



COUNTY OF LAKE
COMMUNITY DEVELOPMENT DEPARTMENT
Planning Division
Courthouse - 255 N. Forbes Street
Lakeport, California 95453
Telephone: (707) 263-2221 FAX: (707) 263-2225

Mireya G. Turner
Community Development Director

Compliance Monitoring Annual Commercial Cannabis Inspections

Due by June 1, 2024: Performance Review Report and Annual Monitoring Fee

Optional: AgPass (Restricted Access), Opt-Out, and Request to Reduce Square Footage forms

Inspection:

Compliance monitoring will begin June 1, 2024, and continue through the cultivation season. Site inspections will be underway for all permitted Commercial Cannabis projects approved by June 1, 2024. Permittees will be notified of the scheduled inspection date one (1) week prior to inspection. The inspection will not be rescheduled due to conflict. Inspections may only be rescheduled in case of emergency. Please ensure a representative of the permit remains on-site for the inspection. Attached within this notification is an Inspection Report to prepare for your inspection, Opt-Out of Cultivation, Request to Reduce Canopy Square Footage, and AgPass registration forms to be received by the Community Development Department by or prior to June 1, 2024.

Compliance Monitoring Fee:

Compliance Monitoring Fee in the amount of \$976.00 are due by June 1, 2024. Your project will not be scheduled for inspection if the fee is not paid. Please send check or money order for the Compliance Monitoring Fee paid to County of Lake to:

Community Development Department
Attn: Planning Division
255 N. Forbes Street
Lakeport, CA 95453

Include the following information with your check: Project Name, Project Identification Number (UP, MUP), Email Address, Phone Number and Mailing Address.

Performance Review Report:

A Performance Review Report is due by June 1, 2024. All cannabis permittees shall submit a report to Community Development Department, Planning Division, on June 1st of every year from their initial date of approval for review. This report is required for staff to identify the effectiveness of approved minor and major use permits, operating Manuals, and standards for the project's Conditions of Approval. If you, as the permittee, are unsure how to answer one or more of your conditions, it is your responsibility to reach out to the described entity, agency, or department listed within your Conditions of Approval to verify you are in compliance.

Include in your Performance Review Report (as applicable):

- Department of Cannabis Control (DCC) License(s) and enrollment in Department of Cannabis Control (DCC) METRC Track and Trace
- Operator Identification and Pesticide Applicator Certification authorized by Department of Agriculture
- Evidence of employee background Checks (Livescan) completed and evidence of employee age verification (copy of government issued identification).



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- Projected Water Monitoring Usage and Actual Water Monitoring Usage for cultivation activities
- Evidence that Cannabis taxes for 2023 have been paid
- California Department of Fish and Wildlife (CDFW) Lake Streambed Alteration (LSA) Standard Agreement, General Agreement, or Self-Certification
- Central Valley Regional Water Quality Control Board (CVRWQCB) Notice of Applicability Enrollment or Diversion/Water Rights (SWRCB)
- Copy of any Building Permits for Permit-related structures such as greenhouses, security sheds, copy of Ag-Exempt Building Permit (if applicable)
- Copy of Modifications or Amendments to Use Permit that were approved by County of Lake

Submit all digital documents through the following link:

<https://filetransfer.co.lake.ca.us/filedrop/Cannabis>

Include in the file transfer message: Project Name, Project Identification Number (UP, MUP), Project Address, APN, Email Address, Phone Number, and Mailing Address.

Please note: a copy of the Conditions of Approval, Site Plans, and Department of Cannabis Control License must be on-site and available upon request.

Departmental Reminders:

Each valid unrevoked and unexpired minor use permit, major use permit shall expire and become null and void at the time specified in the permit; or if no time is specified, then the permit shall expire two (2) years after granting. If any use permitted is abandoned for a period of two (2) years, then the permit as it relates to that use shall expire.

ARTICLE 27 SEC. 33 IV. Non-compliance by permittee in allowing the inspection by staff, or refusal to pay the required fees, or noncompliance in submitting the annual "Performance Review Report" for review by the Planning Commission and high severity violations such as operating without state licensing or cultivating more than approved canopy, shall be deemed grounds for Recommendation for Revocation of the use permit and subject the permittee to the penalties outlined in the Lake County Board of Supervisors Ordinance 3112 *Administrative Fines and Penalties*.

Cultivation Tax Due Dates:

1st installment is due 1/30
2nd installment is due 5/30

Business Tax Due Dates:

January 30 for October-December
April 30 for January-March
July 30 for April-June
October 30 for July-September



Annual Performance Review Report Rubric

<p>In Compliance</p>	<ul style="list-style-type: none"> • The report is submitted to the Community Development Department via file transfer: https://filetransfer.co.lake.ca.us/filedrop/Cannabis by June 1st. • The report satisfactorily shows that the permittee has thoughtfully considered each condition in relation to their project. Furthermore, the permittee demonstrates that they remain in compliance with each condition. • If any response is labeled “N/A”, the permittee has satisfactorily explained why the condition does not apply/no longer applies to their project. • The permittee shall maintain a record of all complaints and resolution of complaints and provides a tally and summary of issues in the annual Performance Review Report. • The report analyzes projected and actual water use.
<p>Pending</p>	<ul style="list-style-type: none"> • The permittee <i>neglected to answer</i>, or has <i>answered unsatisfactorily</i>, one or more of their conditions. -and/or- • The report is too brief, and the Community Development Department is not able to assess whether the permittee has thoughtfully considered each condition and remains in compliance with each condition. -and/or- • For those responses labeled “N/A”, the permittee has <i>not</i> explained why the condition does not apply/no longer applies to their project. -and/or- • The report was not received within the deadline, but the applicant has remained in contact with the Community Development Department Planning Division, and the report is shortly forthcoming. <p><i>“In the event the Planning Commission identifies [specific problems within the] Performance Review Report that could potentially lead to revocation of the associated minor or major use permit, the Planning Commission may require the submittal of more frequent “Performance Review Reports.” (Lake County Zoning Ordinance 27.140)</i></p>
<p>Not In Compliance</p>	<ul style="list-style-type: none"> • The report was not received within the deadline, and the permittee has not maintained contact with the Community Development Department Planning Division. <p><i>“Non-compliance by permittee in allowing the inspection by the Department, or refusal to pay the required fees, or noncompliance in submitting the annual “Performance Review Report” for review by the Planning Commission shall be deemed grounds for a revocation of the development permit or use permit and subject the holder of the permit(s) to penalties outlined in this code.” (Lake County Zoning Ordinance 27.155)</i></p>

Questions? Contact Us

Email: cannabis@lakecountyca.gov

Phone: (707) 263-2221