

APPLICATION INFORMATION CHECKLIST  
 PERMIT OPPORTUNITY: NOTIFY FOR GENERAL AGREEMENT

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

<p><i>Registering for a User Account in EPIMS</i></p>	<ul style="list-style-type: none"> <li>✓ Any individual can be a registered user. If the registered user is applying on behalf of an organization, that organization can be created/associated with the individual user account during the registration process.</li> <li>✓ Consultants can register for User Accounts and may be added to their client’s organization.</li> <li>✓ Register for only one user account.</li> </ul>
<p><i>Steps to Register</i></p>	<p><b>NOTE: Internet Explorer and Apple IOS are not fully compatible with EPIMS. CDFW recommends using Chrome web browser.</b></p> <ol style="list-style-type: none"> <li>1. Navigate to the EPIMS Log-In page at: <a href="https://EPIMS.wildlife.ca.gov">https://EPIMS.wildlife.ca.gov</a>.</li> <li>2. Click “Register Here.”</li> <li>3. On the Registration page:       <ol style="list-style-type: none"> <li>a. Fill in all required fields in the “Personal Information” section.           <ol style="list-style-type: none"> <li>i. Under “What Region are you interested in?” select the Region where the project will be located (If you intend on notifying in multiple regions, select the region most of your projects will be located).</li> </ol> </li> </ol> </li> </ol> <p><b>NOTE: Once your account is approved you will be able to identify a designated representative.</b></p> <ol style="list-style-type: none"> <li>b. Fill in all required fields in the “Organization Information” section if you are affiliated with an organization.</li> <li>4. Click “Register” and you will receive a confirmation, as well as an email.</li> <li>5. Your user registration will be reviewed for completion and approved by CDFW.       <ol style="list-style-type: none"> <li>a. Once approved, you will receive two emails. One will contain your temporary password and the other will have your User ID.</li> </ol> </li> </ol>
<p><i>Logging into EPIMS</i></p>	<ol style="list-style-type: none"> <li>1. When you have received your username and temporary password, log in to <a href="https://EPIMS.wildlife.ca.gov">https://EPIMS.wildlife.ca.gov</a>.</li> <li>2. When logging in for the first time, you will be prompted to change your temporary password.</li> <li>3. Enter your new password, and confirm, then click Save in the toolbar.       <p style="text-align: center;"><b>IMPORTANT: Use the “Back” icon, in the toolbar, when navigating within EPIMS.</b></p> </li> <li>4. Once logged in, you will see the Main Menu.</li> <li>5. Click “Help” and review the Help Menu window for further details regarding:       <ul style="list-style-type: none"> <li>• Common Questions</li> <li>• Overview of EPIMS</li> <li>• Permitting Portal           <ul style="list-style-type: none"> <li>○ Instructions for Submitting</li> <li>○ Responding to CDFW Email Requests</li> </ul> </li> <li>• Document Repository           <ul style="list-style-type: none"> <li>○ Instructions for Electronic Submittal</li> </ul> </li> <li>• Laws and Regulations Resources – LSA Program</li> </ul> </li> </ol>

*This checklist contains a list of primary information needed to begin the notification application for EPIMS Permit Opportunity.  
This checklist is not comprehensive and does not list all information that may be necessary to submit the notification.*

<b>Form Name</b>	<b>Checklist Item</b>	<b>Description</b>
<i>Contact Information</i>	<input type="checkbox"/> Applicant Proposing Project	Name and contact information of the applicant proposing the project. The applicant is responsible for complying with the terms and conditions of the agreement.
	<input type="checkbox"/> Contact Person	Name and contact information of the person CDFW should contact regarding the proposed project, if different from the applicant proposing the project. Is this person an authorized agent to represent you as your Designated Representative?
	<input type="checkbox"/> Property Owner	Name and contact information of the owner of the property where the project activities will take place, if different from the applicant proposing the project.
<i>Covered Activities and Project Site Location</i>	<input type="checkbox"/> Covered Activity Name	Provide a name for each "Covered Activity" for which you are seeking authorization under the General Agreement. Use a name that best describes the Covered Activity.
	<input type="checkbox"/> Type of Covered Activity	Provide the type of Covered Activity associated with the Name of the Covered Activity. If you do not see the type of Covered Activity for which you are seeking authorization, you do not qualify for the General Agreement. Return to the Main Menu and select Notify for Standard Agreement. <input type="radio"/> Is the Covered Activity a proposed new activity or an existing activity?
	<input type="checkbox"/> Address/GPS Coordinates	Project address, if an address is not available a description will be required. Project GPS Coordinates are required for all projects.
	<input type="checkbox"/> Project County & Project APN	County and proper APN format is required for each project activity.
	<input type="checkbox"/> Affected Body of Water	Stream or lake in or near where the project will occur.
	<input type="checkbox"/> Wild and Scenic Rivers Act (WSRA)	<ul style="list-style-type: none"> <li>• Is the river or stream segment affected by the project listed in the state or federal Wild and Scenic Rivers Acts?</li> <li>• Is the Wild and Scenic River Affected by project?</li> </ul>
<i>General Agreement Documentation and Eligibility Criteria</i>	<input type="checkbox"/> Eligibility Criteria	A cannabis cultivation operation may be eligible for the General Agreement if the project meets all criteria specified in Section 722, subsection (d), title 14, California Code of Regulations. Each activity for which you are notifying CDFW is considered a Covered Activity.
	<input type="checkbox"/> Required Documentation	<ul style="list-style-type: none"> <li>• Biological Resources Assessment</li> <li>• Property Diagram</li> <li>• Stream Crossing/Reservoir (with Design Plan for each)</li> </ul>

<i>Cannabis Cultivation Operation</i>	<input type="checkbox"/> Type of Operation	<ul style="list-style-type: none"> <li>For each APN identified.</li> </ul>
	<input type="checkbox"/> Premises APN	The Premises is the designated structure(s) and land specified in the Department of Cannabis Control (DCC) application that are in possession of and used by the applicant or licensee to conduct the commercial cannabis activity. There may be multiple APNs associated with the premises. Include ALL APNs associated with your DCC application in this section.
	<input type="checkbox"/> DCC Annual License # <input type="checkbox"/> DCC Temporary License # <input type="checkbox"/> WDID #	If Available
	<input type="checkbox"/> Cultivation Site Locations	<ul style="list-style-type: none"> <li>Address OR Site Description</li> <li>GPS Coordinates</li> </ul>
<i>Remediation</i>	<input type="checkbox"/> Remediation Area	<p>An applicant (entity) must pay a remediation fee when all of the following apply:</p> <ol style="list-style-type: none"> <li>The entity did not notify CDFW for a project that caused, or is causing, adverse effects on fish and wildlife resources.</li> <li>The project supports or relates to cannabis cultivation, whether on or off a cultivation site.</li> <li>The entity submits a written notification or request for the remediation project.</li> </ol>
<i>Documents and Maps</i>	<input type="checkbox"/> Documents and Maps	<ul style="list-style-type: none"> <li>Include map(s) that mark the location of the project(s) with a reference to the nearest city or town and provide driving directions from a major road or highway.</li> <li>Attach any photographs or other materials that would assist CDFW in determining impacts to a river, stream, lake, or springs.</li> <li>If a private well is being utilized, attach a copy of the well log/well completion report.</li> <li>Biological Resources Assessment, due within 90 days of authorization.</li> <li>Property Diagram, due within 90 days of authorization.</li> <li>Design Plan, due within 90 days of authorization.</li> <li>Copy of a Notice of Violation (NOV), if the notification is being submitted in response to an NOV.</li> <li>Copy of the Notification or Agreement, if a notification was previously submitted OR a Lake or Streambed Alteration Agreement was previously issued by CDFW for this project.</li> <li>Remediation Plan, if applicable.</li> </ul>