



Industrial Hemp – Annual Pre-Compliance Checklist and Authorization to Operate

FILING FEE: \$200 pursuant to Lassen County Code Section 3.18.020
 (NOTE: other fees may be applicable)
 DEPARTMENT OF PLANNING AND BUILDING SERVICES
 707 Nevada Street, Suite 5 · Susanville, CA 96130-3912
 (530) 251-8269 · (530) 251-8373 (fax)
 www.co.lassen.ca.us

Form must be typed or printed clearly in black or blue ink. All applicable sections must be completed in full.

This application consists of two pages; only attach additional sheets if necessary.

FILE NO. _____

The purpose of this form is to coordinate the processing of proposals to cultivate industrial hemp between the Planning and Building Services Department, Tax Collector/Treasurer, and Agricultural Commissioner, each of which is involved in the consideration of such proposals. The Authorization to Operate is not valid until endorsed by said Departments (see second page). Authorization to Operate form is required annually.

More detailed instructions for the completion and processing of this form can be found on the second page of this form.

Property Owner/s		Property Owner/s	
Name:		Name:	
Mailing Address:		Mailing Address:	
City, ST, Zip:		City, ST, Zip:	
Telephone:	Fax:	Telephone:	Fax:
Email:		Email:	

Hemp Cultivator/Applicant*		Agent (Land Surveyor/Engineer/Consultant)	
Same as above: <input type="checkbox"/>		Correspondence also sent to: <input type="checkbox"/>	
Name:		Name:	
Mailing Address:		Mailing Address:	
City, ST, Zip:		City, ST, Zip:	
Telephone:	Fax:	Telephone:	Fax:
Email:		Email: License #:	

Project Address or Specific Location:			
Deed Reference: Book:	Page:	Year:	Doc#:
Zoning:		General Plan Designation:	
Parcel Size (acreage):		Section:	Township: Range:
Acres proposed for cultivation:		Will Cultivation be indoors: Yes _____ No _____	
Plot Plan Attached: Yes _____ No _____		If yes, provide details and show on plot plan	

Assessor's Parcel Number(s):	- -	- -	- -
- -	- -	- -	- -

SIGNATURE OF PROPERTY OWNER(S): I HEREBY ACKNOWLEDGE THAT: I have read this application and state that the information given is both true and correct to the best of my knowledge. I agree to comply with all County ordinances and State laws concerning this application.	*SIGNATURE OF APPLICANT/AUTHORIZED REPRESENTATIVE (Representative may sign application on behalf of the property owner only if Letter of Authorization from the owner/s is provided).
Date:	Date:
Date:	Date:

Once all pertinent requirements have been met, this form will be signed by the Departments identified below.

LASSEN COUNTY PLANNING AND BUILDING SERVICES:

- Appropriate Zoning District confirmed: _____
- Parcel Size Adequate (19-acre minimum)
- Meets Setback Requirements (150 yards from residences, existing schools, school bus stops, licensed day care providers, churches, and public parks under separate ownership)
- Plot Plan Adequate

This application meets all requirements of Lassen County Code Section 18.102.110:

Signature of Authorized Official: _____ Date: _____

LASSEN COUNTY TREASURER/TAX COLLECTOR:

The applicant has successfully prepaid the taxes associated with the proposed industrial hemp project:

Signature of Authorized Official: _____ Date: _____

LASSEN COUNTY AGRICULTURAL COMMISSIONER:

The applicant has successfully met any and all additional requirements, including but not limited to registration, and cultivation of industrial hemp, as proposed herein, is authorized:

Signature of Authorized Official: _____ Date: _____

CODE COMPLIANCE: In order to avoid code enforcement actions against the cultivator and/or property owner due to the cultivation of hemp as approved herein, a copy of this fully executed form, with the associated plot plan, must be submitted to the Planning and Building Services Department: by personal or mail delivery to 707 Nevada Street, Suite 5, Susanville, CA 96130-3912; by fax to (530) 251-8373; or by email to landuse@co.lassen.ca.us

Agricultural Commissioner Office Initial: _____

Form Instructions:

Step 1. Complete the applicable portion of this form (first page) and submit said form together with a plot plan (see example) to the Planning and Building Services Department, at the address on the first page of this form. The Planning and Building Services Department will complete the applicable portion of the form. If the proposed cultivation meets all requirements of the section 18.102.110 of Lassen County Code and all other pertinent requirements of the Lassen County zoning ordinance (Title 18), authorized personnel from the Planning and Building Services Department will sign the form. The form will then be returned to the applicant/cultivator/property owner for further processing.

Step 2. A prepayment of applicable taxes must be submitted to the Lassen County Treasurer/Tax Collector’s Office. The Lassen County Treasurer/Tax Collector Office is located at 220 South Lassen, Suite 3, Susanville, CA 96130. Their phone number is (530) 251-8226 and their email is lcttc@co.lassen.ca.us. Once all applicable fees have been paid, authorized personnel from the Lassen County Treasurer/Tax Collector Office will sign the form and return the form to the applicant/cultivator/property owner for further processing.

Step 3. After successfully completing steps 1 and 2, the applicant/cultivator/property owner will be directed to contact the Lassen County Agricultural Commissioner for submittal of this form and any additional information that may be required. The Lassen County Agricultural Commissioner’s office is located at 175 Russell Avenue, Susanville, CA 96130. The Commissioner’s phone number is (530) 251-8110; their fax is (530) 251-2726; and their email is agcommissioner@co.lassen.ca.us

Step 4. The proposed cultivator is responsible for providing this fully executed form to the Planning and Building Services Department (contact information of first page) prior to any cultivation of industrial hemp, so as to avoid possible code enforcement action by said Department. A fully executed form is required annually.