STATE OF CALIFORNIA
DEPARTMENT OF FISH AND WILDLIFE
EPIMS - ENVIRONMENTAL PERMIT INFORMATION MANAGEMENT SYSTEM
NOTIFICATION OF LAKE OR STREAMBED ALTERATION FOR CANNABIS CULTIVATION

EPIMS Self-Certification and LSA Notification Instructions and Process

IMPORTANT: READ THROUGH ALL INSTRUCTIONS TO ENSURE THAT YOU HAVE ALL DOCUMENTS AND REQUIRED MATERIAL BEFORE STARTING APPLICATION PROCESS.

Contents

Part I: Regional Contact Information

Regions

Northern Region – Coastal (Region 1) LSA Program 619 Second Street Eureka, CA 95501 (707) 441-2075 or (707) 445-6493 Email: R1LSAEureka@wildlife.ca.gov *Serving: Del Norte, Humboldt, and Mendocino counties.* **Northern Region – Inland (Region 1)** LSA Program 601 Locust Street Redding, CA 96001 (530) 225-2367 or (530) 225-2300 Email: R1LSARedding@wildlife.ca.gov *Serving: Lassen, Modoc, Shasta, Siskiyou, Tehama and Trinity counties.*	**North Central Region (Region 2)** LSA Program 1701 Nimbus Road Rancho Cordova, CA 95670 (916) 358-2900 Email: R2LSA@wildlife.ca.gov *Serving: Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lake, Nevada, Placer, Plumas, Sacramento*, San Joaquin*, Sierra, Sutter, Yolo*, and Yuba counties.* ***Note:** Those portions of Sacramento, San Joaquin, and Yolo counties that are south of I-80 and west of I-5 are in Region 3. The balance of each county is in Region 2.*
Bay Delta Region (Region 3) LSA Program 7329 Silverado Trail Napa, CA 94558 (707) 944-5500 Email: R3LSA@wildlife.ca.gov *Serving: Alameda, Contra Costa, Marin, Napa, Sacramento*, San Mateo, Santa Clara, Santa Cruz, San Francisco, San Joaquin*, Solano, Sonoma, and Yolo* counties.* **Note: Those portions of Sacramento, San Joaquin, and Yolo counties that are south of I-80 and west of I-5 are in Region 3. The balance of each county is in Region 2.*	**Central Region (Region 4)** LSA Program 1234 East Shaw Avenue Fresno, CA 93710 (559) 243-4593 Email: R4LSA@wildlife.ca.gov *Serving: Fresno, Kern, Kings, Madera, Mariposa, Merced, Monterey, San Benito, San Luis Obispo, Stanislaus, Tulare, and Tuolumne counties.*
South Coast Region (Region 5) LSA Program 3883 Ruffin Road San Diego, CA 92123 (858) 467-4201 Email: R5LSA@wildlife.ca.gov *Serving: Los Angeles, Orange, San Diego, Santa Barbara, and Ventura counties.*	**Eastern Sierra and Inland Deserts Region (Region 6)** LSA Program 3602 Inland Empire Boulevard, Suite C-220 Ontario, CA 91764 (909) 484-0167 Email: R6LSA@wildlife.ca.gov *Serving: Imperial, Inyo, Mono, Riverside, and San Bernardino counties.*

Regional Map

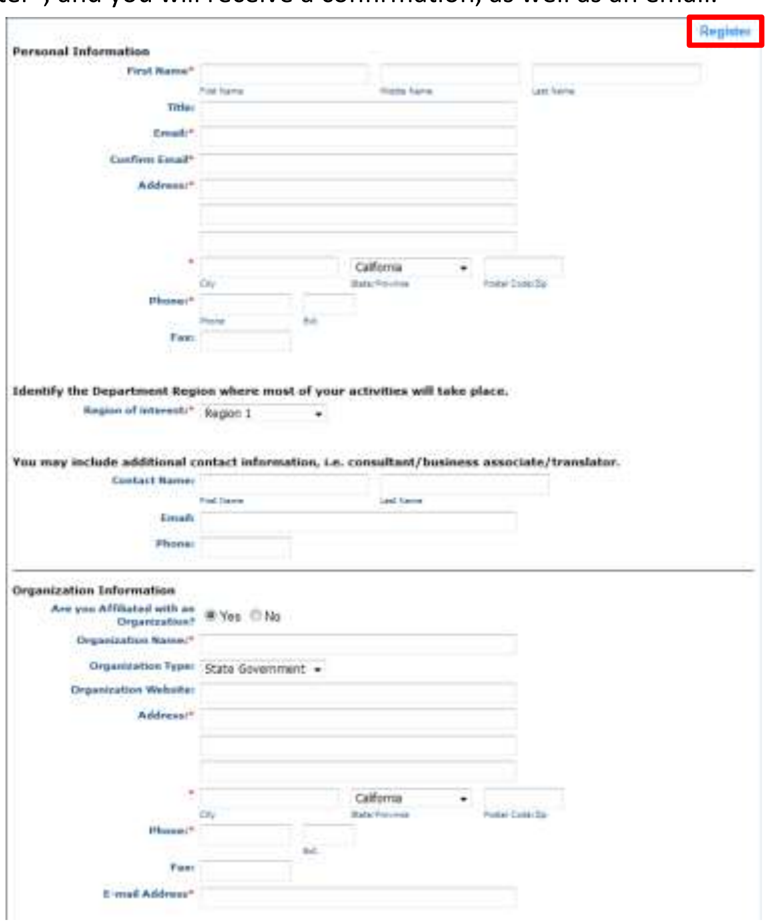
California Department of Fish and Wildlife, Habitat Conservation Planning Branch, D.Maabair 20180404

Part II: Instructions for Completing EPIMS Notification

Step 1: **EPIMS Site Registration**

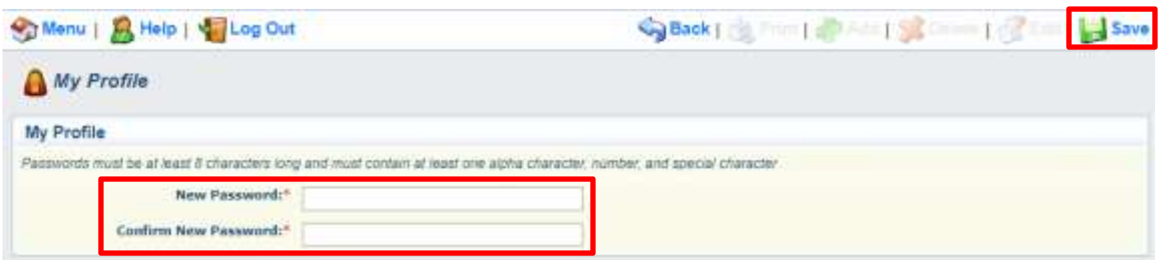
1. Navigate to https://EPIMS.wildlife.ca.gov
2. Click “Register Here”.

3. On the Registration page
   a. Fill in all required fields in the “Personal Information” section.
      i. Under “What Region are you interested in?” select the Region for which the project will be located.
   b. Fill in all required fields in the “Organization Information” section, if you are affiliated with an organization.
4. Click “Register”, and you will receive a confirmation, as well as an email.



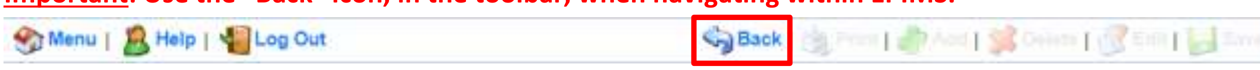
<table>
<tr>
<td></td>
<td>

5. Your user registration will be reviewed for completion and approved by the department.
    - **Register for ONLY ONE USER ACCOUNT. You may complete multiple self-certifications or notifications for multiple Regions of Interest, if necessary, with one user account.**
    - **You will receive an email notification with a temporary password once you registration has been approved.**
        - **If you do not receive an automated confirmation email within a few minutes of registering, please check your Spam/Junk E-mail folder.**
    - **New User Registration Approval is not automated and may take up to 72 hours. Once approved you will receive two emails, one containing your User ID, and one containing your temporary password.**
6. When you have received your user name and temporary password, log in to https://EPIMS.wildlife.ca.gov.
7. When logging in for the first time, you will be immediately prompted to change you temporary password. Enter your new password, and confirm, then click Save in the toolbar.



</td>
</tr>
<tr>
<td colspan="2">

Important: Use the "Back" icon, in the toolbar, when navigating within EPIMS.



</td>
</tr>
<tr>
<td>Step 2:</td>
<td>

Once logged in, you will see the Main Menu, which contains:

- Instructions: these are general instructions for navigating the website.
- My Profile: allows you to update profile information which includes, email, address, phone, and Associated Organizations. My Profile also allows you to view all email alerts that have been sent to you.
- Apply for a Permit: access the permits available in EPIMS.
- My Permit Applications: permit notifications in process.
- Permit Tracking: lists all permits/notifications that are Underway.

</td>
</tr>
<tr>
<td>Step 3:</td>
<td>

Click on "Apply for a Permit":

- Select the Region Permit Title according to the Department Region where the project is going to take place.

    Note: See Part I: Notification Requirements, Section "Regions" to determine the correct region and Opportunity Title to select.

- Under the "Notification Details" section, click on "Start a New Notification".

</td>
</tr>
</table>

Important: Read blue text carefully, these are instructions for answering questions within the notification forms.

Step 4: Self-Certification (Pre-Application) Process

1. General Information:
    a. Fill in "Project Name": This is the name of the overall project.
        Note: (If the project does not have a formal name or title, use a name that best describes the project. For example, if the project is the installation of a culvert on private property, you might name the project, "Culvert on Smith Property." If the project has already been assigned a name for other permitting or environmental review purposes, use the same name.)
    b. Select "Organization": If you are affiliated with an organization that is listed within the drop down, select that organization. If you are not affiliated with an organization, select Apply as Individual.
    c. Click "Save" in the toolbar.

NOTE: If you are affiliated with an organization and would like others within your organization to have access to document on and/or complete forms within the system (e.g. if you are an employee of a consulting or legal firm), complete the following steps. Keep in mind that the users you would like to associate to the application should be a registered EPIMS user who is affiliated with your current organization. If this does not apply to you, please skip to #3.

2. On the Application – General Information page, click "Edit" at the top of the page.
    a. Under "Additional Permitee Contacts" select the users that will have access to this application.
    b. Click "Save".
3. Click Go to Notification Forms

4. On the next screen you will see a list of "Notification Forms" that are required to complete the Cannabis Cultivation Self-Certification process. These forms include:
    a. General Information (Already completed)
    b. Contact Information
    c. Project Location

d. Project Description

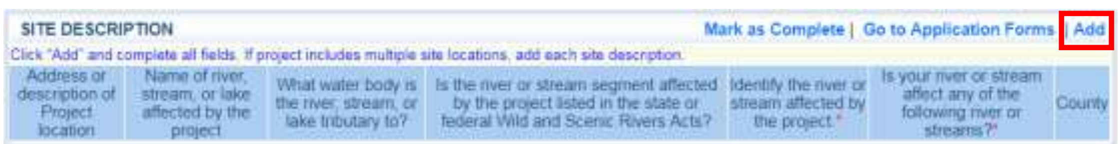
e. Self-Certification Survey

f. Self-Certification Acknowledgement

Note: All required fields must be completed and each form must be Marked as Complete in order for the External User to Submit the application.

5. Click on Application Form called “Contact Information”.
    a. Under the “Applicant Proposing Project” section fill in ALL required (*) fields.
    b. Under the “Contact Person” section, if the person is different from the Applicant Proposing Project, select Yes, and fill in ALL required (*) fields.
    c. Under the “Property Owner” section, if the person is different from the Applicant Proposing Project, select Yes, and fill in ALL required (*) fields.
    d. Return to the top of the page and click “Save” in the toolbar.
    e. Review information under each section, if changes are needed, click “Edit” in the toolbar. If no changes are needed, click “Mark as Complete” next to “Applicant Proposing Project”.

6. The system will return you back to Application Forms, and you will now click on “Project Location”.
    a. Under the “Site Description” section click “Add”.



i. Fill in “Address” of project location and include a brief description and include, driving directions from the nearest major road or highway, known landmarks, access roads, and any other information that would allow a person not familiar with the area to find the project site.

ii. Provide the name of the river, stream, or lake in which or near where the project will take place (if applicable), using the drop-down box. If none, select “Other” and write “no river, stream, or lake at or near the project site.”

iii. Provide the name of the tributary of the river, stream, or lake in which or near where the project will take place (if applicable). If none, select “Other” and write “no river, stream, or lake at or near the project site.”

iv. Answer the question, “Is the river or stream segment affected by the project listed in the state or federal Wild and Scenic Rivers Acts?” by using the drop-down box.

v. Answer the question, “Is your river or stream affect any of the following river or streams?” by using the drop-down box.

vi. Provide the name of the county where the project will take place, by using the drop-down box.

vii. Return to the top of the page and click “Save” in the toolbar.

Note: If there are multiple project locations, follow “steps i-vii” for each additional project location.

b. Under “Assessor’s Parcel Number” section click “Add”.

i. Enter “Project Name”.

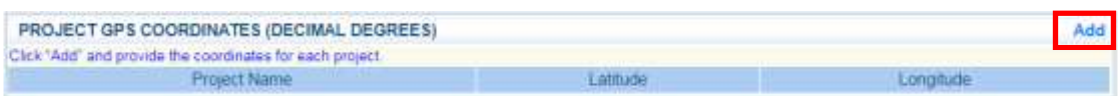
Note: Project Name utilized here may differ from Project Title specified in the General Information form. Project Title specified in the General Information form refers to the “overall” project. Project Name specified in the section refers to the individual projects that fall under the overall Project Title. For additional information, see LSA Fee Schedule at: https://www.wildlife.ca.gov/Conservation/LSA

ii. Enter APN that is associated with each individual project.

iii. Return to the top of the page and click “Save” in the toolbar.

Note: If there are multiple project locations, follow “steps i-iii” for each additional project location.

c. Under “Project GPS Coordinates (Decimal Degrees)” section click “Add”.



i. Enter “Project Name”.

Note: Note: Project Name utilized here may differ from Project Name specified in the General Information form. Project Name specified in the General Information form refers to the “overall” project. Project Name specified in this section refers to the individual projects that fall under the overall Project Name. For additional information, see LSA Fee Schedule at: https://www.wildlife.ca.gov/Conservation/LSA

ii. Enter Latitude that is associated with each individual project. The minimum required format for latitude is (##.######).

iii. Enter Longitude that is associated with each individual project. The minimum required format for longitude is (-###.######).

iv. Return to the top of the page and click “Save” in the toolbar.

Note: If there are multiple project locations, follow “steps i-iv” for each additional project location.

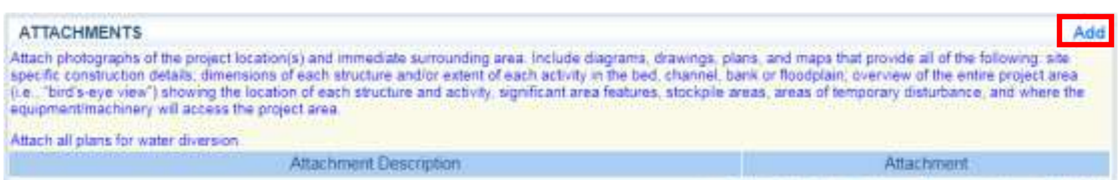
d. Under “Maps” section click “Add”.

i. Enter a descriptions of the attachment/map.
ii. Click “Choose File” to upload a document, image, or file.
iii. A separate window will open, select the file to upload and click “Open”.
iv. Return to the top of the page and click “Save” in the toolbar.

Note: If there are multiple maps and attachments, follow “steps i-iii” for each additional project location.

e. Review information under each section, if changes are needed, click “Edit” in the toolbar. If no changes are needed, click “Mark as Complete” next to “Site Description”.

7. The system will return you back to Application Forms, and you will now click on “Project Description”.
   a. Click “Edit” in the toolbar.
   b. Under the “Project Details” section:
      i. Provide a detailed description of the project, including but not limited to: any structures (e.g., rip-rap, culverts) that will be placed or modified in or near the stream, river, or lake, and any channel clearing; Specify volume, and dimensions of all materials and features (e.g., rip-rap fields) that will be used or installed; If water will be diverted or extracted, specify the purpose or use; describe both permanent and temporary impacts to the channel and/or riparian habitat.
      ii. Provide a detailed description of all equipment and machinery that will be used (if applicable), including but not limited to: a list all equipment and machinery used to complete the project; a list any lubricants, solvents, chemicals, or other materials not normally found on construction sites that will be present in the project area in addition to the equipment and machinery used to complete the project.
   c. Under the “Additional Project Details” section:
      i. Answer the presence of water question. If not applicable, select “No”.
      ii. Answer the wetted portion question. If not applicable, select “No”.
   d. Return to the top of the page and click “Save” in the toolbar.
   e. Scroll down to the “Attachments” section and click “Add”.



i. Enter a descriptions of the attachment.
ii. Click “Choose File” to upload a document, image, or file.
iii. A separate window will open, select the file to upload and click “Open”.

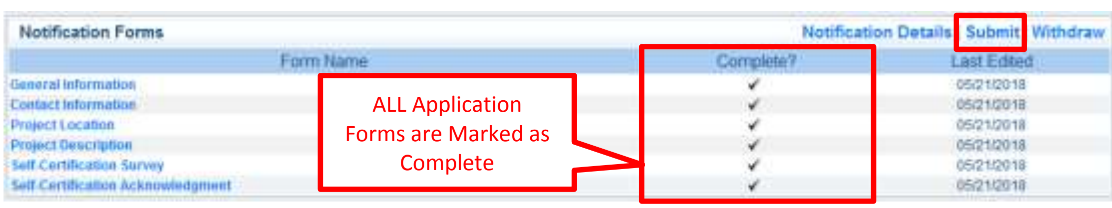
iv. Return to the top of the page and click “Save” in the toolbar.

Note: If there are multiple maps and attachments, follow “steps i-iv” for each additional project location.

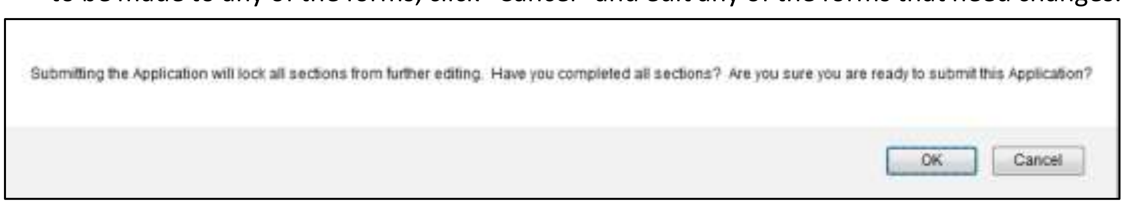
f. Review information under each section, if changes are needed, click “Edit” in the toolbar. If no changes are needed, click “Mark as Complete” next to “Project Details”.

8. The system will return you back to Application Forms, and you will now click on “Self-Certification Survey”.
   a. Read question carefully and answer Yes/No by using the drop-down.
   b. Click “Save” in the toolbar.
   c. Click “Mark as Complete” next to “Self-Certification Survey”.
9. The system will return you back to Application Forms, and you will now click on “Self-Certification Acknowledgment”.
   a. Carefully read the Self-Certification Acknowledgement statement.
   b. Under “Signature” fill in you first and last name.
   c. Select todays date.
   d. Return to the top of the page and click “Save” in the toolbar.
   e. Click “Mark as Complete” next to “Self-Certification Acknowledgment”.

Step 5: Once all Application Forms have been Marked as Complete, you can submit your application by clicking on “Submit”.



1. When you click Submit, you will receive an alert informing you that once submitted, all forms will be locked from any further editing. If you are ready click “OK”. If changes need to be made to any of the forms, click “Cancel” and edit any of the forms that need changes.



2. Once submitted, you will receive an onscreen confirmation, which includes the application ID number.

3. After the onscreen confirmation, you will receive an email alert similar to the one shown below.

> **** Do Not Respond to This Email ****
>
> The following application has been submitted:
>
> Number: 00972
> Name: LSA Notification TEST
> Program Area: Test Program Area
> Applicant Organization:
> Applicant: Testing (First Name) Tester (Last Name)
>
> Please note that this email **does not** authorize your Project or Activities. This email **does not** constitute verification that a Lake or Streamed Alteration Agreement is not required.
>
> If you have questions, please contact the CDFW Region Office where the project is located. Please refer to the Notification number referenced above.
>
> If this change requires your attention, you may log into EPIMS at the following location:
> https://EPIMS.wildlife.ca.gov

4. The Department will receive notification of the application and will process the Cannabis Cultivation Self-Certification form.
5. Once the Department has completed the review, you will receive an email alert regarding the Departments decision and if applicable, the next steps to complete your notification. Depending on the activities of the project(s), you may receive the following:
   a. Notification Not Required
   b. Notification Required

Step 6: IF THE DEPARTMENT DETERMINES THE PROJECT MAY NOT/WILL NOT CAUSE SUBSTANTIAL IMPACT, YOU WILL BE NOTIFIED VIA EMAIL AND PROVIDED WITH A LETTER TO PRESENT FOR LICENESING.

Step 7: IF THE DEPARTMENT DETERMINES THE PROJECT MAY/WILL CAUSE SUBSTANTIAL IMPACT, YOU WILL BE REQUIRED TO COMPLETE A FULL LAKE OR STREAMBED ALTERATION NOTIFICATION. PROJECT FEES WILL APPLY.

Notification Required:

If you receive this response from the Department, you will be required to complete additional forms in the Notification, an email will direct you to sign into https://EPIMS.wildlife.ca.gov and complete additional forms.

1. Once logged into the Main Menu, click on "Apply for a Permit".
2. Click the same Opportunity Title you selected during the Cannabis Cultivation Self-Certification.
3. Under the "Current Applications" section, click on the "Apply Final" to open additional forms.

Current Notifications

Any previously created Notification, for this Region, , will appear below. To start a new Notification, Click the Start a New Notification link or to copy data from an old Notification, click on the Copy Existing Notification link.

ID	Stage	Notification Title	Status	
00620	Self-Certification	ERA Test - 03.14.18	Editing	
00885	Final Notification	DTPi Test 4-23-18	Submitted	
00935	Self-Certification	Examples and Samples	Notification Required	Apply Final

4. The General Information screen will appear and includes the "Project Name" entered during the Cannabis Cultivation Self-Certification process, and can stay as is. You will notice the

"Organization" drop-down has reset, select the organization accordingly. If you are not associated with an organization, select "Apply as Individual", and click "Save" in the toolbar.

5. Click "Go to Application Forms".

If you are seeking authorization under the General Agreement for Cannabis Cultivation, some sections of the Notification are not required to be completed. See notes under each section below for instructions.

1. On the next screen you will see a list of "Notification Forms" that are required for a complete Notification. These forms include:
    a. Contact Information
    b. Agreement Term
    c. Agreement Type
    d. Prior Notification and Orders
    e. Project Location
    f. Project Category
    g. Project Description
    h. Project Impacts
    i. Measures to Protect Fish, Wildlife and Plant Resources
    j. Permits
    k. Environmental Review
    l. Site Inspection
    m. Attachment C – Water Diversion/Extraction/Impoundment
    n. Attachment E – Cannabis Cultivation
    o. Fees
    p. Signature

    Note: All forms must be Marked as Complete in order to Submit the application.
2. Click on Notification Form called "Contact Information".
    a. Review information under each section, if changes are needed, click "Edit" in the toolbar. If no changes are needed, click "Mark as Complete" next to "Applicant Proposing Project".

3. The system will return you back to Notification Forms, and you will now click on "Agreement Term".

   Note: You are not required make a selection if you are seeking authorization under the General Agreement for Cannabis Cultivation. Form must be Marked as Complete in order to Submit the application.

   a. Under "Agreement Term" section, the "Standard Agreement (5 years or less) is the only option currently available.
   b. Under "Project Term" section, enter the beginning year in 4 digit format and the ending year in 4 digit format.
   c. Click "Save" in the toolbar.
   d. Click "Mark as Complete" next to "Agreement Term".

4. The system will return you back to Notification Forms, and you will now click on "Agreement Type".
   a. Check the box for "Diversion/Extraction/Impoundment (Attachment C)" if the project is directly related to any diversion, obstruction, extraction, or impoundment of the natural flow of a river, stream, or lake, or the water supply includes springs or groundwater wells.
   b. Check the box for "Cannabis Cultivation (Attachment E)" if the project includes cannabis cultivation, is to remediate a cannabis cultivation site, or to determine eligibility for the General Agreement.
   c. Click "Save" in the toolbar.
   d. Click "Mark as Complete" next to "Agreement Type".

5. The system will return you back to Notification Forms, and you will now click on "Prior Notification and Orders".

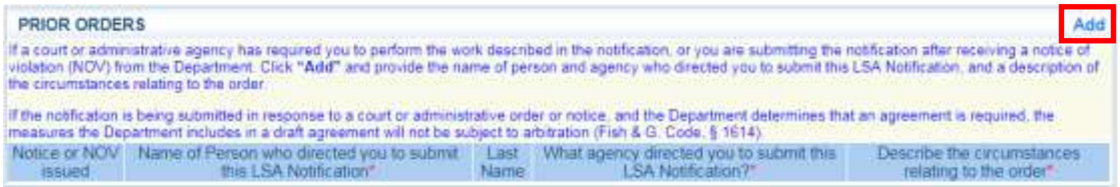
   Note: You are not required make a selection if you are seeking authorization under the General Agreement for Cannabis Cultivation. Form must be Marked as Complete in order to Submit the application.

   a. Under the "Prior Notifications" section click "Add".

      i. Select Yes/No from the drop-down regarding if you have received a prior notification.
         1. If Yes, Enter the name of the person who directed you to apply, the notification number, and the date the notification was issued.
      ii. Click "Save" in the toolbar.

Note: If there are multiple notifications and/or agreements, follow the above steps for each additional notification/agreement.

b. Under the “Prior Order” section click “Add”.



i. Select Yes/No from the drop-down regarding if you have received a prior Notice or NOV.

1. If Yes, Enter the name of the person who directed you to apply, the agency that person is associated with, and a description of the circumstances relating to the order.

ii. Click “Save” in the toolbar.

Note: If there are multiple notices and/or orders, follow the above steps for each additional notices/orders.

c. Under the “Attachments” section click “Add”.

i. Enter a descriptions of the attachment.

ii. Click “Choose File” to upload a document, image, or file.

iii. A separate window will open, select the file to upload and click “Open”.

iv. Return to the top of the page and click “Save” in the toolbar.

Note: If there are multiple attachments, follow “steps i-iv” for each additional attachments.

d. Review information under each section, if changes are needed, click “Edit” in the toolbar. If no changes are needed, click “Mark as Complete” next to “Prior Notification”.

6. The system will return you back to Notification Forms, and you will now click on “Project Location”.

a. All information entered under Project Location during the Cannabis Cultivation Self-Certification process will be present within this form.

i. If there are no changes that need to be made to this form, click “Mark as Complete” next to “Site Description”.

ii. If changes need to be made, click “Add” under the specific section and add the documentation.

7. The system will return you back to Notificaiton Forms, and you will now click on “Project Category”.

a. Click “Add” at the top of the page, in the toolbar.

b. Fill in: Project Name, Project Category, Work Type, Start Date, End Date, and Number of Work Days.

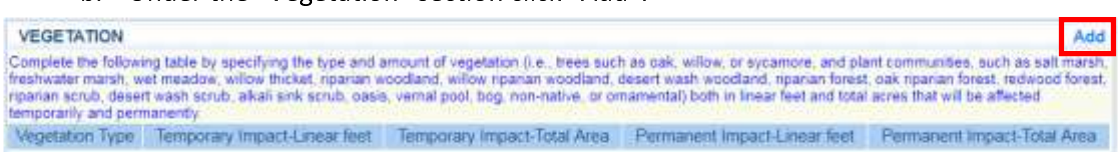
c. Click “Save” in the toolbar.

Note: If there are multiple projects, repeat the above steps for each project. Project Name utilized here may differ from Project Name specified in the General Information form. Project Name specified in the General Information form refers to the “overall” project. Project Name specified in this section refers to the individual projects that fall under the overall Project Name. For additional information, see LSA Fee Schedule at: https://www.wildlife.ca.gov/Conservation/LSA

d. Review information under each section, if changes are needed, click “Edit” in the toolbar. If no changes are needed, click “Mark as Complete” next to “Site Description”.

8. The system will return you back to Notifiacation Forms, and you will now click on “Project Description”.
   a. All information entered under Project Description during the Cannabis Cultivation Self-Certification process will be present within this form.
      i. If there are no changes that need to be made to this form, click “Mark as Complete” next to “Project Details”.
      ii. If changes need to be made, click “Edit” in the toolbar.
      iii. If more attachments need to be added, click “Add” under the Attachment section.
9. The system will return you back to Notification Forms, and you will now click on “Project Impacts”. **(If any vegetation or trees are impacted by the project complete the following sections.)**
   a. Click “Edit” at the top of the page, in the toolbar.

      i. Under “Impact Description” section, provide a detailed description of the project impacts, including permanent or temporary impacts.
      ii. Click “Save” in the toolbar.
   b. Under the “Vegetation” section click “Add”.



      i. Enter Vegetation Type, Temporary Impact-Linear feet, Temporary Impact-Total Area, Permanent Impact-Linear feet, and Permanent Impact-Total Area.
      ii. Click “Save” in the toolbar.

Note: If there are multiple vegetation types being impacted, repeat the above steps for each project.

   c. Under the “Trees” section click “Add”.

i. Enter Tree Species, Number of Trees to be Removed, and Trunk Diameter (range) for each tree impacted.
ii. Click "Save" in the toolbar.

Note: If there are multiple trees being impacted, repeat the above steps for each tree species.

d. Click "Edit" at the top of the page, in the toolbar.

i. Scroll down to "Special Status Animal(s), Plant Species, or Habitat".
ii. Answer Yes/No for question: "Are the any special status animal or plant species, or habitat known to be present on or near the project site?"
iii. Describe the reason for your response under "Identify the source(s) of information that supports a "yes" or "no" answer* for the previous question".
iv. Answer Yes/No for the questions regarding Biological Study, Hydrological Study, and Resource Mapping.
v. Return to the top and click "Save" in the toolbar.

e. Under "Attachments" section click "Add".

i. Enter a descriptions of the attachment.
ii. Click "Choose File" to upload a document, image, or file.
iii. A separate window will open, select the file to upload and click "Open".
iv. Return to the top of the page and click "Save" in the toolbar.

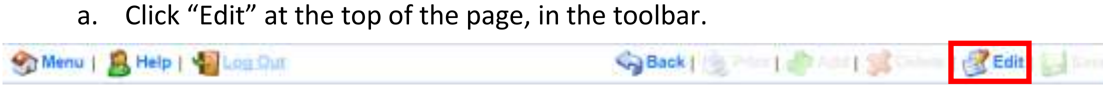
Note: If there are multiple attachments, follow the previous steps to add more than one attachment.

f. Review information under each section, if changes are needed, click "Edit" in the toolbar. If no changes are needed, click "Mark as Complete" next to "Impact Description".

10. The system will return you back to Notification Forms, and you will now click on "Measures to Protect Fish, Wildlife and Plant Resources".

Note: If you are seeking authorization under the General Agreement for Cannabis Cultivation and have measures to protect that are in addition to the General Measures to Protect Fish and Wildlife Resources (Cal. Code Regs., tit. 14, § 699.5, subd. (i), include those here. Form must be Marked as Complete in order to Submit the application.

a. Click "Edit" at the top of the page, in the toolbar.



b. Under Measures to Protect Fish, Wildlife and Plant Resources section complete the following:

i. Describe methods for "Sediment and/or Erosion Control".

ii. Describe "Avoidance and/or Minimization Measures to Protect Fish, Wildlife, and Plant Resources".

iii. Describe "Mitigation and/or Compensation Measures to Protect Fish, Wildlife, and Plant Resources".

iv. Click "Save" in the toolbar.

c. Under "Attachments" section click "Add".

i. Enter a descriptions of the attachment.

ii. Click "Choose File" to upload a document, image, or file.

iii. A separate window will open, select the file to upload and click "Open".

iv. Return to the top of the page and click "Save" in the toolbar.

Note: If there are multiple attachments, follow the previous steps to add more than one attachment.

d. Review information under each section, if changes are needed, click "Edit" in the toolbar. If no changes are needed, click "Mark as Complete" next to "Measures to Protect Fish, Wildlife and Plant Resources".

11. The system will return you back to Notification Forms, and you will now click on "Permits".

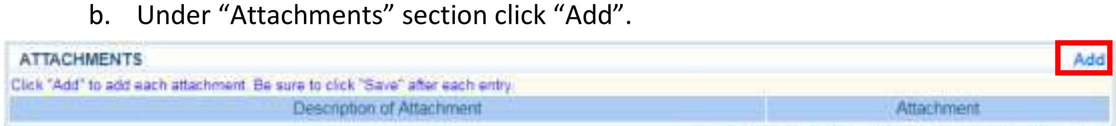
a. Under "Local, State, and/or Federal Permits" section click "Add".

i. Enter Permit Name, Permit Type, and if the permit has been applied for or issued.

ii. Click "Save" in the toolbar.

Note: If there are multiple permits, follow the previous steps to add more than one permit.

b. Under "Attachments" section click "Add".



i. Enter a descriptions of the attachment.

ii. Click "Choose File" to upload a document, image, or file.

iii. A separate window will open, select the file to upload and click "Open".

iv. Return to the top of the page and click "Save" in the toolbar.

Note: If there are multiple attachments, follow the previous steps to add more than one attachment.

c. Review information under each section, if changes are needed, click “Edit” in the toolbar. If no changes are needed, click “Mark as Complete” next to “Local, State, and/or Federal Permits”.

12. The system will return you back to Notification Forms, and you will now click on “Environmental Review”.

    Note: You are not required make a selection if you are seeking authorization under the General Agreement for Cannabis Cultivation. Form must be Marked as Complete in order to Submit the application.

    a. Click “Edit” at the top of the page, in the toolbar.

    b. Under California Environmental Quality Act (CEQA) section complete the following:
        i. Answer Yes/No to question “Has a CEQA lead agency been determined?”
            1. If Yes, provide the CEQA Lead Agency, Agency Contact Person, and Telephone Number.
        ii. Answer Yes/No to question “Has a draft or final document been prepared for the project pursuant to CEQA?”
            1. If Yes, provide the document type.
        iii. Answer Yes/No to question “Has a CEQA Notice of Determination been completed for the project?”
        iv. Answer Yes/No to question “Has a CEQA Mitigation, Monitoring, Reporting Plan been completed for the project?”
            1. If No, explain the reason a CEQA filing fee has not been paid.
        v. Provide the “State Clearinghouse Number” if applicable.
        vi. Briefly describe the entire project.
        vii. Answer Yes/No to question “Has a draft or final document been prepared for the project pursuant to the National Environmental Protection Act (NEPA)?
            1. If Yes, provide the document type.
        viii. Return to the top of the page and click “Save” in the toolbar.

    c. Under “Attachments” section click “Add”.

        i. Enter a descriptions of the attachment.
        ii. Click “Choose File” to upload a document, image, or file.
        iii. A separate window will open, select the file to upload and click “Open”.
        iv. Return to the top of the page and click “Save” in the toolbar.

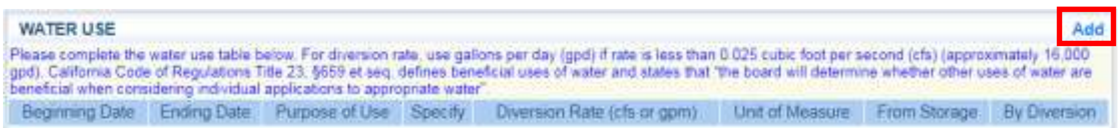
            Note: If there are multiple attachments, follow the previous steps to add more than one attachment.

    d. Review information under each section, if changes are needed, click “Edit” in the toolbar. If no changes are needed, click “Mark as Complete” next to “California Environmental Quality Act (CEQA)”.

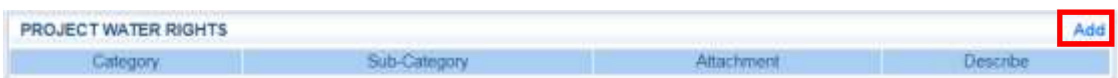
13. The system will return you back to Notification Forms, and you will now click on “Site Inspection”.
    a. Select one of the options listed for Site Inspections.
    b. If you choose to have someone contacted before entering project site, you must include the contact person information.
    c. Click “Save” in the toolbar.
    d. Click “Mark as Complete” next to “Site Inspection”.
14. The system will return you back to Notification Forms, and you will now click on “Attachment C – Water Diversion/Extraction/Impoundment”.

    Note: Complete this form if the project includes any diversion, obstruction, extraction, or impoundment of the natural flow of a river, stream, or lake.

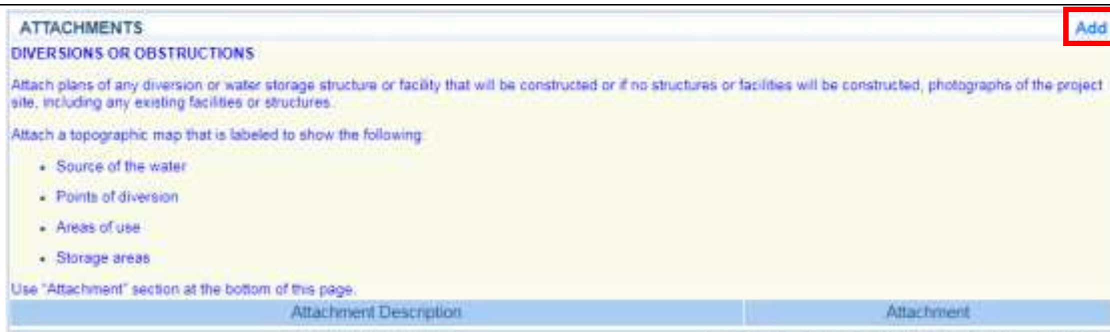
    a. If there will be any water diversion or obstruction, click “Edit” at the top of the page, in the toolbar and under “Diversion or Obstruction” section, complete the “Instantaneous Rate” and the “Lowest Level Flow” fields. Then click “Save” in the toolbar.
    b. Complete the “Water Use” table by clicking “Add”. When all required fields are documented, click “Save” in the toolbar. ***Note: If there are multiple diversions or obstructions, click “Add” and repeat steps.***



    c. Complete the “Project Water Rights” table by click “Add”. Include all sources of water for the project. When all required fields are documented, click “Save” in the toolbar. ***Note: If there are multiple water sources, click “Add” and repeat steps.***



    d. If the project includes the construction of a reservoir, whether permanent or temporary, and/or the filling of an existing reservoir by diverting or obstructing the flow of a river, stream, or lake, click “Edit” at the top of the page, in the toolbar and under “Permanent or Temporary Reservoir” section, complete all fields that apply. Then click “Save” in the toolbar.
    e. If the project includes the construction of a temporary reservoir only within the stream zone, click “Edit” at the top of the page, in the toolbar and under “Temporary Reservoir” section, complete all fields that apply. Then click “Save” in the toolbar.
    f. Under “Attachments” section click “Add”.



i. Enter a descriptions of the attachment.
ii. Click “Choose File” to upload a document, image, or file.
iii. A separate window will open, select the file to upload and click “Open”.
iv. Return to the top of the page and click “Save” in the toolbar.

Note: If there are multiple attachments, follow the previous steps to add more than one attachment.

g. Review information under each section, if changes are needed, click “Edit” in the toolbar. If no changes are needed, click “Mark as Complete” next to “Diversion or Obstruction”.

15. The system will return you back to Notification Forms, and you will now click on “Attachment E – Cannabis Cultivation”.

Note: Complete this form if your project includes cannabis cultivation, you are seeking authorization under the General Agreement for Cannabis Cultivation, or any aspect of the project includes remediation.

- ***For all cannabis cultivation projects, complete the following sections: Cultivation Operation, Local Ordinance or Permit, Water Supply, General Agreement (Criteria), General Agreement (Documentation), Remediation, California Licensed Professional or Qualified Environmental Consultant/Biologist, and Attachments (if applicable).***
- ***Complete General Agreement (Criteria) and General Agreement (Documentation) Sections if you are requesting authorization under the General Agreement.***
- ***Complete Remediation Section if any aspect of the project includes remediation.***

a. Click “Edit” in toolbar to answer questions in Cultivation Operation section.
   i. Answer the following:
      1. Type of Operation
      2. Type of CDFA Annual License you will apply for
      3. Sub Type of CDFA Annual License you will apply for
      4. CDFA Annual License # (if applicable)
      5. CDFA Temporary License # (if applicable).
   ii. Click “Save” in the toolbar.
b. Click “Edit” in toolbar to answer questions in Local Ordinance or Permit section.
   i. Answer all of the following:

1. Does the town/city where cultivation will occur have a rule, ordinance, or other regulation or law that governs the cultivation of cannabis?
    a. If Yes, select the town/city.
2. Does the county where cultivation will occur have a rule, ordinance, or other regulation or law that governs the cultivation of cannabis?
    a. If Yes, select the county.
3. Are you required to have a written authorization (permit) from the city/town and/or county to cultivate cannabis within the city/town and/or county?
    a. If Yes, attach a copy of the permit.

ii. Click "Save" in the toolbar.

c. Click "Add" under the Water Supply section.

i. Answer the question regarding how water will be supplied to the project.

1. For "Diversion, Obstruction, Extraction, or Impoundment of a River, Stream, or Lake, include geographical coordinates of each diversion, obstruction, extraction, or impoundment. **Complete Attachment C**
2. For "Groundwater well(s)", include geographical coordinates of each well. **Complete Attachment C**
3. For "Spring(s)", include geographical coordinates. **Complete Attachment C**
4. For "Public Water System", provide the name of the public water system and attach documentation confirming water service.
5. For "Water Hauling", provide the name of water hauler and the water hauler license number.
6. For "Other" provide as much detail as possible.

ii. Click "Save" in the toolbar.

Note: If there are multiple water sources, click "Add" and follow the previous steps. ALL WATER SOURCES NEED TO BE INCLUDED.

d. Click "Edit" in toolbar to answer questions in General Agreement (Criteria) section.

Note: Complete this section if you are seeking authorization under the General Agreement for Cannabis Cultivation.

i. Answer Yes/No for all of the following:

1. Cannabis "cultivation" only?
2. Construction or reconstruction?
3. Meet all applicable Design Criteria?
4. Listed, Candidate, or Fully Protected Species?
5. Applicable measures and requirements?
6. Does not contains finfish or finfish habitat?
7. Subject of a complaint or order?

8. Seeking authorization?
9. Authorization under a General Agreement?

ii. Click “Save” in the toolbar.

e. Click “Edit” in toolbar to answer questions in General Agreement (Documentation) section.

Note: Complete this section if you are seeking authorization under the General Agreement for Cannabis Cultivation.

i. Answer Yes/No for all of the following:

1. Is a Biological Resources Assessment in your possession?
2. Are Design Plan for Each Stream Crossing in your possession?
3. Is a Property Diagram in your possession?
4. Documentation Certification

ii. Click “Save” in the toolbar.

f. Click “Edit” in toolbar to answer questions in Remediation section.

Note: Complete this section if any aspect of the project includes remediation.

i. Answer Yes/No for all of the following:

1. Order or Notice?
2. Notice of Violation (NOV)?

ii. Identify the total area that requires remediation in square feet.

iii. Identify the Remediation Fee.

Note: The remediation fee is based on the total size of the remediation area. The remediation fee is in addition to the notification fee and must be submitted by separate check or other payment (Cal. Code Regs., tit. 14, § 699.5, subd. (i)(3)(A)).

iv. Answer Yes/No to the following question “Has a plan to remediate the area been prepared?”

v. Click “Save” in the toolbar.

g. Click “Add” under the California Licensed Professional or Qualified Environmental Consultant/Biologist section, if a Consultant or Biologist has been consulted or retained to address.

i. Answer Yes/No to the following question “Have you consulted with or retained a California licensed professional or a qualified environmental consultant/biologist to address your cannabis cultivation?”

1. If Yes, include the Name of the Company, Name of the Consultant, and Business Telephone Number.

ii. Click “Save” in the toolbar.

Note: If multiple consultants or professional have been retained, click “Add” and follow the previous steps.

h. Click “Add” under Attachments and upload all necessary documents. Click “Save” in the toolbar.

i. Review information under each section, if changes are needed, click “Edit” in the toolbar. If no changes are needed, click “Mark as Complete” next to “Cultivation Operation”.

	16. The system will return you back to Notification Forms, and you will now click on "Fees". a. Read through all instructions before completing the Fees form. b. Click "Add" under "Standard Agreement/General Agreement Fees" section. i. Enter the Project Name ii. Select a Project Category iii. Select the Work Type iv. Select the Project Cost Range v. Enter the Actual Project Cost vi. Click "Save" in toolbar. ***Note: There may be multiple projects listed for each application submitted, click "Add" and follow the previous step for each project that you listed on the Project Location form.*** c. If you indicated Remediation is needed on Attachment E – Cannabis Cultivation form, click "Add" under Remediation Fees. i. Select the Remediation Fees ii. Click "Save" in toolbar. ***Note: There may be multiple remediation fees, click "Add" and follow the previous step for each project that you listed on the Project Location form.*** d. Click "Add" under Payment Information section. e. Review information under each section, if changes are needed, click "Edit" in the toolbar. If no changes are needed, click "Mark as Complete" next to "Standard Agreement Fees". 17. The system will return you back to Notification Forms, and you will now click on "Signature". ***Note: If the applicant is a natural person, he or she must sign the notification in order for it to be valid. If the applicant is not a natural person (e.g., a business), only an employee authorized by the applicant may sign the notification to be valid. Under no circumstances should a consultant or other contact person or property owner who is not the applicant or, if the applicant is not a natural person, not an authorized employee of the applicant, sign the notification. If that occurs, the Department may return the notification to the applicant as invalid.*** a. Carefully read the signature statement. b. Enter your first and last name under "Signature of Applicant or Applicant's Authorized Representative" and enter today's date. c. Click "Save" in the toolbar. d. Click Mark as Complete.
Step 8:	Final Application Review and Submit 1. On the Application Forms page, click "Application Details" and review all documented information. 2. Once all information and attachment are verified, click the "Back" button in the toolbar. 3. Back on the Application Forms page, click "Submit".

Application Forms — Application Details | Submit | Withdraw

Form Name	Complete?	Last Edited
General Information	✓	05/01/2018
1. Contact Information	✓	05/01/2018
2. Property Location	✓	05/01/2018
3. Cultivation Operation and Permitting	✓	05/01/2018
4. Project Description and Details	✓	05/01/2018
5. Attachments and Maps	✓	05/01/2018
6. Standard Agreement Term	✓	05/01/2018
7. Prior Notification and Orders	✓	05/01/2018
8. Project Impacts	✓	05/01/2018
9. Measures to Protect Fish, Wildlife and Plant Resources	✓	05/01/2018
10. Permits	✓	05/01/2018
11. Environmental Review	✓	05/01/2018
12. Site Inspection	✓	05/01/2018
13. Fees	✓	05/01/2018
14. Signature	✓	05/01/2018

4. When you click Submit, you will receive an alert informing you that once submitted, all forms will be locked from any further editing. If you are ready click “OK”. If changes need to be made to any of the forms, click “Cancel” and edit any of the forms that need changes.
5. Once submitted, you will receive an onscreen confirmation.
6. After the onscreen confirmation, you will receive an email alert stating that your Notification has been received by the Department.

Part III: Notification Completed – Permit Tracking

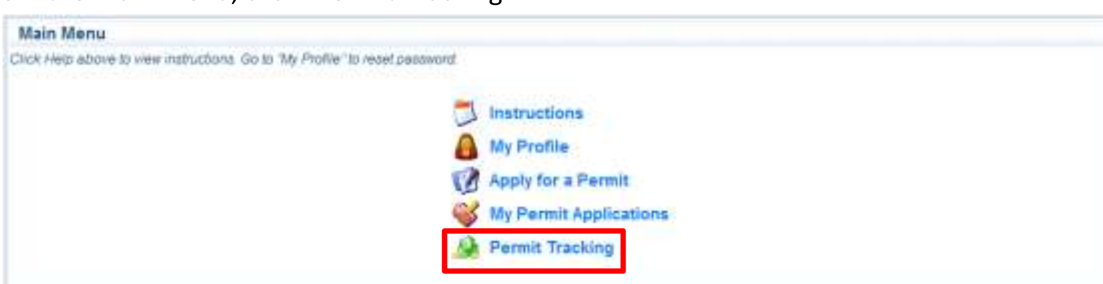
IMPORTANT: After the correct Department regional or field office receives your notification, and you have paid the correct notification fee, the Department will begin to process your notification by determining whether it is complete. The Department is not required to determine whether your notification is complete or otherwise process the notification until both the correct Department regional has received the notification, and that office has received the correct notification fee.

Notification is Incomplete

- If the Department determines your notification is incomplete, you will be notified via email that will specify the information or materials that are lacking and that you will need to submit to make your notification complete. This may happen several times during the review process.
- During this review period, the Department will determine if the notification with the additional information or materials is complete, and transmit that determination to you via email.
- Once the Department has determined the notification to be complete, you will be notified via email to complete the following steps.

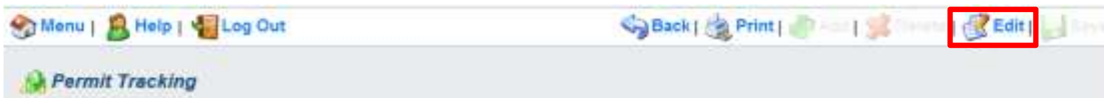
Permit Tracking:

- You will find a list of all forms completed for the LSA Notification process.
- You can review all forms, but will not be allowed to edit any information entered during the notification process.

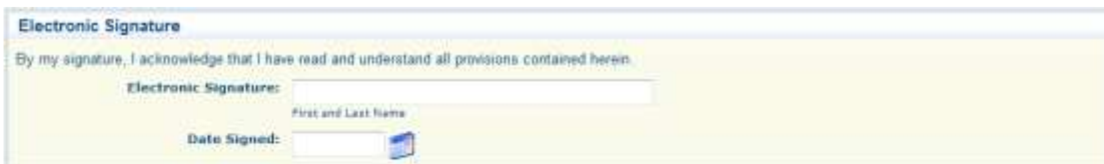
<table>
<tr><td>Step 1:</td><td>1. Log into https://epims.wildlife.ca.gov.
2. From the Main Menu, click “Permit Tracking”.

</td></tr>
<tr><td>Step 2:</td><td>Completing the General Agreement:
1. Select the permit id that is listed in this email.
2. Click on the “General Agreement” form.
3. Read the General Agreement carefully.</td></tr>
</table>

4. Click on the “Correcting Version” link.

5. Click “Edit” at the top on the page.



6. In the “Electronic Signature” section, sign and date.



7. Click “Save” at the top of the page.

8. Click on the “Submit Component” link.

9. You will receive an alert asking if you are sure you are ready to submit, click “OK”.
10. Once you have submitted the General Agreement component, the system will return you back to the Permit Components list.
11. Select General Agreement and click “Print” at the top of the page. **A copy of the General Agreement must be available at project site at all times.**