



## INFORMATION FOR FILING A COMMERCIAL CULTIVATION OR CANNABIS DISPENSARY APPLICATION WITH THE CITY OF RIVERBANK

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Application for a Commercial Cultivation or Cannabis Dispensary Permit is a two-step submittal process with application documents filed with the Development Services Department.

Pursuant to Chapter 120 of the Riverbank Municipal Code, all applicants interested in applying for a Commercial Cultivation or Cannabis Dispensary Permit must apply for both of the following:

- 1) A Development Agreement
- 2) A Conditional Use Permit

The City strongly encourages a pre-application meeting between the applicant and City staff prior to **any** submittal. A pre-application meeting can be scheduled by calling the Development Services Department at (209) 863-7124 or by emailing [dkenney@riverbank.org](mailto:dkenney@riverbank.org). The purpose of the pre-application meeting is to ensure that the applicant understands the expectations and requirements of the City before submitting any application for a permit.

### **STEP 1 - SUBMITTAL CHECKLIST**

Prior to the City of Riverbank accepting a complete application, the Development Services Department will provide a precursory review of your proposed project. The following items need to be submitted for this review:

- A Business Plan
- Live Scan documentation of all business partners (currently waived)

### **STEP 2 - SUBMITTAL CHECKLIST**

After the City of Riverbank approves the submittal items listed in Step 1, the City will require the submittal items listed below for Step 2.

- Completed Uniform Planning Application and Environmental Information Form
- Copy of Preliminary Title Report or Lease - not more than six (6) months old
- \$30,000 Planning deposit
- Site Plan, elevations, and floor plans (5 copies, 24" x 36")
- Concept landscape plans (if needed)
- Concept signage plans
- All plans and maps duplicated in electronic format via PDF
- Site photos
- Live Scan documentation of all managers and employees
- Security Plan (6 copies)
- Waste Management Plan (6 copies)
- Risk Management Plan (6 copies)
- List of all volatile chemicals to be used on site
- Copies of State application materials (and approval documents when available)
- City Business License application

Applications for Step 2 will be reviewed at the time of submittal to ensure all requested items are included. Any incomplete submittals will be rejected. After staff accepts the Step 2 application submittal, it will be reviewed and a letter generated within thirty (30) days either determining the application is complete and able to move on in the process or the letter will contain a request for missing information.

To minimize delay and duplication, the Development Services Department requires applicants to **apply for all the discretionary permits and approvals** needed for the review of their project(s) **at the same time.** The concurrent review of these applications will also facilitate the environmental review process. Where the same information is required for more than one (1) permit or approval, **it is not necessary to duplicate the information submitted.** If you have any questions about the information required for an application, please review the information below or call the Development Services Department at (209) 863-7124 for assistance.

**APPLICATION DETAILS:**

<b>1</b>	<p><b>A Completed Uniform Planning Application must include the following:</b></p> <ul style="list-style-type: none"> <li>Signatures of property owner(s) and the applicant(s)</li> <li>All contact information</li> <li>Environmental Questionnaire</li> <li>Indemnification Form</li> <li>Hazardous Waste Form</li> </ul>
<b>2</b>	<p><b>Planning deposit and fee details:</b></p> <p>Applicants are responsible for all fees and costs of processing Planning applications with the City of Riverbank. These fees and costs will be deducted from the initial \$20,000 Planning deposit. A positive deposit balance must be maintained or work on the project will be halted until sufficient funds are deposited with the City. Any remaining balance will be refunded at Planning process end. Building permits, including signage, and Public Works permits are separate submittals and reviews and their fees are not listed below.</p> <ul style="list-style-type: none"> <li>Development Agreement – Hourly costs of City Attorney, staff, and consultant time</li> <li>Conditional Use Permit - \$2,000.00 fee</li> <li>Architecture and Site Plan Review (if needed) - \$1,500.00 fee</li> <li>Landscape Review (if needed) - \$547.05</li> <li>Variance (if needed) - \$1,500.00 fee</li> <li>Community Development Department File Maintenance Fee - \$54.50</li> <li>City Clerk File Maintenance Fee - \$9.43</li> <li>Environmental Review (CEQA) – Hourly costs of staff and/or consultants</li> <li>Fish and Game Fee (if needed) – Actual cost</li> <li>County Clerk Recorder Fee (CEQA) - \$57.00</li> </ul>
<b>3</b>	<p><b>Plans and exhibits:</b></p> <p>All plans shall be prepared by licensed and qualified professional architects, engineers, or surveyors (<i>Business &amp; Professions Code Chapter 3 Division 3</i>). All plans must be drawn to scale and dimensioned appropriately. Five (5) full size sets of each plan (24" x 36") and electronic pdfs are required at submittal. Elevations should be in color. Please note that more plan copies may be required as the Project moves through public hearings. See subsections a, b, and c below for more details.</p> <p><b>a. Site plan details:</b></p> <p>Show all existing and proposed structures and other physical features including parking areas, utilities, drainage, driveways, streets, curbs, walkways, fences, walls, light standards, existing signs, large trees, etc. The site plan shall also indicate the use of directly adjoining properties and include any buildings or other structures within 50-feet of the proposed project site.</p>

	<p><b>b. Building elevation details:</b> Show the front, sides and rear views of proposed buildings and structures, including all mechanical, duct work, utility boxes, etc. The elevations shall identify the colors and materials proposed for all buildings or structures (color renderings are strongly encouraged).</p>
	<p><b>c. Floor plan details:</b> Show ingress and egress, windows, walls, gross floor area, seating arrangements (if applicable) and the intended use of each interior area.</p>
<b>4</b>	<p><b>Site Photos:</b> One 8" x 10" set of color photographs of the site and surrounding area.</p>
<b>5</b>	<p><b>Security Plan:</b> Include at a minimum a fencing plan, interior and exterior lighting, security camera layouts, security team plan, alarm system details, transportation plan, remote monitoring, electronic track and trace, fire suppression plan, and record keeping.</p>
<b>6</b>	<p><b>Waste Management Plan:</b> Show how cannabis waste will be documented, shredded, blended 50/50 with shredded cardboard or paper, bagged up, and taken to a transfer station or landfill. Applicants must contact the City's recycling staff and Gilton Waste Management for trash enclosure specifics.</p>
<b>7</b>	<p><b>Risk Management Plan:</b> Include at a minimum the following five steps: 1) An identification of the risks; 2) An analysis of the risks; 3) An evaluation or ranking of the risks; 4) Recommended treatment for the risks; 5) Discussion of a method to monitor and review the risks.</p>
<b>8</b>	<p><b>List of all volatile chemicals to be used on site.</b> This list will be reviewed and approved by the City's contact at Stanislaus Consolidated Fire District.</p>

	<p><b>***FUTURE SUBMITTALS***</b></p>
	<p>The City of Riverbank requires that all Projects scheduled for public hearing by the Planning Commission and/or City Council include a list of the current property owners within 300 feet from the perimeter of the project site. The list shall include the property owner's name, mailing address, and their Assessor's Parcel Numbers (APNs) as identified in the example below.</p> <p>Preparation, verification, and submittal of the property owners list shall be the responsibility of the applicant and is most commonly obtained by a <b>title company</b> and shall include the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2- sets of postage-paid addressed envelopes <b>without</b> a return address</li> <li><input type="checkbox"/> 1 copy of the most current assessment roll used to compile the property owner list</li> <li><input type="checkbox"/> 1 copy of the mailing label sheets as shown on the mailing envelopes</li> <li><input type="checkbox"/> 1 copy of the 300 foot radius map</li> </ul> <p style="text-align: center;"><b><u>Continued on next page</u></b></p>

**To Title Companies:** Please prepare the property owner's list as follows:

Type the assessor's property number, property owner's name and mailing address on self-adhesive address label sheets and **attach to envelopes** as shown below. The envelopes will be used for the Public Hearing notices to the property owners. Please include the names and mailing addresses of the applicant and owner of the subject parcel(s).

This list shall be certified by a title insurance company as being from the most recent Stanislaus County Tax Roll.

Example mailing labels: (THE LABELS MUST BE IN APN ORDER)

000-00-00 John Smith 12 Some Street Anywhere, CA 93246
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**Failure to meet these standards for mailing labels may result in a delay in the Public Hearing date. If there are any questions, you may call the Development Services Department at (209) 863-7128.**

**NOTICE OF DEVELOPMENT PERMIT APPLICATION SIGNAGE**

Sign notifying the public of a hearing must be posted on the project property 10 days prior to the Planning Commission meeting and remain through the City Council meeting(s) and appeal period. Sign requirements will be provided as soon as the Project is placed on a Planning Commission agenda. An affidavit of posting (also provided) must be signed and returned to Planning.