



Instructions for Residential Indoor Marijuana Cultivation (RIMC) Permit Application & Renewals

CITY OF COLTON - Development Services Department

An active RIMC permit is required for EACH person directly or indirectly engaged in the cultivation of up to six (6) marijuana in the City of Colton, which is limited to purposes of personal (non-commercial) use and allowed only indoors within that person's primary residence or structures accessory to that residence.

- For a new or modified RIMC permit: follow Steps 1 through 5 below.
- For renewal of an existing RIMC permit with no modifications/changes: see information at bottom of this sheet.

STEP 1. Confirmation of Cultivation Area. Prior to filing a RIMC permit, confirmation of the following is required:

1. The residence and accessory structure to that particular residence are permitted or otherwise lawful structures.
2. Evidence of plan check submittal/permit issuance with the Building Division so that the indoor space to be used for marijuana cultivation will be conditioned to support cultivation operations with appropriate building permits to conform to Building Code requirements including, but not limited to, flooring, drainage, electrical, lighting systems, mechanical systems and ventilation, and wall finishes. Provide permit number(s).
3. There is or will be no more than one single cultivation area for the residential unit.

STEP 2. Application Filing. Submit the following at the Development Services Permit Counter.

1. RIMC Application Form. Check box which applies to the type of request.
2. Affidavit - Property Owner Notarized Signed Permission. (Grant Deed/ Proof of Ownership required if property owner's name of signee on affidavit matches County Assessor records.)
3. Acceptance of Operational Requirements Form. Must be initialed and signed by the applicant.
4. Plot Plan. provide 8-1/2" by 11" reduction if original is of larger size.
5. Floor Plan. provide 8-1/2" by 11" reduction if original is of larger size.
6. Filing Fee of **\$335**.

STEP 3. Inspections. After the application is accepted, a RIM # Number will be provided so inspections of the indoor space to be used for marijuana cultivation you may call each of the following departments/divisions below to request:

- Building Division – (909) 370-5079 during business hours, or 24 hour inspection line at (909) 370-5131 – leave voicemail with RIM# at recording
- Fire Department – Ray Bruno, Fire Marshal – (909) 370-5553
- Code Compliance/ Police Department – (909) 370-5114

STEP 4. Application Status. The applicant may contact the Development Services Department (909) 370-5079 to check the status of an application. Within thirty (30) days after application filing (or a resubmittal), the City will identify information required for a complete application.

STEP 5. Permit Issuance. After notification that an application has been approved (within 30 days of City identifying information required for a complete application), the applicant must return to the Development Services Permit Counter to sign the "issued" RIMC permit form, which is granted for one year and expires if not renewed.

FOR RENEWALS. Confirm that there are no modifications or changes to the approved cultivation area. Submit the following at the Development Services Permit Counter. (For modifications to cultivation area, follow steps for a new RIMC permit.)

1. RIMC Application Form. Check box which applies to the type of request.
2. Affidavit - Property Owner Notarized Signed Permission. (Grant Deed/ Proof of Ownership required if property owner's name of signee on affidavit matches County Assessor records.)
3. Acceptance of Operational Requirements Form.
4. Filing Fee of **\$75**.



Residential Indoor Marijuana Cultivation (RIMC) Permit Application Form

DO NOT WRITE HERE - FOR OFFICE USE ONLY

RIM#: _____ Fee: _____
 Received By DS Staff: _____ Date: _____
 Past Due Fees: Customer Services Staff: _____
 Date: _____ Fees: _____ BY DS Staff: _____

EACH person directly or indirectly engaged in marijuana cultivation is required to hold a separate RIMC permit under the individual's name.

- Check One: New RIMC Permit – First for This Residence New RIMC Permit – Not First for This Residence
 Modification of Existing RIMC Permit/ Cultivation Area (Treated as New RIMC)
 Renewal of Existing RIMC Permit – No Modification/ changes to cultivation area

Applicant first name _____ Last name _____ Date of Birth: _____

Subject address _____ Unit _____

Location of Subject Indoor Cultivation Area (i.e. attached garage, detached garage, greenhouse, bedroom, etc.)

Check 'yes' or 'no' below. The following must be answered 'yes' for the application to be accepted.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Can you affirm that the property owner grants permission for indoor marijuana cultivation to occur on the property as evidenced by the attached signed notarized Affidavit. (REQUIRED OF ALL APPLICATIONS)
<input type="checkbox"/>	<input type="checkbox"/>	Can evidence be provided of plan check submittal/permit issuance with the Building Division so that the indoor space to be used for marijuana cultivation has been or will be conditioned to support cultivation operations with appropriate building permits to conform to Building Code requirements including, but not limited to, flooring, drainage, electrical, lighting systems, mechanical systems and ventilation, and wall finishes? Enter Permit/Plan Check No. (REQUIRED OF ALL APPLICATIONS): _____
<input type="checkbox"/>	<input type="checkbox"/>	Can comply with applicable code requirements. Submit Acceptance of Operational Requirements Form
<input type="checkbox"/>	<input type="checkbox"/>	Is the subject address the applicant's primary residence?
<input type="checkbox"/>	<input type="checkbox"/>	Can the applicant provide proof of age 21 years old or older?
<input type="checkbox"/>	<input type="checkbox"/>	Can you affirm that there are no open code violations related to the residential unit?
<input type="checkbox"/>	<input type="checkbox"/>	Can you affirm that no part of the residential unit is currently approved or used as a child daycare facility?
<input type="checkbox"/>	<input type="checkbox"/>	Can you affirm that no part of the residential unit is currently approved or used as a group home?
<input type="checkbox"/>	<input type="checkbox"/>	Can you affirm that there are no past due payments owed to the city by the applicant?
<input type="checkbox"/>	<input type="checkbox"/>	Can you affirm that there are no past due payments owed to the city related to the residential unit?
<input type="checkbox"/>	<input type="checkbox"/>	For cultivation areas proposed within garages, can you affirm that minimum vehicle parking space clearances will not be obstructed?
<input type="checkbox"/>	<input type="checkbox"/>	NOT REQUIRED FOR RENEWALS: Can the subject address be made available for inspections of the indoor space (without plants) to be used for marijuana cultivation during business hours, Monday through Thursday 8:00 a.m. to 4:00 p.m?

Applicant's Certification. By signing below, I hereby affirm that the information on this form is accurate, that I have read and understood the requirements pertaining to Residential Indoor Marijuana Cultivation permits and agree to comply, and that I understand that if I am in violation of any of these requirements, my Residential Indoor Marijuana Cultivation permit will be revoked.

Signature

Date

E-mail Address

Print Name

Phone Number

Fax Number



Acceptance of Operational Requirements Form.

Residential Indoor Marijuana Cultivation (RIMC) Permit

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RIM#: _____ By Staff: _____ Date: _____

The applicant shall initial each of the following requirements to indicate that the proposal will be able to comply.

- _____ New and renewed RIMC permits, once approved, expire one year after the "issuance" date unless a renewal application is filed and issued prior to expiration.
- _____ Separate RIMC permits shall be obtained for each person directly or indirectly engaged in cultivation.
- _____ Operation of the cultivation area shall conform to code requirements.
- _____ The cultivation area matches approved plans. Prior to any modification, the Development Services shall be contacted to determine permits required, including a new RIMC permits for all permit holders for the modified cultivation area.
- _____ Access to the cultivation area shall be restricted to holders of separate residential indoor marijuana cultivation (RIMC) permits issued to each permit holder.
- _____ A RIMC permit holder shall not hold permits at more than one location.
- _____ RIMC permit authorizes cultivation for personal use. Cultivation for commercial purposes shall be prohibited.
- _____ No more than six (6) marijuana plants allowed at any time. The cultivation area shall not be used or prepared in a manner to cultivate more than six (6) marijuana plants.
- _____ No more than one single contiguous cultivation area shall be allowed. A residential unit may not have multiple cultivation areas.
- _____ The cultivation area shall be used exclusively for residential indoor marijuana.
- _____ Access to the cultivation area shall be restricted by lockable doors. Any windows, skylight, ventilation, or other opening must be lockable.
- _____ Cultivation areas within garages shall not obstruct minimum vehicle parking space clearances.
- _____ The cultivation area shall not be visible from anywhere outside the residence. Any windows, skylight, ventilation, or other opening must be sufficiently covered or opaque as to obscure visibility of the cultivation area from any adjacent property.
- _____ The cultivation area shall not produce odors, sounds, or other emissions that are detectible from adjacent properties and may indicate marijuana cultivation.
- _____ No part of the residential unit shall be used as a child (day) care facility, group home, or any other facility that does not allow cultivation of marijuana by law or policy.
- _____ There shall be no open code violations with the City related to the residential unit.
- _____ There shall be no past due payments owed to the City by the applicant or related to the residential unit.
- _____ The indoor space to be used for marijuana cultivation shall be maintained conditioned to support cultivation operations with appropriate building permits to conform to Building Code requirements including, but not limited to, flooring, drainage, electrical, lighting systems, mechanical systems and ventilation, and wall finishes.
- _____ The following chemicals shall not be used or stored in the cultivation area: (1) Explosive gases, including, but not limited to: Butane, Propane, Xylene, Styrene, Gasoline, Kerosene, Oxygen (O2), or Hydrogen (H2); (2) Dangerous poisons, toxins, or carcinogens, including, but not limited to: Methanol, Isopropyl Alcohol, Methylene Chloride, Acetone, Benzene, Toluene, or Tri-chloro-ethylene.

Applicant's Certification. By signing below, I hereby affirm that the information on this form is accurate, that I have read and understood the requirements pertaining to Residential Indoor Marijuana Cultivation permits and agree to comply, and that I understand that if I am in violation of any of these requirements, my Residential Indoor Marijuana Cultivation permit will be revoked.

Signature

Date

E-mail Address

Print Name

Phone Number

Fax Number



Affidavit

Property Owner Notarized Signed Permission for Residential Indoor Marijuana Cultivation (RIMC) Permit Application

CITY OF COLTON – Development Services Department

THIS FORM MUST BE NOTARIZED.

DO NOT WRITE HERE - FOR OFFICE USE ONLY

RIM#: _____

By Staff: _____ Date: _____

Applicant first name _____ Last name _____

Subject address _____ Unit _____

Property Owner Information

_____ (_____) _____
 Print Name Title (if company) Phone Number

_____ (_____) _____
 Company Name FAX Number

_____ _____ _____ _____
 Mailing Address City, State Zip Code E-mail Address

This affidavit is to notify the City of Colton Development Services Department that I (we) are the legal owner(s) of the property improved with the residence at the address stated above and I (we) hereby acknowledge and grant permission for residential indoor marijuana cultivation to occur at the subject location subject to the issuance of a Residential Indoor Marijuana Cultivation permit by the city for one year subject to annual renewals.

Notarized signatures of each legal owner (DO NOT SIGN EXCEPT WITH A PUBLIC NOTARY)	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____