



COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
OFFICE OF THE DIRECTOR

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December 16, 2016

Happy Holidays:

As we come to the end of the year, the final day to apply for Cannabis Applications is approaching, and the Planning and Building Department is increasingly busy. We anticipate that there will be a rush to submit applications and want to facilitate this process to the extent feasible. Please be aware of the following dates:

- **December 26, 2016** – County Holiday -- offices are closed.
- **December 30, 2016** – This will be the last day to submit a cannabis application. December 31, 2016 is a Saturday. We will stop initiating new applications at 4:00 PM on Friday December 30th so it will be important to submit the application prior to this time.

Several representatives have indicated that there are many more applications to submit. We would like to accept all applications as efficiently as possible. If you will be submitting multiple applications simultaneously that you schedule an appointment. Appointments can be scheduled by calling Leah Crenshaw-Pepke at: 707-268-3742.

We are increasingly busy receiving applications at the counter which make it difficult to respond to phone calls immediately. We are returning calls within a day of receiving the message. If you have questions please leave a message, and somebody will return the call.

Sincerely

John H. Ford
Director, Planning and Building Department