



# PLANNING PERMIT SUBMITTAL CHECKLIST (MEDICAL MARIJUANA DISPENSARY)

**Development Services Department / Planning Division**  
 3232 Main Street, Lemon Grove, CA 91945  
 Phone: 619-825-3805 Fax: 619-825-3818  
[www.lemongrove.ca.gov](http://www.lemongrove.ca.gov)

Consult with a planner to check the items required for your initial submittal. Thereafter, submit all of the items required with your planning permit application. Include this form completed and signed with the submittal. Applications deficient of any checked items may prohibit your submittal.		OFFICE USE ONLY	
		COMPLETE	INCOMPLETE
<b>PLAN PREPARATION GUIDELINES</b>			
<input checked="" type="checkbox"/>	Submit <u>8</u> sets of plans folded to 8 1/2 X 11.		
<input checked="" type="checkbox"/>	First sheet shall clearly state scope of work for entire project, including renovated landscape areas, and existing building(s) size(s) and land use(s).		
<input checked="" type="checkbox"/>	All plans shall be drawn on uniform sheets.		
<input type="checkbox"/>	Development plans shall be prepared by an architect or civil engineer licensed to practice in the State of California.		
<input checked="" type="checkbox"/>	All plans/maps shall be clearly labeled with sheet title, project name and project location.		
<input checked="" type="checkbox"/>	Completed application forms and fees.		
<input checked="" type="checkbox"/>	All plans shall be clear, scaled to a standard architect's or engineer's scale (1"=16' prohibited), and legible.		
<input checked="" type="checkbox"/>	All plan sheets (site, floor plans, elevations, landscape, grading, etc.) shall be consistent with each other.		
<b>SITE PLAN</b>			
<input checked="" type="checkbox"/>	Clearly state scope of work for entire project, including renovated landscape areas, and existing building(s) size(s) and land use(s).		
<input checked="" type="checkbox"/>	Name and address of developer, owner of record, and person who prepared the plan.		
<input checked="" type="checkbox"/>	Date of preparation and/or revisions.		
<input type="checkbox"/>	Precise legal description.		
<input checked="" type="checkbox"/>	North arrow oriented towards the top of the sheet and a legend identifying any symbols.		
<input checked="" type="checkbox"/>	Property line and dimensions.		
<input checked="" type="checkbox"/>	A vicinity map showing the precise location of the project. Show nearest cross streets on all sides of the project site, with approximate distances from the site.		
<input checked="" type="checkbox"/>	Show adjacent streets (distance between property line and centerline of streets).		
<input type="checkbox"/>	Street cross-sections.		
<input checked="" type="checkbox"/>	Right-of-way width, including existing width and area proposed to be dedicated.		
<input checked="" type="checkbox"/>	Dimensions and nature of all easements, labeled with recordation number.		
<input checked="" type="checkbox"/>	Existing topography on site with drainage flow lines, including natural ground (contours), trees, and drainage courses.		
<input type="checkbox"/>	Conceptual grading. Use San Diego Regional Standard Drawings for grading specifications.		
<input checked="" type="checkbox"/>	Street improvements (existing & proposed) fronting the property, including curbs, gutter, sidewalks, water lines, sewer lines, utility poles, fire hydrants, and street lights. Use San Diego Regional Standard Drawings for street specifications.		
<input checked="" type="checkbox"/>	Utility locations.		
<input checked="" type="checkbox"/>	Location and dimensions of existing and proposed buildings and structures.		
<input type="checkbox"/>	Improvements, property boundaries, and Map #s within 100 feet of the subject site.		

<input checked="" type="checkbox"/>	Parking layout with labeled stall size and location, aisles, driveway approaches, curb cuts, pedestrian access, and utility vehicle access.		
<input checked="" type="checkbox"/>	Handicap parking spaces and loading zones.		
<input checked="" type="checkbox"/>	Location, height, and materials of walls and fences (existing and proposed).		
<input checked="" type="checkbox"/>	Location of refuse areas, including wall and fence heights, and materials.		
<input type="checkbox"/>	Location of any outdoor storage areas and screening devices.		
<input checked="" type="checkbox"/>	Required and proposed setback dimensions and building separations.		
<input checked="" type="checkbox"/>	Conceptual landscape & irrigation labeled with irrigation location and type, plant species, size, and location, and ground cover type and depth below grade in compliance with Chapter 18.44. Location of all existing and proposed trees. Identify whether the trees are to be preserved, relocated or removed. Use San Diego Regional Standard Drawings for specifications.		
<input checked="" type="checkbox"/>	Label and dimension all surface improvements (e.g., walkways, driveways, patios, landscape areas). Note where existing topography is sloped or flat with drainage flow arrows.		
	<b>A tabular summary including the following:</b>		
<input checked="" type="checkbox"/>	Gross and net acreage.		
<input checked="" type="checkbox"/>	Gross floor area per building or unit and total floor area for all buildings.		
<input checked="" type="checkbox"/>	Proposed density (dwelling units per net acre for residential subdivisions and floor area ratio for commercial and industrial developments).		
<input checked="" type="checkbox"/>	Lot Coverage Ratio (percentage of site covered by all buildings and structures).		
<input checked="" type="checkbox"/>	Pervious Surface Coverage Ratio (post and pre-development percentage of lot covered by pervious surfaces).		
<input checked="" type="checkbox"/>	Required and proposed number of parking spaces, (covered, uncovered, and handicapped accessible, as applicable).		
<b>FLOOR PLAN</b>			
<input checked="" type="checkbox"/>	Interior layout (labeled) and dimensions of all levels.		
<input type="checkbox"/>	Finished floor elevation of ground floors.		
<input checked="" type="checkbox"/>	Proposed demolition, provide square feet to be demolished.		
<input checked="" type="checkbox"/>	Location of all openings (windows and doors).		
<b>ROOF PLAN</b>			
<input type="checkbox"/>	Dimensions of roof overhang(s).		
<input checked="" type="checkbox"/>	Location of rooftop equipment and screening.		
<b>EXTERIOR ELEVATIONS</b>			
<input checked="" type="checkbox"/>	Illustrative elevations of all sides of all buildings and structures.		
<input type="checkbox"/>	Proposed and existing roof and siding materials labeled on each sheet of the elevations. Note if roof and siding materials will match existing buildings on-site.		
<input checked="" type="checkbox"/>	Proposed and existing building colors labeled on each sheet of the elevations.		
<input checked="" type="checkbox"/>	Heights of all structures (measured from average finished grade to peak of roof). Show finish floor MSL, finish pad MSL, finished grade, average finished grade, spot elevations within 5' of building footprint and dimensions to highest points of structure.		
<input checked="" type="checkbox"/>	Conceptual sign locations, sizes and type.		
<input checked="" type="checkbox"/>	Roof top equipment and screening treatment for rooftop equipment.		
<input type="checkbox"/>	Cross sections and architectural details.		
<b>ADDITIONAL REQUIREMENTS</b>			
<input checked="" type="checkbox"/>	Environmental Initial Study application.		
<input checked="" type="checkbox"/>	Interior/Exterior site photographs.		
<input type="checkbox"/>	Photo Simulation/Perspective Drawing: A photo simulation or perspective drawing may be required in addition to photos.		

<input type="checkbox"/>	View/Line of Sight Study: A view/line of sight study may be required to show the project has adequate line of sight for vehicular circulation. This study shall be prepared and stamped by a licensed civil engineer.		
<input checked="" type="checkbox"/>	Preliminary title report and copies of recorded documents listed in Schedule B and easements plotted on an APN map.		
<input type="checkbox"/>	Chain of Title		
<input checked="" type="checkbox"/>	Copy of County Assessor Building Construction Records		
<input type="checkbox"/>	Licensed Land Survey		
<input type="checkbox"/>	Phase I and II Environmental Assessments		
<input type="checkbox"/>	Biological Assessment		
<input type="checkbox"/>	Cultural Resource Assessment		
<input type="checkbox"/>	Air Quality Study		
<input type="checkbox"/>	Parking Study		
<input checked="" type="checkbox"/>	STORMWATER BMPS. Intake Forms I-1, I-2, and I-3 must be filled out as applicable to the project. Projects requiring submittal of Form I-1 only are required to submit a complete Form I-1. Projects requiring submittal of Form I-2 require Construction Stormwater BMP Notes and Permanent Stormwater BMP Notes on their site plan. Projects requiring submittal of Form I-3 must provide a Storm Water Quality Management Plan and for projects without a Grading Plan, a separate Construction BMP Plan is required (pre- and post-construction impervious area is required to be shown on the plans).		
<input type="checkbox"/>	Geotechnical Study		
<input type="checkbox"/>	Acoustical Analysis/Noise Study		
<input type="checkbox"/>	Traffic Analysis		
<input type="checkbox"/>	Conceptual Grading Plan. Use San Diego Regional Standard Drawings for grading specifications.		
<input checked="" type="checkbox"/>	Conceptual Landscape & Irrigation Plans labeled with irrigation location and type, plant species, size, and location, and ground cover type and depth below grade in compliance with Chapter 18.44. Location of all existing and proposed trees. Identify whether the trees are to be preserved, relocated or removed. Use San Diego Regional Standard Drawings for specifications.		
<input checked="" type="checkbox"/>	Other materials as required (Reference Chapter 17.32 of the LGMC for further details): <ul style="list-style-type: none"> <li>✓ Completed City business license application</li> <li>✓ Dispensary Operations Manual and Standards including transaction and employee handling instructions and curriculum</li> <li>✓ Employee training manual</li> <li>✓ Live Scan background checks for all directors, employees, and volunteers submitted directly to City of Lemon Grove.</li> <li>✓ Names and contact information for dispensary director and community liaison</li> <li>✓ Names and contact information for all officers of any LLC with any ownership interest or operational interest in the proposed medical marijuana dispensary</li> <li>✓ Lighting plan</li> <li>✓ Fire flow analysis</li> <li>✓ Waste disposal plan</li> <li>✓ A weapons storage and use plan</li> <li>✓ Architect investigation and scope of work including requirements for proper ventilation to prevent mold and reduce odors to below a level of significance. Facility shall be in full compliance with Title 15 of the Municipal Code.</li> <li>✓ State Board of equalization seller's permit</li> <li>✓ A letter indicating any hazardous materials to be used or stored on site.</li> <li>✓ A letter detailing security provisions and how the applicable Building and Fire Code requirements will be achieved for emergency ingress and egress.</li> <li>✓ Completed and signed Medical Marijuana Source Agreements for each cultivator source</li> </ul>		

- ✓ If the owners or operators of a MMD are a Limited Liability Company (LLC), corporation or trust, then copies of the recorded documents establishing the entity and affiliation documents including the names and addresses of all officers and designated signatories of the legal entities shall be provided.
- ✓ Other materials may be required upon submittal as stated below:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Plan corrections and additional materials may be required based upon further review of the application submittal.**

**DECLARATION**

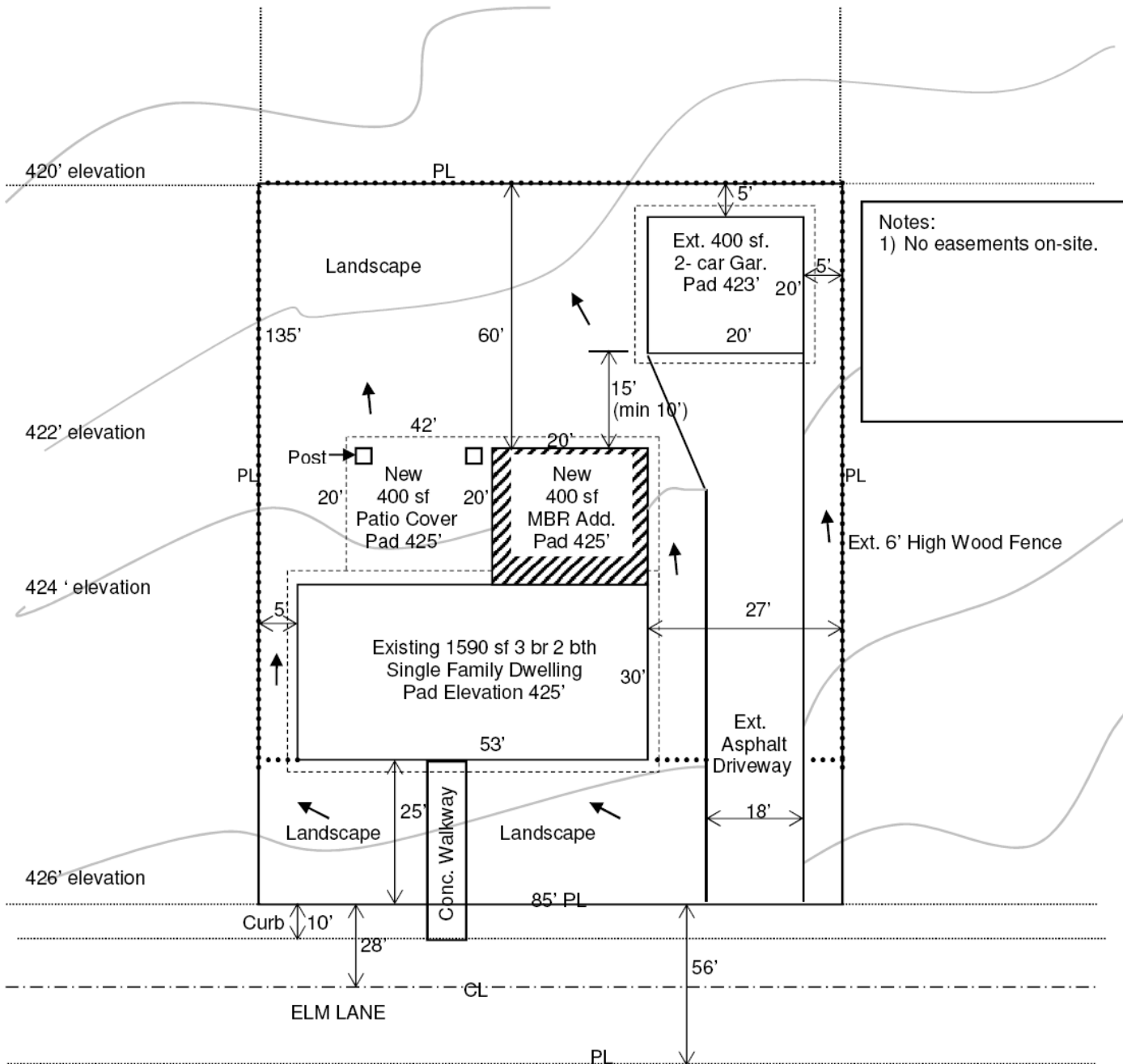
I hereby certify that the statements furnished in this application and in the supplemental materials present the data and information required for this project to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge. In addition, I grant permission to the City of Lemon Grove to reproduce submitted materials, including but not limited to plans, exhibits, photographs, and studies for distribution to staff, Planning Commission, City Council and other agencies in order to process this application.

**Signature:**

**Date:**

**Name (print or type):**

# SAMPLE SITE PLAN



**Notes:**  
 1) No easements on-site.

SITE ADDRESS:  
APN:

EXISTING CONDITIONS: 1590 sf SFR w/  
 400 sf 2-car garage

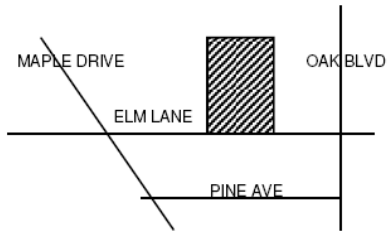
SCOPE OF WORK: 400 sf MBR Addition  
 and 400 sf Patio Cover

OWNER:  
 NAME, MAILING ADDRESS, PHONE, EMAIL

PREPARED BY:  
 NAME, MAILING ADDRESS, PHONE, EMAIL



VICINITY MAP  
 NO SCALE



# SAMPLE BUILDING ELEVATION

Roof Materials

Siding Materials

Building Height  
(measured from avg. finished grade)

Finished Floor

Finished Grade

Average Finished Grade

Building Length

