



# TRINITY COUNTY

## CANNABIS DIVISION

530 MAIN ST., PO BOX 2819

PHONE – 530-623-1351

WEAVERVILLE, CALIFORNIA 96093

Sean Connell, Director

## Memorandum

**TO:** Cannabis Applicants and Consultants

**FROM:** Sean Connell, Cannabis Director

**SUBJECT:** Incomplete Notifications and Resubmittals

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This policy memorandum is to clarify the way in which the Trinity County Cannabis Division (“Division”) should receive resubmissions of CEQA documentation to the Division from applicants. This policy memorandum is being established in an effort to better streamline the process for reviewing documents submitted and to help move them forward through the review and approval process.

### **RESUBMISSION OF APPENDIX C DOCUMENTS**

When resubmitting an Appendix C document to the Division, please ensure that the following is performed:

1. Include a Cover Sheet (linked to below) with all information provided.

([https://www.trinitycounty.org/sites/default/files/Planning/CANNABIS/Programmatic\\_EIR/Resources/Appendix%20C%20Intake%20Form%20092421.pdf](https://www.trinitycounty.org/sites/default/files/Planning/CANNABIS/Programmatic_EIR/Resources/Appendix%20C%20Intake%20Form%20092421.pdf))

2. Ensure that all supporting documentation and site studies required to be completed by a qualified and/or licensed professional (i.e., biological resources, cultural resources, etc.) are completed by a qualified and/or licensed professional. Please include information regarding the qualifications and/or licenses of the professional performing the applicable documentation with the submitted materials.
3. All requested changes and/or corrections detailed in the Incomplete Letter sent to the applicant must include annotations in the margins of the Incomplete Letter being returned to the Division responding to each item listed. Page number and sections of where the changes/corrections were made by the applicant must be annotated in the margins of the incomplete letter and must be submitted in conjunction with the Appendix C documents. Failure to do so will be considered an incomplete resubmission and shall be returned to the applicant.
4. A Microsoft Word document with “tracked changes” showing the changes made by the applicant must be submitted with all resubmissions. This will allow reviewers to more easily identify the changes made by the applicant.
5. A clean PDF of the Appendix C submission, without tracked changes, must also accompany any resubmission. Should the Appendix C be found to be consistent with the County EIR, this will more easily allow the approval process to take place.
6. Electronic submittals must use the following format in the subject line of the email: “APPENDIX C for CCL-XXX: Applicant Name; Physical Site Address”

EXAMPLE: “APPENDIX C for CCL-000: JOHN SMITH; 123 Grow Lane, Weaverville”

7. Electronic submittals must be submitted to [cannabis\\_ceqa@trinitycounty.org](mailto:cannabis_ceqa@trinitycounty.org) with a “CC” to [info.cannabis@trinitycounty.org](mailto:info.cannabis@trinitycounty.org)

PLEASE DO NOT ADD ADDITIONAL EMAILS TO THE RESUBMISSION. DOING SO WILL CREATE POTENTIAL DELAY IN RECEIPT AND PROCESSING OF THE APPLICATION MATERIALS.