant to Trinity County Ordinance No. 315-828 (hereafter "Project")
2. Nothing in this Agreement shall be construed to limit, direct, impede or influence the Trinity County's review and consideration of the project.
3. I shall defend, indemnify, save and hold harmless the Trinity County, its elected and appointed officials, officers, employees, agents, contractors and volunteers from any and all claims, actions, proceedings or liability of any nature whatsoever (including, but not limited to; any approvals issued in connection with any of the above described application(s) by County; any action taken to provide related environmental clearance under the California Environmental Quality Act ("CEQA") by County's advisory agencies, boards or commissions, appeals boards, or commissions, Planning Commissions, or Board of Supervisors; and attorneys' fee and costs awards) arising out of, or in connection with the County's review or approval of the project or arising out of or in connection with the acts or omissions of the Applicant, its agents, employees or contractors. With respect to review or approve, this obligation shall also extend to any effort to attack, set aside, void, or annul the approval of the project, including any contention the project or its approval is defective because a County ordinance, resolution, policy, standard or plan is not in compliance with local, state or federal law. With respect to acts or omissions of the Applicant, its agents, employees or contractors, its obligation, hereunder shall apply regardless of whether the County of Trinity prepared, supplied or approved plans, specifications or both.
4. The obligations of Property Owner(s) and Applicant(s) under this Indemnification shall apply regardless of whether any permits or entitlements are issued.
5. Trinity County shall have the absolute right to approve any and all counsel employed to defend the County. To the extent the Trinity County uses any of its resources to respond to such claim, action or proceeding, or to assist the defense, Applicant(s) will reimburse the County upon demand. Such resources include but are not limited, staff time, court costs, County Counsel's time at its regular rate for non-County agencies, or any other direct or indirect cost associated with responding to, or assisting in defense of, the claim, action or proceedings.
6. For any breach of this obligation the Trinity County may rescind its approval of the project.
7. Applicant(s) shall not be required to pay or perform any settlement unless the settlement is approved in writing by Applicant(s), which approval shall not be unreasonably withheld. The County of Trinity must approve any settlement affecting the rights and obligations of the County.
8. This agreement shall be construed and enforced in accordance with the laws of the State of California.
9. In any legal action or other proceeding brought by either party to enforce or interpret this Agreement, the appropriate venue is the Trinity County Superior Court.
10. Applicant(s) shall pay all court ordered costs and attorney fees
11. The defense and indemnification of Trinity County set forth herein shall remain in full force and effect throughout all stages of litigation including appeals of any lower court judgments rendered in the proceedings.

After review and consideration of all of the foregoing terms and conditions, those who sign below hereby agree to be bound by, fully and timely comply, with all of the foregoing terms and conditions.

Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed

**Applicant(s) and Property Owner(s) must sign in blue ink.
Attach additional pages as needed.**

Trinity County Planning Department
Cannabis Division

Authorization to Enter Private Property

The Trinity County Planning Department as the lead agency performs the environmental evaluation for the California Environmental Quality Act (CEQA). Other State and local agencies also provide responsible and trustee roles under CEQA. The comments received from these agencies assist the Planning Department in preparing the environmental document for your project. In order for the Department to perform the evaluation on your proposed project we will need permission to allow entry to your property for Planning and any reviewing agency that may need to actually view the property before providing comments.

By signing this authorization to enter your property you are granting the reviewing agencies access to your property for the purpose of evaluating your proposed project. The authorization is valid from the date the Department receives notice of your proposed project and any monitoring periods thereafter.

I agree to the forgoing acknowledgments under perjury:		
Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed

**Applicant(s) and Property Owner(s) must sign in blue ink.
Attach additional pages as needed.**

Trinity County Planning Department
Cannabis Division

Vehicle Acknowledgement Form

Please Provide a list of each vehicle that will be used

Year	Make	Model	Vehicle Identification Number	License Plate Number	US DOT Number	CA # / MCP#

By signing below, I agree under perjury that foregoing is true and correct

Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed
Signature	Printed Name	Date Signed

**Applicant(s) must sign in blue ink.
Attach additional pages as needed.**

Please attach DMV registration and insurance information for each vehicle in addition to this form.



TRINITY COUNTY PLANNING DEPARTMENT CANNABIS DIVISION

Additional guidance regarding Vehicle Registration Numbers

When using a “Commercial Motor Vehicle” that is being used to transport goods for compensation and/or for hire, the business must obtain a Department of Transportation Registration Number (DOT#) from the Federal Motor Carrier Safety Administration (FMCSA), a California Registration Number (CA#) from the California Highway Patrol (CHP), and a Motor Carrier Property Permit (MCP) from the Department of Motor Vehicles (DMV).

Here is the order in which to apply for each permit:

1. Apply for and receive a DOT# from the [FMCSA](#)
2. Apply for and obtain a CA# from [CHP](#)
 - a. The DOT# is required for this application
3. Apply for and obtain an MCP# with the [DMV](#)
 - a. The CA# is required for this application

Please contact each of these agencies in regards to how to pursue their motor vehicle permits.



TRINITY COUNTY PLANNING DEPARTMENT CANNABIS DIVISION

Documents Checklist

- 1. Completed Transport Only Application**
- 2. Parcel Map**
 - a. Your Parcel Map must be to scale
 - b. Applicants' name and Assessor's Parcel Number (APN)
 - c. All processing, packaging, composting, and cannabis storage areas are defined
 - d. Location and area of commercial activities proposed showing setbacks from property line
 - e. Location of security gates, and cameras
 - f. All buildings labeled as to type and date of construction
 - g. Septic and leach field location (show direction of leach field and length)
 - h. Well location
 - i. Water storage structure(s) labeled as to type, capacity and date of construction
 - j. Natural waterways including but not limited to streams, wetlands rivers, springs, ponds and culverts showing which direction the water flows
 - k. Easements
 - l. Access roads
 - m. Graded flats
 - n. Location of slopes greater than 4:1 grader than or equal to 25%
- 3. Facility Floor Plan**
 - a. The floor plan must be to scale
 - b. Applicants' name and Assessor's Parcel Number (APN)
 - c. Dimensions of the building, partitions, and rooms
 - d. Entrances and Exits
 - e. Common or shared entryways
 - f. Principle activity in each area
 - g. Limited access areas if applicable
 - h. Bathrooms
- 4. Primary Contact Government Issued ID**
- 5. Copy of Deed(s):** If the property owner is a business, please include business documents as well as a Business Disclosure Form for the business.
- 6. Lease Agreement:** If the Applicant is not the Property Owner, a copy of Lease Agreement or other contract allowing them to occupy the property.
- 7. Owner Permission Sheet:** If the Applicant is not the Property Owner, please provide an Owner Permission Sheet that is notarized.
- 8. Copy of CA Seller's Permit:** Copy must be clearly legible and fully executed Seller's Permit must be issued to the proposed business site.
- 9. Copy of Business Documents:** If the applicant wishes to associate a business with the license, business documents are required. These can come in the form of a fictitious name statement, articles of incorporation, or other appropriate business documentation. A business disclosure form will also be required.
- 10. Trinity County Cannabis Division Transport Only Questionnaire**