



County of Santa Cruz
 Cannabis Licensing Office
 701 Ocean Street, Room 520
 Santa Cruz, CA 95060
 831-454-3833

Cannabisinfo@santacruzcounty.us



Received
 CLERK OF THE BOARD
 MAY 20 2022
 BOARD OF SUPERVISORS
 COUNTY OF SANTA CRUZ

CALIFORNIA ENVIRONMENTAL QUALITY ACT NOTICE OF EXEMPTION

The Santa Cruz County Cannabis Licensing Office has reviewed the project described below and has determined that it is exempt from the provisions of CEQA as specified in Sections 15061 - 15332 of CEQA for the reason(s) which have been specified in this document.

Application Number: License NR-C-0085
 Assessor Parcel Number: 109-241-12
 Project Location: 776 Casserly Rd., Watsonville CA

Project Description: Cannabis cultivation: Greenhouse and Outdoors (see attached “Project Description Preparation Form_ Contagno Farms LLC”)

Person or Agency Proposing Project: Glenn Mah (Contagno Farms LLC)

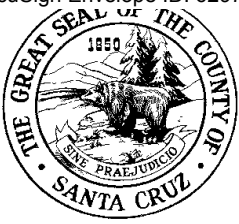
Contact Phone Number: 617-899-9677

- A. The proposed activity is not a project under CEQA Guidelines Section 15378.
- B. The proposed activity is not subject to CEQA as specified under CEQA Guidelines Section 15060 (c).
- C. **Ministerial Project** involving only the use of fixed standards or objective measurements without personal judgment.
- D. **Statutory Exemption** other than a Ministerial Project (CEQA Guidelines Section 15260 to 15285).
- E. **Categorical Exemption**

Specify type: Class 1: Use of existing facilities

Class	Category	Description
Class 1	Existing Facilities	Consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. (Cal. Code Regs., tit. 14, §15301.)

THIS NOTICE HAS BEEN POSTED AT THE CLERK
 OF THE BOARD OF SUPERVISORS OFFICE FOR A
 PERIOD COMMENCING 5/20/2022
 AND ENDING 6/19/2022



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F. Reasons why the project is exempt:

Cultivation within existing greenhouses and garden beds on a commercially-farmed property.

In addition, none of the conditions described in Section 15300.2 apply to this project.

DocuSigned by:

6687837D88714E7...

5/18/2022

Date: _____

Sam LoForti, Cannabis Licensing Manager

ATTACHMENTS: "Project Description Preparation Form_Contagno Farms LLC" (includes vicinity map and site diagram)



Project Description Preparation Form

Lead Agency: County of Santa Cruz Cannabis Licensing Office

Applicant Entity/Business Name: Glenn Mah/Contagno Farms LLC

License Type(s): Class CA Mixed-Light & Outdoor Cultivation

Date: May 18, 2022

1. Source(s) of Information:

Identify Sources: SC County License Application Submission

2. Project Location:

Describe Project Location: 776 Casserly Rd., Watsonville CA. (Lat: 36 58 40.0835; Long: -122 121.2146)

Maps Included: Casserly Road Farm Plans: _Sheets A 01, A 02, A 14

3. Description of Project Site:

General Topographic Features (slopes and other features): 4.13-acre flat agricultural property.

Natural Features (general vegetation types, presence of streams and wetlands, forested areas): Approximately 50% of the property is hardscaped (greenhouses, agricultural buildings, residence, parking areas). The remainder includes planting beds for outdoor crops. A row of mature trees aligns with the northern boundary of the parcel.

Existing Land Uses/Zoning: Commercial agriculture (CA) zoning for nurseries, orchards, row crops, and berry production. Cannabis cultivation is a principally-permitted use under the CA zoning regulations.

Existing Constructed Features (buildings, facilities, and other improvements): 1 single-family residence, 1 "head house" agricultural processing building, 5 greenhouses.

Surrounding Land Uses (including sensitive uses): Commercial agriculture w/ residences

4. Required Site Improvements and Construction Activities:

Site Improvements: None. The project consists of cannabis cultivation (mature/flowering plants and nursery) within 3 existing greenhouses and outdoor planting beds at an existing wholesale nursery. An existing 4000 square-foot "head house" building will be used to dry and store harvested cannabis and to store solid waste and pesticides.

Construction Activities: Minor improvements will be made to the interior and exterior portions of the existing structures.

5. Operation and Maintenance Activities:

Hours of Operation/Work Shifts: 6:00am to 6:00pm

Number of employees (total and by shift): 9 full-time employees, 2-3 seasonal workers.

Estimated Daily Trip Generation: Approximately 20 round-trips per day.

Source(s) of Water: Agricultural water well on the property

Wastewater Treatment Facilities: Septic system

Source(s) of Power: PG&E service

- 6. Environmental Commitments:** “Best Management and Operational Practices” (BMOP) requirements apply to all non-retail commercial cannabis businesses to reduce the environmental impacts of cannabis operations (Santa Cruz County Code Ch. 7.128.090.(A)(1)(a)(xi). A BMOP plan for this project was reviewed by the Cannabis Licensing Office and is kept on file with the license application. BMOP requirements for this project are noted below:

BMOP “Siting Criteria” (Section A) and “Site Design” (Section B) measures to avoid and minimize impact to land and biotic resources include: Preservation of Agricultural Lands (A.6.), Fencing and Security (B.1.), Use of Impermeable and Permeable Surfaces (B.2.), and Water Storage (B.5.).

BMOP Section D. “Operational Requirements” adopted by s and approved by the Cannabis Licensing Office include: Employees (D.1.), Herbivory Prevention Plan (Section D.2.), Supplemental Light for Cultivators (D.4.), Storage/Use of Pesticides, Fuel, and Hazardous Materials (D.5.), Water Supply and Quality (D.7.), Waste (D.8.), Energy Conservation (D.10.), Access Roads (D.11.).

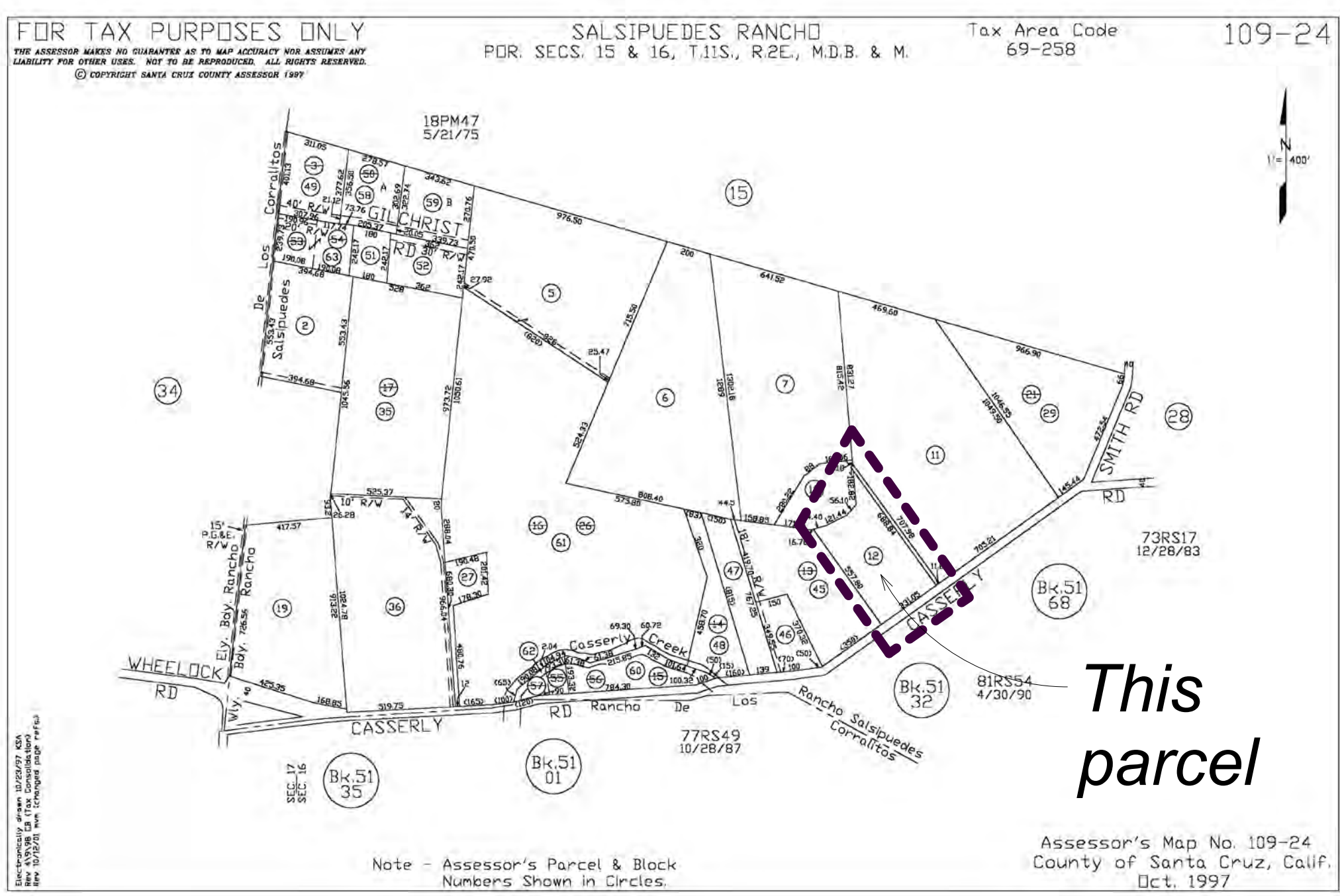
Exceptions to categorical exemptions cited for the proposed non-retail cannabis project include: Class 1 “Existing Facilities”. The County of Santa Cruz Cannabis Licensing Office has determined that the proposed project 1) is not visible from scenic highways and/or impactful to scenic resources, 2) is not located on a “Cortese List” site, 3) does not substantially change a historic resource, 4) is likely to not contribute to a significant cumulative environmental impact, 5) is not subject (by location and/or design) to unusual circumstances that would reasonably contribute to a significant environmental impact.

- 7. Environmental Permits Required** (List all required federal, state, and local permits required):

Agency	Permit	Status
California Department of Food and Agriculture, CalCannabis	Annual Cultivation License	Pending EPIMS “OP law” approval confirmed by
California Department of Fish and Wildlife	Section 1602 Lake or Streambed Alteration Agreement	Mia.Bianchi@Wildlife.ca.gov
State Water Resources Control Board / Regional Water Quality Control Board	Water quality protection program	WDID# 3_44CC438556

Agency	Permit	Status
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ASSESSOR'S MAP



PROJECT STATEMENT

THE PROPOSED FACILITY IS COMPRISED OF ONE (1) 33,600 SF GREENHOUSE WITH ATTACHED 4,000 SF HEAD HOUSE AND TWO (2) 3,600 HOOP-HOUSES.

THE PROPOSED PROJECT WILL BE SPLIT IN TO TWO PHASES:

PHASE I: UTILIZE A PORTION OF THE 33,600 SF GREENHOUSE FOR MATURE FLOWER PRODUCTION (~9,000 SF) AND NURSERY PRODUCTION (~4,500 SF) AND THE 4,000 SF HEAD HOUSE FOR PROCESSING AND DISTRIBUTION OPERATIONS. THE REMAINING PORTION OF THE 33,600 SF GREENHOUSE AND THE TWO (2) 3,600 SF GREENHOUSES WILL BE UNUSED DUE TO PARCEL SIZE CANOPY LIMITATIONS (SUBJECT PARCEL IS 4.13 ACRES EQUATING TO 8,995 SF OF MATURE CANOPY AND 4,498 SF IMMATURE PLANT AREA).

PHASE II: COMPLETE MASTER PLAN LEGAL DOCUMENTS WITH NEIGHBORING PARCELS 109-241-18 & -07 FOR INCREASED CANOPY (MASTER PLAN WILL TOTAL 20.36 ACRES EQUATING TO 44,346 SF OF MATURE CANOPY AND 22,173 SF IMMATURE PLANT AREA). UTILIZE THE REMAINING PORTION OF THE 33,600 SF GREENHOUSE FOR FLOWER PRODUCTION (AN ADDITIONAL ~9,000 SF) AND THE TWO (2) 3,600 SF GREENHOUSES FOR FLOWER PRODUCTION (AN ADDITIONAL ~7,200 SF), AND AN OUTDOOR LICENSE FOR ANOTHER 18,000SF OF CANOPY, FOR A TOTAL OF 43,200 SF MATURE FLOWER PRODUCTION CANOPY.

THE EXISTING GREENHOUSES AND HEAD HEAD ARE IN VERY GOOD PHYSICAL CONDITION AND REQUIRE MINIMAL REPAIRS. IMPROVEMENTS MADE TO THE GREENHOUSES WILL BE LIGHT DEPRIVATION CURTAINS AND SUPPLEMENTAL LIGHTING TO SUPPORT YEAR ROUND OPERATIONS. ADDITIONALLY, SECURITY FENCING AND SECURITY CAMERAS WILL BE INSTALLED.

CASSERLY ROAD FARM

776 CASSERLY ROAD
WATSONVILLE, CA 95076

APN : 109-241-12

PROJECT VICINITY



APPLICABLE CODES

- SANTA CRUZ COUNTY CODE (SCCC)
A Codification of the General Ordinances of Santa Cruz County County, California
- 2019 CALIFORNIA BUILDING CODE & AS ADOPTED BY THE COUNTY OF SANTA CRUZ 12.10.215SCCC
- 12.10.217 SCCC Appendix J of the 2016 California Building Code adopted.
- 2019 CALIFORNIA MECHANICAL CODE & AS ADOPTED BY THE COUNTY OF SANTA CRUZ
- 2019 CALIFORNIA ELECTRICAL CODE & AS ADOPTED BY THE COUNTY OF SANTA CRUZ
- 2019 CALIFORNIA FIRE CODE & AS ADOPTED BY THE COUNTY OF SANTA CRUZ
- 2019 CALIFORNIA ENERGY CODE & AS ADOPTED BY THE COUNTY OF SANTA CRUZ
- 2019 CALIFORNIA GREEN BUILDING STANDARDS CODE & AS ADOPTED BY THE COUNTY OF SANTA CRUZ

PROJECT DATA

PROJECT DESCRIPTION
CANNABIS CULTIVATION LICENSE APPLICATION GRAPHIC PACKAGE

PHASE ONE
PRE-APPLICATION PROPOSAL FOR:
ONE (1), SMALL CULTIVATION MIXED-LIGHT LICENSE
ONE (1), NURSERY LICENSE
ONE (1), DISTRIBUTION LICENSE

PHASE TWO
PHASE ONE + THE FOLLOWING:
TWO (2) SMALL CULTIVATION MIXED-LIGHT LICENSES
ONE (1) MEDIUM CULTIVATION OUTDOOR LICENSE

SHEET INDEX

#	TITLE	ISSUE DATE	CURRENT REVISION	REVISION DATE
A 01	COVER SHEET	3 DEC 2021		
A 02	PROPERTY INFORMATION	3 DEC 2021		
A 10	SITE PLAN OF ENTIRE PARCEL - EXISTING	3 DEC 2021		
A 11	SITE PLAN OF ENTIRE PARCEL - PROPOSED	3 DEC 2021		
A 12	ENLARGED SITE PLAN - EXISTING	3 DEC 2021		
A 13	ENLARGED SITE PLAN - PROPOSED	3 DEC 2021		
A 14	ENLARGED SITE PLAN - PROPOSED (PHASE II)	3 DEC 2021		

CONTACTS

APPLICANT
DE SIEYES BROTHERS, LLC
AGENT: MATT GROVES
850 CHARLSON RD., APTOS, CA, 95003
NRDESIEYES@GMAIL.COM OR
EDESIEYES@GMAIL.COM
831.688.1190 OR 831.685.4740

ARCHITECT
WHITFIELD ARCHITECTS
J DAVID WHITFIELD
3626 FOLSOM ST. SF/CA 94110
DAVID.WHITFIELD.AIA@GMAIL.COM
415.724.6279

OWNERS
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850 CHARLSON RD
APTOS, CA 95003
EVAN DE SIEYES
EDESIEYES@GMAIL.COM
831.685.4740
NICK DE SIEYES
NRDESIEYES@GMAIL.COM
831.688.1190



NOT FOR CONSTRUCTION

DO NOT DISTRIBUTE

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776 CASSERLY ROAD, WATSONVILLE CA 95076
APN 109-241-12

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NRDESIEYES@GMAIL.COM
EDESIEYES@GMAIL.COM

ISSUED
3 DEC 2021

COVER SHEET

A 01

SECURITY PLAN INFORMATION SUBMITTED SEPARATELY

DIRECTIONS TO PROPERTY

WATSONVILLE, CALIFORNIA
HEAD NORTHEAST ON E BEACH ST TOWARD UNION ST 0.3 MI
USE THE MIDDLE LANE TO TURN LEFT ONTO LINCOLN ST 0.1 MI
TURN RIGHT ONTO CA-152 E/E LAKE AVE 3.3 MI
TURN LEFT ONTO CASSERLY RD 2.1 MI
SLIGHT LEFT TO STAY ON CASSERLY RD 0.7 MI
TURN RIGHT TO STAY ON CASSERLY RD
DESTINATION WILL BE ON THE LEFT 92 FT
...
SANTA CRUZ,CALIFORNIA
TAKE CA-1 S AND FREEDOM BLVD TO CASSERLY RD 26 MIN (18.5 MI)
TURN LEFT TO STAY ON CASSERLY RD DESTINATION WILL BE ON THE LEFT

776 CASSERLY RD
WATSONVILLE, CA 95076

PROJECT CANOPY CALCULATION

ALLOWED CANOPY AREA CALCULATION
APN # 109-241-12 (PHASE I)
APN'S #109-241-18 & 109-241-07 (PHASE II)
CLASS "CA" LICENSE
SANTA CRUZ COUNTY CODE SECTION 7.128.110 (C)(1)(a)(ii)
ZONED "CA" PARCEL
CO-LOCATION
5% OF TOTAL SQUARE FOOTAGE OF PARCEL ALLOWABLE FOR MATURE PLANTS CANOPY
2.5% OF TOTAL SQUARE FOOTAGE OF PARCEL ALLOWABLE FOR IMMATURE PLANTS & NURSERY OPERATIONS CANOPY

Table with 5 columns: APN, PHASE, ACRES, MATURE CANOPY(SF), IMMATURE AREA(SF). Rows include APNs 109-241-12, 109-241-18, 109-241-07 and MASTER PLAN TOTALS.

ZONING INFO

APN 109-241-12
ACRES 4.13
SQ. FT. 179,902
ASSESSOR USE CODE 262
ZONING CA
GEN PLAN AG

'CA' ZONING SETBACKS
13.10.313 (A) (1) <5AC : FRONT = 20', SIDE = 20' , REAR = 20'

SUMMARY TABLE

OWNERS' NAMES DE SIEYES BROTHERS
ASSESSORS PARCEL NUMBER 109-241-12
WATER UTILITY DIST N/A
SEWER UTILITY DIST CSA12
FIRE DISTRICT PAJARO VALLEY FPD

ZONING INFORMATION REPORT

SANTA CRUZ COUNTY ZONING COUNTER BASIC INFO REPORT. Table with sections: PARCEL INFORMATION, LAND USE & GENERAL PLAN, BIOTIC AND WATER RESOURCES, HAZARDS & GEOPHYSICAL.

DISCLAIMER: The maps and tabular data used on this web site have been compiled from many different sources. The accuracy of the individual map layers varies significantly, and some layers do not align exactly with others. In the urban areas, the parcel maps are generally accurate within the 5 to ten feet of their true geographic coordinates, but in the rural areas, the maps may be accurate to only within three hundred feet. Due to the limitations of the mapped information, field studies and information from site inspections may be used to supplement or replace mapped information. With these limitations, the County of Santa Cruz disclaims any responsibility for the accuracy or completeness of the maps and data. This disclaimer is exclusive and in lieu of any warranties, fitness for particular purpose, and/or any other type of warranty, charter, express or implied. The maps and data available at the site reflect mapped land use information as provided by the Santa Cruz County Planning Department. You are advised to contact the Santa Cruz County Planning Department (Zoning Counter at 454-2135, afternoons only) for further explanation of the land use regulations for a particular designation.

PARCELS FROM COUNTY GIS



NOTE: ALL ADJACENT PARCELS ZONED 'CA'

PARCEL INFORMATION REPORT

SANTA CRUZ COUNTY PARCEL INFORMATION DETAIL REPORT. Table with sections: PARCEL INFORMATION, LAND USE & GENERAL PLAN, BIOTIC AND WATER RESOURCES, HAZARDS & GEOPHYSICAL, SCHOOL DISTRICTS & COUNTY SERVICE AREAS.

SANTA CRUZ COUNTY PARCEL INFORMATION DETAIL REPORT (continued). Table with sections: BIOTIC AND WATER RESOURCES, HAZARDS & GEOPHYSICAL, SCHOOL DISTRICTS & COUNTY SERVICE AREAS.

SANTA CRUZ COUNTY PARCEL INFORMATION DETAIL REPORT (continued). Table with sections: HAZARDS & GEOPHYSICAL, SPECIAL DISTRICTS.

SANTA CRUZ COUNTY PARCEL INFORMATION DETAIL REPORT (continued). Table with sections: RECREATION DISTRICT, JURISDICTIONAL.



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DO NOT DISTRIBUTE

CASSERLY ROAD FARM
776 CASSERLY ROAD, WATSONVILLE CA 95076
APN 109-241-12

PROPERTY OWNER
DE SIEVES BROTHERS, LLC
850 CHARLSON ROAD, APTOS, CA 95003
831.688.1190 / 831.685.4740
NRDESIEVES@GMAIL.COM
EDESIEVES@GMAIL.COM

ISSUED
3 DEC 2021

PROPERTY INFORMATION
A 02

SITE PLAN LEGEND

- PROPERTY LINE
- SETBACK LINES (PLANNING / CANNABIS)
- PREMISES BOUNDARY (STATE LICENSING)
- FENCING
- CULTIVATION AREA
- DISTRIBUTION (SECURE HARVEST)
- SECURE WASTE AREA (SWA) - COMPOST
- NURSERY / IMMATURE AREA
- OTHER (NON-ASSOCIATED) STRUCTURES ON THE SUBJECT PARCEL(S)
- ACCESSORY STRUCTURES - SHEDS / SHADES
- CLOSEBY STRUCTURES ON ADJACENT PARCELS OF NOTE

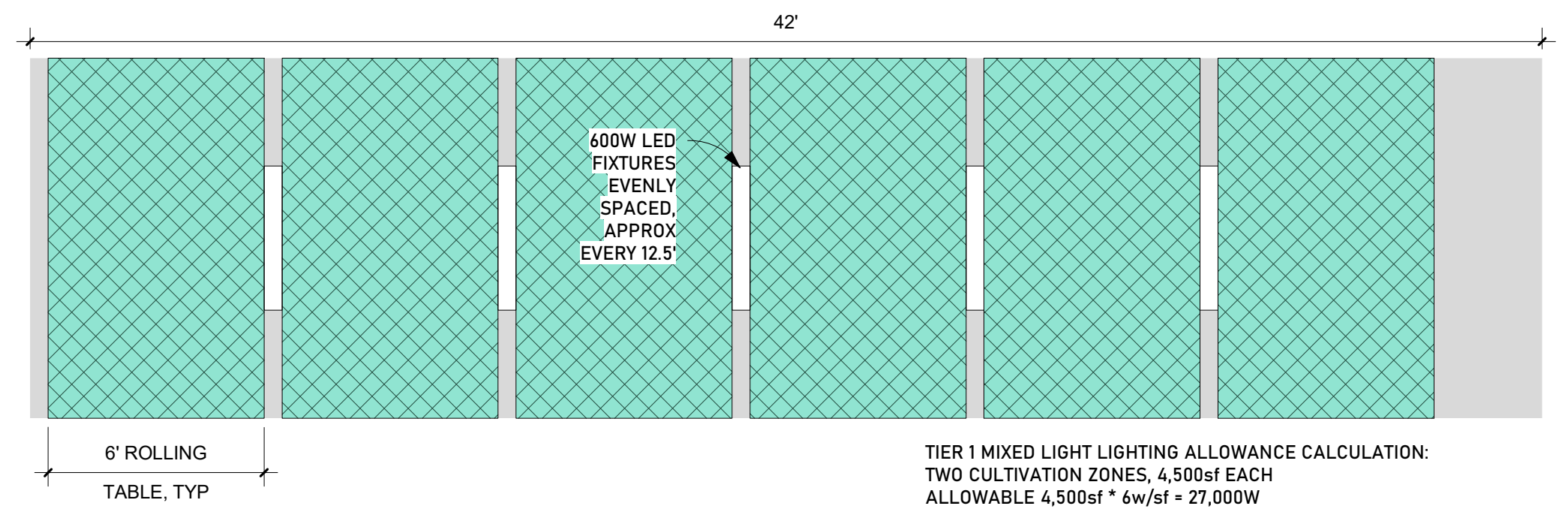
SITE PLAN ZONE KEY

- [1.0] CO-LICENSEE NO. 1
- [1.1] SMALL STATE MIXED-LIGHT LICENSE EXISTING GREENHOUSE CULTIVATION 8,995 sf CANOPY
- [1.2] SMALL STATE MIXED-LIGHT LICENSE EXISTING GREENHOUSE CULTIVATION 8,995sf CANOPY
- [1.3] SMALL STATE MIXED-LIGHT LICENSE EXISTING GREENHOUSES CULTIVATION 7,500sf CANOPY
- [1.4] MEDIUM STATE OUTDOOR LICENSE EXISTING AG FIELD 18,500sf CANOPY
- [2.0] CO-LICENSEE NO. 2
- [2.1] TYPE 2 DISTRIBUTION SPACE TO ALSO INCLUDE SECURE HARVEST STORAGE & ADMINISTRATIVE HOLD AREAS FOR [1.1]
- [3.0] CO-LICENSEE NO. 3
- [3.1] NURSERY
SEED PRODUCTION (MAY INCLUDE SOME MATURE PLANTS FOR THIS PURPOSE)
CLONE PRODUCTION (MAY INCLUDE SOME MATURE PLANTS FOR THIS PURPOSE)
R&D (MAY INCLUDE SOME MATURE PLANTS FOR THIS PURPOSE)
IMMATURE / VEGETATIVE PLANTS

CONTACTS

APPLICANT
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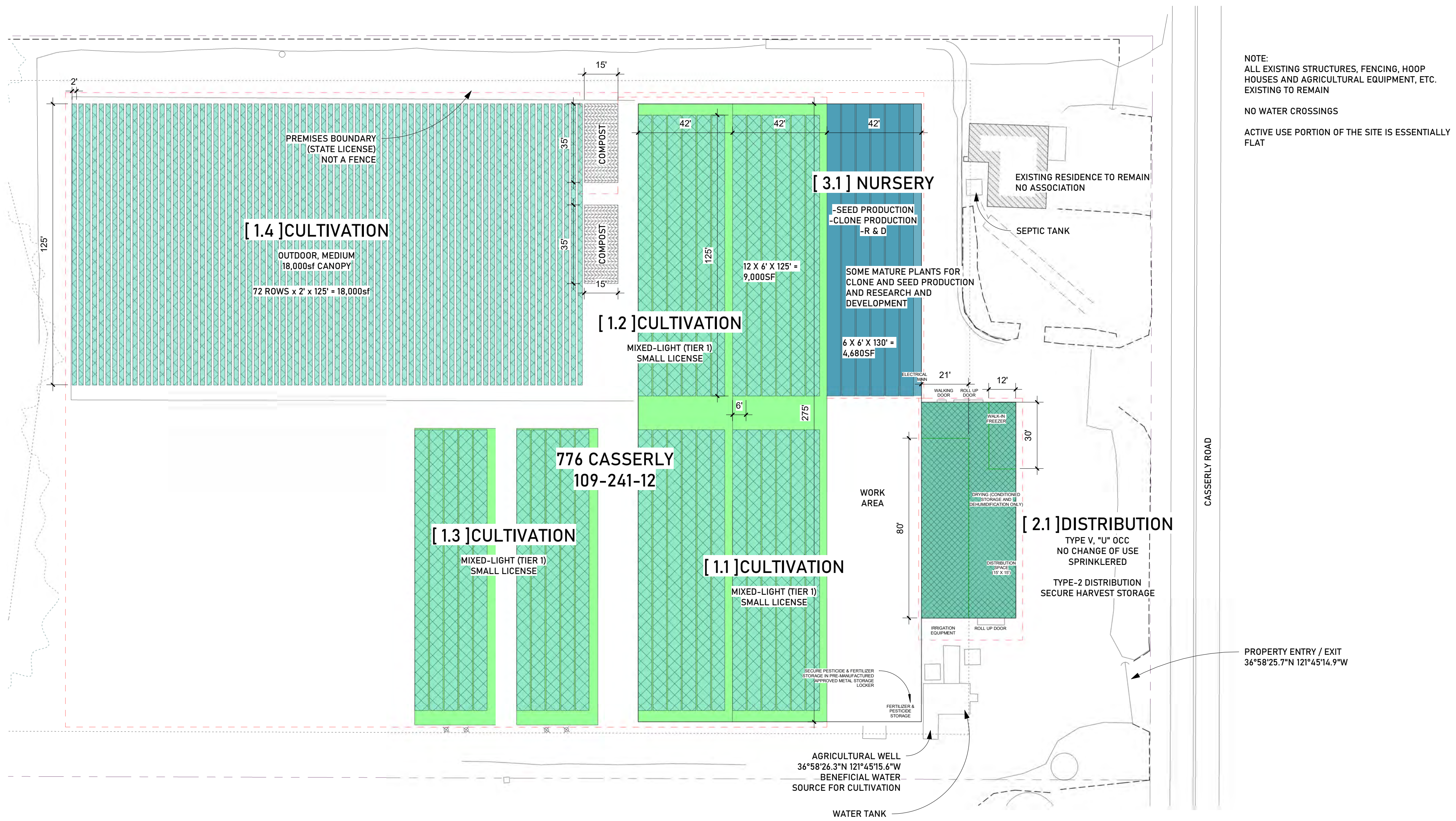


2 LIGHTING DIAGRAM (PHASE 2)
1/4" = 1'-0"

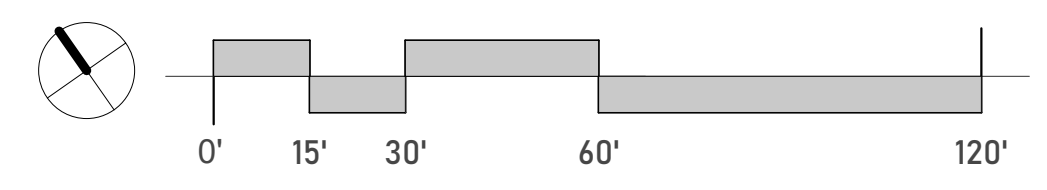
TIER 1 MIXED LIGHT LIGHTING ALLOWANCE CALCULATION:
TWO CULTIVATION ZONES, 4,500sf EACH
ALLOWABLE 4,500sf * 6w/sf = 27,000W

PROPOSED FORTY-FIVE (45), 600w FIXTURES (27,000w)
FIVE ROWS (5) ROWS OF NINE (9) EVENLY SPACED
PARALLEL TO THE TABLES

NOTE: PHASE II LIGHTING IN SMALLER GREENHOUSES FOLLOWS SAME PATTERN, LIGHTING TYPE AND DENSITY FOR THE SAME W/SF



1 ENLARGED SITE PLAN - PROPOSED (PHASE 2)
1" = 30'-0"



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776 CASSELY ROAD, WATSONVILLE CA 95076
APN 109-241-12

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EDESIEYES@GMAIL.COM

ISSUED
3 DEC 2021

ENLARGED SITE PLAN - PROPOSED (PHASE II)

A 14

Certificate Of Completion

Envelope Id: 6297A592223948CCBBD51330CD04FFD2	Status: Completed
Subject: Please DocuSign: Contagno Farms CEQA NOE packet.pdf	
Source Envelope:	
Document Pages: 8	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Michael Sapunor
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	701 Ocean Street
	Santa Cruz, CA 95060
	Michael.Sapunor@santacruzcounty.us
	IP Address: 63.194.190.100

Record Tracking

Status: Original	Holder: Michael Sapunor	Location: DocuSign
5/17/2022 6:34:36 PM	Michael.Sapunor@santacruzcounty.us	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: County of Santa Cruz	Location: DocuSign

Signer Events

Sam LoForti
 Sam.LoForti@santacruzcounty.us
 Cannabis Licensing Manager
 County of Santa Cruz
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 6687837D88714E7...
 Signature Adoption: Uploaded Signature Image
 Signed by link sent to
 Sam.LoForti@santacruzcounty.us
 Using IP Address: 63.194.190.100

Timestamp

Sent: 5/17/2022 6:35:54 PM
 Viewed: 5/18/2022 3:05:03 PM
 Signed: 5/18/2022 3:05:11 PM

Electronic Record and Signature Disclosure:
 Accepted: 3/1/2022 3:08:32 PM
 ID: b821828f-0fa2-440c-9b60-600891d419f2

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/17/2022 6:35:54 PM
Certified Delivered	Security Checked	5/18/2022 3:05:03 PM
Signing Complete	Security Checked	5/18/2022 3:05:11 PM
Completed	Security Checked	5/18/2022 3:05:11 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, County of Santa Cruz (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Santa Cruz:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: nada.algharib@santacruzcounty.us

To advise County of Santa Cruz of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at nada.algharib@santacruzcounty.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Santa Cruz

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Santa Cruz

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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