



Mitigation and Remediation Grant Program APPLICATION GUIDELINES

Application Packet Checklist

Please check below to ensure you have a complete application. Once complete, email the following documents, in pdf format with the text "Application for Remediation Grant Program Funding" in the subject line to eadler@co.humboldt.ca.us.

- Signed Application Submission Form
- Project Description – Summary of the Project, up to 2 pages.
- Plot Plan
- Plot Plan Checklist – Attached
- Cross sections of proposed work including topographic elevations
- Scope of Work – Detailed Description of Work
- Schedule for Completion – Identify Milestones
- Erosion Control Plan and Monitoring Plan
- Budget – Be as specific as possible – sample attached
- Project Maps and Figures
- Letter(s) of Support (optional)

APPLICATION FORM - Commercial Cannabis Land Use Ordinance Mitigation and Remediation Fund Program

Project Title: _____ Date of Application: _____

Applicant Name: _____ Project APN: _____

Contact Person Name and Title: _____

Contact Phone: _____ Contact Email: _____

Contact Address: _____

Amount Requested: _____ Total Budget: _____

Project Timeline: Start Date: _____ End Date: _____

Signature of Applicant: _____

APPLICATION DIRECTIONS

Signed Application Form

Complete and sign the Application Form

Project Description

Provide a summary of the Project (up to 2 pages). Address where the project is located, why the project is needed, what remediation actions are proposed. Summary should clearly describe what is anticipated and why it will help.

Plot Plan

Submit a Plot Plan that identifies everything on the Plot Plan checklist that applies to the site. It should clearly show where the entire project is located or a separate location map may be provided.

Plot Plan Checklist

Complete the Plot Plan Checklist and include in the packet. (Attached)

Cross Sections

Cross sections of proposed work including topographic elevations.

Scope of Work

The scope of work should clearly and concisely describe the mitigation and remediation work. It should address the who, what, when, where, and how the work will be done.

Schedule for Completion

Identify Milestones, including a start and end date. (Sample attached)

Erosion Control Plan and Monitoring Plan

Include a 5-Year Plan that addresses how erosion will be controlled before, during and after the work is done and how it will be monitored to ensure effectiveness at improving water quality, including follow up treatments.

Budget

Provide a budget that includes all costs associated with the work. Identify what costs will be covered by the grant and total project cost. (Sample attached)

Project Maps and Figures

Include maps that are sequentially referenced with figure numbers. Each figure reference should appear in the text as Figure 1, Figure 2, and so forth according to the number of figures you use. Each figure should have a short caption that briefly explains the important information about what is being illustrated.

Letter(s) of Support (optional)

Letters of support are not a rating factor but may be included if desired.

Sample Schedule for Completion

Milestone	Start Date	End Date
Detailed Project Scoping		
Bidding and Contracting		
Project Ground-Breaking		
Inspections by _____		
Project Completion		
Monitoring		

Sample Budget

Budget Item	Grant	Other Funds
Permit Fees (specify)		
Consultant and professional fees		
Materials		
Equipment		
Other (specify)Let		
TOTAL		

Note: 80% of program funds are required to be spent on physical improvements.

PLOT PLAN AND TENTATIVE MAP CHECKLIST

The following information must be shown on your plot plan or tentative map. Please check ✓ the box to the left of the items shown on the plot plan or tentative map. If any item is not on your site to your knowledge, write "N/A" next to the box. Plot plans shall be drawn on a minimum size sheet of 8-1/2" x 11", and tentative subdivision maps on a minimum size sheet of 18" x 26". **Note: This Checklist must be completed by the applicant and submitted with your application.**

Applicant's Name _____ APN _____ - _____ - _____

FOR ALL PROJECTS

- 1. Name of applicant(s)
- 2. Location or vicinity map (on or attached to the plot plan)
- 3. The subject parcel (show entire parcel with dimensions)
- 4. Date, north arrow and scale
- 5. Name, County road numbers, and width of all existing and proposed access roadways adjacent to or within the subject parcel (indicate width of traveled way, grade (in % slope), and surface)
- 6. Existing and proposed improvements (label as "existing" and "proposed" with dimensions and distance to nearest two (2) property lines)
 - a. Structures and buildings (include floor area, height and proposed use)
 - b. Driveways and turnaround areas (indicate width, grade (in % slope) and surface)
 - c. Utility lines (electric, gas, telephone, sewer, water, and cable TV)
 - d. Septic tanks and leachfields (label primary/reserve areas and test holes)
 - e. Wells
 - f. Parking and loading areas (show individual parking spaces, including handicapped parking and ramps)
 - g. Storm drains, curbs and gutters
 - h. Emergency water storage tanks and fire hydrants
 - i. Landscaped areas (include proposed exterior lighting)
 - j. Major vegetation (identify mature trees (12" dbh or larger) to be removed)
 - k. Diked areas
 - l. Proposed grading and fill (estimate volume)
 - m. Signs (indicate size, illuminated, and design (e.g., monument, pylon, etc.))
 - n. Other - specify _____
- 7. Direction of surface water runoff
- 8. Location and width of all existing and proposed easements of record
- 9. Hazardous areas (indicate on map if on the project site or within 400 feet of the project site):
 - a. Areas subject to inundation or flooding
 - b. Steep or unstable slopes
 - c. Expansive (clay) soils
 - d. Earthquake faults
 - e. Hazardous waste or substance sites
 - f. Other - specify _____
- 10. Sensitive habitat areas (indicate on map if on project site or within 400 feet of the project site):
 - a. Creeks, rivers, sloughs and other drainage courses
 - b. Lakes, ponds, marshes, or "wet" meadows
 - c. Beaches
 - d. Sand dunes
 - e. Other - specify _____
- 11. Historical buildings or known archaeological or paleontological resources
- 12. Land use and buildings on adjacent parcels, and approximate distances to closest property lines

FOR LOT LINE ADJUSTMENT PLOT PLANS ONLY

- 13. Proposed new lines and lines to be eliminated (show lines to be eliminated as dashed)
- 14. Areas (in square footage or acreage) of the initial and resulting parcels

FOR TENTATIVE SUBDIVISION MAPS ONLY

- 16. Approximate dimensions and areas of all proposed lots
- 17. A statement that "All easements of record are shown on the tentative map and will appear on the recorded subdivision map"
- 18. Contour lines (at _____ intervals)
- 19. For major subdivisions (5 or more parcels): proposed drainage improvements, details of any grading to be performed, approximate radii of all roadway curves, areas for public use, and typical sections of all streets, highways, ways and alleys
- 20. Names and assessor's parcel numbers of all contiguous ownerships

NOTE: THE SUBMITTAL OF INCOMPLETE OR ILLEGIBLE PLOT PLANS OR TENTATIVE MAPS WILL CAUSE DELAYS IN THE PROCESSING OF YOUR APPLICATION

