



COMC/CMCP PLAN PREPARATION REQUIREMENTS

Submit six (6) full-scale copies, six (6) 11 by 17 copies, one (1) set of full-scale and 11 by 17 in color, and PDF copies of the following required plans:

HOW TO PREPARE PLANS FOR COMC/CMCP APPLICATIONS	
FOR ALL PLANS	
1.	Name, Address, and telephone number of the applicant.
2.	Name, address, and telephone number of the landowner.
3.	Name, address, and telephone number of exhibit preparer.
4.	Assessor's Parcel Numbers and, if available, the address of the property.
5.	Scale (number of feet per inch) of 1" = 20' or 1" = 40'. Use Engineer's Scale for all maps/exhibits. Architect's scale is only acceptable for floor plans, elevations, and landscape plans. A smaller scale may be used for purposes of providing a cover sheet showing the entire project boundaries on one sheet.
6.	North Arrow
7.	Date Exhibit Prepared.
8.	Exhibit revision block.
9.	Title of Exhibit (i.e. "Site Plan Review", "Conditional Use Permit", "Landscaping Plan", "Conceptual Landscape plan for Site Plan Review", etc.)
10.	A detailed project description, including proposed and existing buildings, structures and uses.
11.	A vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy lines or noted as paved).
SITE PLAN	
12.	Complete legal description of the property.
13.	Overall dimensions and total net and gross acreage of property.
14.	Location of adjoining property and lot lines.
15.	Existing and proposed zoning and land use of the property.
16.	Existing use and zoning of the property immediately surrounding the subject property.
17.	If the project is within a Specific Plan, indicate the Specific Plan Planning Area number and the land use designation of the subject property and all surrounding property.

HOW TO PREPARE PLANS FOR COMC/CMCP APPLICATIONS

18.	If the project is within a Community Services District landscape and lighting area, identify the district.
19.	Label and describe any land or right-of-way to be dedicated to the public or other uses.
20.	Location, dimensions, setbacks, and nature of proposed and existing, fences, gates, walls, free-standing signs, driveways, turnout and/or turnarounds and curbs, drainage structures, and above and below ground structures including septic subsurface sewage disposal system.
21.	Location, dimensions, arrangement, and numbering of parking spaces for existing and/or proposed parking, loading and unloading facilities, identifying ADA parking spaces.
22.	Location, dimensions, and a cross-section of existing and proposed ingress and egress, and methods of vehicular circulation.
23.	Location and dimensions of existing dwellings, buildings or other structures, labeled as existing and indicating whether they are to remain or be removed.
24.	Location, dimensions, and height of proposed dwellings, buildings, or other structures, labeled as proposed.
25.	Setback dimensions of proposed structures and paved areas.
26.	Provide details on the design (elevations with color) and location of all fencing/walls and gates. <u>An eight-foot-high opaque fence and /or wall is required.</u> Fire requires gates to be setback 30-feet from the property line to allow for vehicle stacking and if the gates are to be automatic gates then they will require Opticon and a Knox Box key switch.
27.	Trash Enclosure location. The plan should also include the design with the following information provided: <ul style="list-style-type: none"> ➤ Requirements of CalGreen ➤ Enclosed by a six (6) foot high solid decorative masonry wall ➤ Solid view-obstructing gates ➤ Solid roof with trellis feature ➤ ADA accessible pedestrian entrance ➤ Drain to the sewer system, or other approved drain system to meet water quality standards ➤ Decorative material between the top of the wall and the rook designed to prevent anyone from entering the enclosure when the door and gates are closed and locked. ➤ Enclosures shall be screened by five (5) gallon shrubs planted four (4) feet on center.
28.	ADA path of travel, including curb ramps from the public right-of-way, building to building and trash enclosures.
29.	(Cal Green) Location of Long-Term Covered, lockable bicycle parking at 5% of parking spaces, with a minimum of one for buildings with over 10 tenant occupants.
30.	(Cal Green) New buildings 10,000 square feet or more are subject to building Commissioning. Owner Project Requirements (OPR) shall begin at the design phase of the Project.

HOW TO PREPARE PLANS FOR COMC/CMCP APPLICATIONS	
31.	Names, addresses and phone numbers of utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable television.
32.	Names, locations, right-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs. If private streets are proposed, they shall be noted on the tentative map.
33.	The location of all features (i.e., basins, swales, etc.) to meet WQMP requirements.
34.	Show all exterior storage areas as required by §5502 of CCR Title 16, Division 42 – Bureau of Cannabis Control. Storage areas should be part of the overall marijuana activity use (i.e., if used for cultivation storage, then it should be calculated under cultivation square footage).
35.	Table/matrix showing required and proposed for the following items: <ul style="list-style-type: none"> ➤ Floor Area Ratio ➤ Lot Coverage ➤ Parking Spaces ➤ Landscape % ➤ Waste/Recycle area ➤ Loading spaces
36.	Table indicating area and density calculations with percentage breakdowns, including total area involved, total building area divided by uses, (if applicable), total parking and paved area, total landscaped area, total recreation, and/or open space area. Identify proposed parking spaces.
37.	Labeled landscaped areas with dimensions and spacing of proposed planters.
38.	Square footage calculations per floor and total for each building shown.
39.	Shaded path of travel for Fire/Emergency access.
PRELIMINARY GRADING PLAN	
1.	Names of utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable television.
2.	Location, widths, and improvements of existing and proposed public utility, easements, transmission lines, power, and telephone poles, and underground utilities on or abutting the property.
3.	Names, locations, right-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs. If private streets are proposed, they shall be notes on the tentative map.
4.	List and accurately and show all easements of record (by map or instrument number).
5.	Streets, alleys, and right-of-ways providing legal access to the property.
6.	Typical street improvement cross-section.
7.	Existing topography of the property, with the source(s) of the contour lines identified. The contour lines shall extend 300 feet beyond the exterior boundaries of the subject property when adjacent property is unimproved or vacant. When

HOW TO PREPARE PLANS FOR COMC/CMCP APPLICATIONS

	adjacent property is improved or not vacant, contour lines shall extend beyond the exterior boundaries of the subject property a distance sufficient to determine compatibility with adjacent property. Maximum contour interval should be five feet. Flood Control District and Transportation Department base maps are acceptable sources of information. Topography from U.S.G.S. maps may be used only when more detailed information is not available. Additional topography may be required if deemed necessary.
8.	Preliminary grading including all cut/fill, slopes to scale with setbacks from structures and property lines, the elevations of all individual building pads, the elevations at the perimeter of the subject property, conceptual drainage facilities (including the location of terraces, terrace drains, down drains, brow ditches, V-ditches, and lot to lot drainage facilities), existing topography, and the relationship to adjoining land development, and any existing grading.
9.	Indicate on the plans the amount of cut or fill and the approximate number of truck trips proposed if any.
10.	Spot Elevations (proposed finished elevations) sufficient to demonstrate that streets, driveways, parking lots, and drainage grades meet minimum requirements. Spot elevations may be necessary at street intersections, end, and cul-de-sacs; beginning and end of all driveways, parking lot outer limits, entrance and end points, and at all grade breaks.
11.	When subsurface septic sewage disposal is intended, include and identify the primary sewage disposal system and its 100% expansion area. Identify any proposed cuts and/or fills in the areas of the sewage disposal systems, the elevation of the individual building pads such that there will be gravity feed to the sewage disposal system, and statement signed and with seal, as to the appropriateness of the grading plan with regard to the soils percolation engineer's report. Said statement may be attached to the grading plan or placed upon a blue line copy of the grading plan.
12.	Note whether or not land is subject to liquefaction or other geologic hazard or is within a Special Studies Zone.
13.	Note whether or not land is subject to overflow, inundation, or flood hazard.
14.	FEMA mapped floodplains and floodways including zone designation.
15.	Drainage Plan. The Conceptual Grading plan shall include a conceptual drainage plan showing how all on-site and off-site stormwater will be conveyed through the property. The exhibit shall clearly label points of concentration where flows enter or exit the site and indicate the amount of runoff (cubic feet per second – CFS) and the tributary drainage area (acres) at these points. The drainage plan shall acknowledge offsite construction required to collect flows and to discharge them to an adequate outlet. The exhibit shall also clearly label all watercourses, channels, culverts, brow ditches, or other flood control facilities passing through the site and indicate whether they are proposed or existing. Additionally, all facilities shall be labeled with name, owner, maintenance entity, size, grades, and dimensions. All easements or right of way shall be shown and their widths indicated. Where calculated flow rates or hydraulic capacities are supplied or

HOW TO PREPARE PLANS FOR COMC/CMCP APPLICATIONS	
	where flood control facilities are proposed, the exhibit shall be signed and sealed by a registered civil engineer.
16.	In cases where it is not feasible to show the required detail on the exhibit or where offsite improvements or analysis are required, the applicant may submit two (2) copies of a drainage report as a supplement to the exhibit.
17.	Centerline curve radii and typical sections of all open channels.
18.	Setback dimensions of existing structures and paved areas.
19.	Location and amount of flammable/combustible liquids and waste oil both above and below ground.
20.	Constrained areas including but not limited to, the following resources and hazards; Slopes in excess of 25%, biologically sensitive areas, archeologically sensitive areas, flood hazard areas, ridgelines, hilltops, and geologically hazardous areas. Within constrained areas, proposed pad locations and driveways must be shown. Show all fault building setback lines and limits.
21.	To show compliance with the Water Quality Management Plan, water quality features or a note describing the site's water quality features shall be shown.
PRELIMINARY LANDSCAPE PLANS	
1.	Provide a preliminary/conceptual landscape plan in compliance City's Landscape and Design Guidelines . Check Chapter 17.325.030 – Applicability of the Development Code to determine if a full Landscape Submittal Package will be required at time of Plan Check.
2.	Table indicating area and density calculations with percentage breakdowns, including total area involved, total building area divided by uses, (if applicable), total parking or paved area, total landscaped area, total recreation, and/or open space area. Identify proposed parking spaces.
3.	Labeled landscaped areas with dimensions and spacing of proposed planters. Ensure that all planting areas contain 5 feet of planted area, excluding curbs and adjacent concrete step-out where applicable next to parking stalls.
4.	Include plant size, species, spacing proposed and planters. Incorporate drip irrigation, smart irrigation controller, and plant materials with low-water requirements (hydro-zoned).
5.	Identify the square footage of landscape: <ul style="list-style-type: none"> ➤ Overall ➤ Within the right-of-way ➤ Within bumper overhang
6.	Label existing trees to be preserved and/or removed under Municipal Code Section 12.20 Street Trees and Shrubs. Provide detailed information regarding site constraints and protection for all trees to be preserved in place or moved.
7.	Indicate that the landscape plans shall comply with the City's Landscape and Design Guidelines . Check Appendix One by to determine appropriate landscape palette and wall designs for certain General Plan designated streets.
8.	To show compliance with the Water Quality Management Plan, water quality features or a note describing the site's water quality features shall be shown.

HOW TO PREPARE PLANS FOR COMC/CMCP APPLICATIONS	
9.	Indicate intended planting theme (note the Sunset climate zone for San Jacinto is Sunset Zone 18).
10.	Identify the LMD/CFD Parkway & Median landscaping, street trees, parks, open space, detention basins, grading, walls, fences, and street design criteria, an example of a few of the requirements that can be found in the Development Code and the City's Landscape and Design Guidelines .
11.	Show proposed trees, shrubs, vegetative ground covers, inert groundcovers, and vines in accordance with the City's Landscape and Design Guidelines .
12.	Show the placement of signs or monuments, walls/structures, fencing, retaining walls, drainage elements, etc.
13.	In addition to the conceptual landscape plan provide copies of the Preliminary WQMP Plan and preliminary grading plan for the landscape architect's review.
BUILDING ELEVATIONS	
1.	Show all four elevations of any proposed structures and signs, and listing proposed exterior building materials. One set of elevations shall be in color and shall include a materials board. In the case of existing structures where a change of use is proposed, and no structural changes or exterior modification are proposed, photographs may be accepted in lieu of elevation drawings if they show all four elevations of the structure. If this is a pre-manufactured building cut sheets from the manufacturer may be sufficient.
2.	Dimensioned elevations, including details of: <ul style="list-style-type: none"> ➤ Proposed materials for elevations ➤ Type of construction and occupancy ➤ Classification per the current Uniform Building Code
3.	Architectural elevations shall include: <ul style="list-style-type: none"> ➤ Scaled drawings of all sides of all buildings ➤ Dimensions indicating proposed and existing heights ➤ Proposed or existing wall signs ➤ HVAC equipment ➤ Solar equipment ➤ Other equipment mounted on exterior walls or roof ➤ Location of electrical equipment, roof access ladder, and fire riser, preferably within an interior equipment room, and gas meter stub out
4.	Roof plans must include: <ul style="list-style-type: none"> ➤ Height of the parapet ➤ Roof height ➤ Highest and lowest roof deck height ➤ Highest and lowest parapet heights ➤ Height of the tallest equipment ➤ Conceptual sign locations, colors & materials should be identified
FLOOR PLANS	
1.	Fully dimensioned floor plans indicating: <ul style="list-style-type: none"> ➤ All structure footprints ➤ Uses of all rooms ➤ Locations of windows, doors or other openings

HOW TO PREPARE PLANS FOR COMC/CMCP APPLICATIONS	
	<ul style="list-style-type: none"> ➤ Mechanical equipment ➤ Disabled access ➤ Restrooms ➤ Storage area
2.	Show the use of the interior of all buildings proposed for use in the facility and configuration of the premises, including a statement of the total floor area occupied by the commercial marijuana cultivation use. The floor plan shall identify where the commercial cultivation uses (i.e., cultivation, processing, manufacturing) are proposed to be conducted within the site with the total square footages of each use.
3.	Show all interior storage areas as required by §5502 of CCR Title 16, Division 42 – Bureau of Cannabis Control. Storage areas should be part of the overall marijuana activity use (i.e., if used for cultivation storage, then it should be calculated under cultivation square footage).
PHASING PLAN	
1.	A Commercial Marijuana Cultivation Permit may include a plan for a phased expansion or build-out of the commercial marijuana cultivation use. The phased plan shall not extend expansion or build-out beyond three years of initial approval.
2.	Provide a Site Plan that clearly calls out the area of the site by phase.
3.	Provide a Floor Plan that clearly calls out the areas of the building(s) in each phase, identifying where the commercial cultivation uses (i.e., cultivation, processing, manufacturing) are proposed to be conducted within each phase, with the total square footages of each use by phase.
4.	Provide a Security plan with details of the security by phase.
5.	Provide a narrative that explains the phasing plan and why it is needed. Each phase shall be called out by start-up date and the phasing plan cannot extend expansion or build-out beyond three years of the initial approval.
UTILITY PROVIDER PLANS	
	<p>Provide a plan for utility services indicating the source of:</p> <ul style="list-style-type: none"> ➤ Electricity ➤ Gas ➤ Water ➤ Water for irrigation ➤ Sewer
6.	Provide information on the provider and utility usage by day, month or year.
7.	<p>For electric provide the City and SCE a load schedule to show how much power the facility will require from SCE. Provide the required documents and payment to SCE to start an Engineering Study through SCE. The results of this study shall be provided to the City with the CMCP application. Including all information on on-site and off-site improvements that will be required.</p> <p>Contact Barbara Bee at:</p>

HOW TO PREPARE PLANS FOR COMC/CMCP APPLICATIONS

Barbara Bee, Project Manager, Small Gen Interconnection, Added Facilities & Cultivation
Southern California Edison
PIV3 - 3 Innovation Way
Pomona, CA 91768
(909) 274-3954 x 63954
Barbara.Bee@sce.com

SECURITY PLAN

Site Plan

1. Prepare a separate site plan from the original that show needed items for security. This version of the site plan is to be kept confidential. The Security Site Plan shall include:
 - Locations of exterior secured areas, including secured storage areas
 - Points of egress from any secured area to the public right-of-way
 - Main exterior entrance to the site and all exterior entrances and how the entrances are to be secured in a manner that only enables entry of authorized persons by the guard
 - The area designated for authorized vehicle parking
 - Where signs will be posted with restrictions on the perimeter fence
 - The placement of all exterior cameras by type
 - The sweep coverage of the cameras
 - The locations of the alarms
 - The loading area and/or dock and how it is in the secured area

Floor Plan

2. Prepare a separate floor plan from the original that show needed items for security. This version of the floor plan is to be kept confidential. The Security Floor Plan shall include:
 - Locations of interior secured areas, including secured storage areas
 - Locations ingress/egress between areas within the buildings
 - Location of at least a one (1) armed security guard during operating hours
 - All entrances to the buildings and how they are secured in a manner that only enables entry of authorized persons
 - Every entrance, window, skylight, or other opening and how they are lockable and kept locked when not in active use by employees
 - The placement of all interior cameras by type
 - Show sweep coverage of the cameras
 - Show the locations of the alarms

Narrative

3. In the Security Plan narrative indicate the following:
 - How the main entrance will be manned by a minimum of one (1) armed security guard during operating hours.
 - How the guard will be checking employee lists and verifying personnel by facial recognition in addition to identification badge inspection.

HOW TO PREPARE PLANS FOR COMC/CMCP APPLICATIONS

- How all vehicles and personnel are subject to search and inspection.
- How authorized vehicles will park in designated parking areas only.
- How video surveillance will capture vehicles in addition to persons approaching the entrance and how it will be recorded and saved for later review.
- Described the personnel security badge system to gain access to the facility through the gate, in addition to the live security guard on duty. Employees shall be subject to search prior to access of facility. Each employee will wear a color-coded badge to identify areas of authorized access. Visitors shall have different identification badges for easy recognition and be escorted by authorized personnel only. Approved vendors will be listed, and appointments made in advance to be cleared through security.
- Describe how no one under the age of 21 shall be admitted under any circumstances.
- Describe how public access will be strictly prohibited and how all persons (other than employees) within the compound will go through the badging process and be escorted at all times.
- Describe how the movement of marijuana or marijuana products is restricted to within the secured area.
- Describe the video camera system that will be installed to assist on-sight security personnel to view the entire perimeter separate from the fence and accessible from the fence-line area. Cameras will be located to capture live imaging of every administrative and operations rooms, door entrances and windows and parking areas and pathways. Entrance cameras shall capture all personnel and visitors and automobile license plates. All cameras will have night-vision capability and can operate automatically or manually. Video data will be recorded and saved for future playback or review. Access to data storage will be limited to Site Manager, Project Manager, and Owner /Manager.
- Describe how contact sensors will be placed on every, gate, door and window in the facility and motion sensors will be placed in all hallways.
- Provide the name and contact information of the Alarm Company and how their services will be provided. The alarm will be monitored 24-hours a day, 7-days a week by a third party approved alarm company with the facility's keep managers as an emergency contact.
- Indicate what triggers the alarm.
- Describe the video surveillance system. Recorded data will be saved for a minimum of 720 hours. How will the video recording be routinely reviewed to identify vehicles review license plates and facial recognition of visitors, vendors and "passersby" to identify and catalog possible interested parties not involved with the operation? How will the data be saved? All captured data recovered from 24-hours a day, 7-days a week will be saved. Access to data will be available to authorized personnel only.
- Provide the identification of any subcontractors performing transportation services, cannabis waste hauling, and other vendors.

HOW TO PREPARE PLANS FOR COMC/CMCP APPLICATIONS

- Describe how the marijuana products will be secured during transportation.
- Describe the transportation routes for all marijuana and marijuana products, including cannabis waste hauling, from the secured area and throughout City streets, right-of-way, or across other private property. Describe the endpoint by address and entity name. Describe the method and mode of transportation and frequency of the trips. Include a map of the route through the City.
- Describe the mode and method of transportation of any marijuana and marijuana products, including cannabis waste hauling.
- Describe how the secured dock and loading area will be utilized.
- Describe how there will be (minimum) 1 armed security professional present on site during all hours of operation.
- Describe how the security personnel will be vetted, background reviewed and trained specifically for this site. Guards shall be qualified and certified and licensed by the State of California Consumer Affairs. Each shall possess a current guard card and B.S.I.S. (Bureau of Security and Investigative Services) to "open carry" firearms. Each guard will be trained in observation and reporting techniques in addition to other procedural drills. Again, constant training and diligence is the only way to achieve proper security and maintain a safe and secure working environment. The methodology is designed to preserve property and protect personnel and product development including future expansion. The use of local law enforcement and operating within the laws and guidelines of California and the City of San Jacinto is a priority and with support from law enforcement, these security measures will mitigate any possible dangers or hazards.
- Describe the process for all employees to be background checked as part of the routine hire package. Vendors and contractors will also be background checked (at their own expense) as part of the bid package, prior to performing work and entering the site. An orientation class will be required attendance prior to "badging" for employees, vendors and security personnel. Classes will include ingress and egress protocol, authorized area access, fire safety procedures, and check in check out procedures. Oversight will be constant and diligent for fire safety and operational safety/security.
- Describe how you will enforce the requirement that no person who has been convicted of a drug-related felony within the past ten (10) years shall be allowed within a secured area at any time.
- Provide a written copy of any records turned into the State pursuant §§5034, 5035, and 5036 of CCR Title 16, Division 42 – Bureau of Cannabis Control to the City Manager or his/her designee within 24-hours of submitting to the State.
- The applicant/licensee shall submit copies of all state licenses for this facility, including temporary licenses, within 14-days of receiving such permits. State renewal licenses shall be provided annually.

Lighting Plan

4. A security lighting plan shall be submitted and approved by the Planning Department. The Plan shall include the following:

HOW TO PREPARE PLANS FOR COMC/CMCP APPLICATIONS

- Lighting shall be provided throughout the parking area from dusk to dawn.
- Outdoor lighting shall maintain a minimum of the one-foot candle illumination for all parking and pedestrian areas and shall not exceed one-half foot candle along property lines of the site.
- The plan must include details such as beam spreads and/or photometric calculations, location and type of fixtures, and arrangement of exterior lighting that does not create glare or hazardous interference to adjacent streets or properties.
- All lighting within the parking lot area shall direct the light beam downward and not outward.
- Exterior lighting shall be indirect, hooded, and arranged to reflect lighting away from adjoining properties and streets in compliance with Section 17.300.080 (Outdoor Light and Glare).

Light standards shall be a maximum of 25 feet in height overall, as measured from the usable surface

Waste Disposal Plan

5. A waste disposal plan shall be prepared and submitted to the City, County Environmental Health, and any other governmental agencies who have jurisdiction, for review and approval prior to the commencement of the indoor cultivation use. This plan will become part of the Security Plan for confidential reasons. The waste disposal plan shall include, but not be limited to, the disposal of:
- Chemicals use in cultivation and/or harvest; and
 - Organic plant matter resulting from cultivation or which did not pass testing requirements and cannot be used for any other process.

State Licenses

6. A copy of all state licenses for the facility, including temporary licenses, shall be placed in the Security Plan and copies provided to the City. Annual State renewal licenses shall also be provided annually.