

**CONFIDENTIAL**  
**ATTORNEY CLIENT PRIVILEGED DOCUMENT**

## *The Small Farmer Program*



**PLEASE TAKE NOTICE:** The information contained in this document may be attorney/client privileged and confidential. It is intended only for the use of the individual or entity named above. If the reader of this document is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this document is strictly prohibited. If you have received this communication in error, please notify us immediately.

---

### Step 1, *Ethics*

1. Do I desire to comply with California law? Yes or No. (Circle one.)

*\*If your answer is no, please stop here and get another lawyer. If yes, move to Step 2.*

---

### Step 2, *Business and Tax Compliance*

1. Do you have an existing business entity? Yes or No. (Circle one.) If yes, which one(s):
- Mutual Benefit Corporation
  - Cooperative
  - LLC
  - Stock Corporation
  - Public Benefit
  - Other: \_\_\_\_\_
- a. If so, do you have "S Corp" designation? Yes or No. (Circle one.)
  - b. If not, is "S Corp" designation appropriate for you? Yes or No. (Circle one.)
    - i. If yes, enter date it was filed: \_\_\_\_\_.
  - c. Does your company have regular meetings with CPA? Yes or No. (Circle one.)
    - i. How often? \_\_\_\_\_.
  - d. What is the name of your business entity? \_\_\_\_\_.
  - e. Does your company possess a state seller's permit?
  - f. Federal employer identification number? Yes or No. (Circle one.)
  - g. Does your company need or possess a reseller's certificate? Yes or No. (Circle one.)
    - i. If yes, do you have one?
    - ii. If not:
      - 1. Enter date of filing: \_\_\_\_\_.

**CONFIDENTIAL AND PRIVILEGED**

2. Date Received: \_\_\_\_\_.
- h. Do you have partners or are you the sole owner of your company? Partners or Sole. (Circle one.)
  - i. If partners, do you have a partnership agreement or similar document? Yes or No. (Circle one.)
    - i. If no, enter the date the partnership agreement was signed: \_\_\_\_\_.
  - j. If MBC, do your bylaws address what happens at merger/conversion? Yes or No. (Circle one.)
    - i. If not, enter the date the bylaws addressing merger/conversion were approved: \_\_\_\_\_.
  - k. Does your company have Board Meetings? How often: \_\_\_\_\_.
1. Do you take minutes at your Board Meetings? *If so, please provide copies for past 3 months to this sheet or submit to our office.*
2. If you do not have a company already, do you need one? Yes or No. (Circle one.)
3. If yes, which type is best for your business? \_\_\_\_\_.
- Date Filed: \_\_\_\_\_ Date returned: \_\_\_\_\_  
Date Bylaws and/or Operating Agreement signed: \_\_\_\_\_.
4. Should your company be an "S Corp"? Yes or No. (Circle one.)
- Date Filed: \_\_\_\_\_ Date returned: \_\_\_\_\_  
Date Bylaws and/or Operating Agreement signed: \_\_\_\_\_.
5. How will you remember to have regular Board and/or Member meetings?  
\_\_\_\_\_.

---

Step 3, *Water Issues*

- 1. Do I need a Statement of Diversion? Yes or No. (Circle one.)  
Date Filed: \_\_\_\_\_
- 2. Do I need a Well Completion Log? Yes or No. (Circle one.)  
Who has the most current copy: Peter's Drilling/Water Board/Other \_\_\_\_\_ (Circle one)  
Date Requested from State: \_\_\_\_\_  
Date Received: \_\_\_\_\_
- 3. Desk Review (pre-Water Board with private consultant):  
Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Comments/ To Do: \_\_\_\_\_  
\_\_\_\_\_
- 4. Is a Site Inspection with the water consultant needed? Yes or No. (Circle one.)  
Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Comments/To Do: \_\_\_\_\_  
\_\_\_\_\_
- 5. Site Plan (applies only to those who do not have Regional Water Board permit):  
Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Comments/To Do: \_\_\_\_\_  
\_\_\_\_\_

- Should I file my "Notice of Intent" with State Regional Water Board now *or* when permits are available?  
Now or Later. (Circle one.)  
 Date Filed: \_\_\_\_\_  
 Date Granted: \_\_\_\_\_

Step 4, *Building Code Issues*

- Are there structures on the property that need to be permitted? Yes or No. (Circle one.)
- Do I need an engineer or draftsman to perform an inspection and report? Yes or No. (Circle one.)  
 If yes, Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_
- Application for permit filed?  
 Date Filed: \_\_\_\_\_ (*attach filing to this sheet.*)  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_

Notes re Building Code issues:

\_\_\_\_\_  
\_\_\_\_\_

Step 5, *Pre-Regulatory or Regulatory Compliance for State Licensing or State Water Resources Board*

- Do I have a Property Diagram and/or Site Plan? Yes, No. (Circle one.)  
 If no, Date Started: \_\_\_\_\_ Date completed: \_\_\_\_\_  
 Comments: \_\_\_\_\_
- Do I have a Cultivation Plan? Yes, No. (Circle one.)  
 If no, Date Started: \_\_\_\_\_ Date completed: \_\_\_\_\_  
 Comments: \_\_\_\_\_
- Do I have a Waste Plan? Yes, No. (Circle one.)  
 If no, Date Started: \_\_\_\_\_ Date completed: \_\_\_\_\_  
 Comments: \_\_\_\_\_
- Do I have a Proof of Legal Right to Occupy? Yes, No. (Circle one.)  
 If no, Date Started: \_\_\_\_\_ Date completed: \_\_\_\_\_  
 Comments: \_\_\_\_\_

Notes re Regulatory Requirements:

\_\_\_\_\_  
\_\_\_\_\_

Step 6, *Forested Land Steps*

- Do I need a Timber Harvest Plan? Yes, No, I don't know. (Circle one.)  
 Date filed: \_\_\_\_\_  
 Date completed/approved: \_\_\_\_\_
- Do I need a Lake and Streambed Alteration Plan? Yes, No, I don't know. (Circle one.)  
 Date filed: \_\_\_\_\_ Date completed/approved: \_\_\_\_\_

---

Step 7, Priority Review/Pre-Existence of Farm re CEQA

1. Do I have Google Earth photos of my farm from prior years, extending back as far as possible?  
Yes, No. (Circle one. *If yes, attach photos to this sheet. PLEASE KEEP THESE CONFIDENTIAL.*)
2. Do I have old medical cannabis physician’s recommendations or can I obtain them, extending back as far as possible?  
Yes, No. (Circle one. *If yes, attach recommendations to this sheet.*)
3. Do I have prior years’ Collective or Cooperative Membership Agreements or incorporation documents or can I obtain them, extending back as far as possible?  
Yes, No. (Circle one. *If yes, attach documents to this sheet.*)
4. Do I have any other permits, documents, etc. which show compliance Local Code or State Law in the past?  
Yes, No. (Circle one. *If yes, attach documents to this sheet.*)

---

POST-PERMITTING STEPS OR FOR MORE SOPHISTICATED COMPANIES

---

Step 8, Marketing/Branding/Intellectual Property Review

1. Do you want to market your own product or white label your product? \_\_\_\_\_
2. If working as an Agricultural Cooperative, which characteristics of the product, production methods, or geographic area would you most want to be consistent among the members? (Circle three):  
Organic, Mostly Organic, Local Within Same County, Local Within Same Region, Cottage Only, Small or Cottage, Medium Okay, Outdoor Only, Mixed Light Only, Combination of Outdoor and Mixed Light, other: \_\_\_\_\_
3. If you intend to sell under your own business name, do I have a logo or unique name? Yes, No. (Circle one.)
  - a. If yes, have I had the marks/name reviewed for potential trademarking? Yes, No. (Circle one.)
 Trademark review started: \_\_\_\_\_ Date trademark review completed: \_\_\_\_\_  
 Comments or To Do: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. What am I doing to ensure appellation branding is available to me?  
Supporting the International Cannabis Farmers Association, working with another appellation group:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Comments or To Do re appellation branding  
 \_\_\_\_\_  
 \_\_\_\_\_

---

Step 9, *Best Management Business Practices for Small Businesses*

1. Do I need or have a Business Plan: Yes or No. (Circle one.)  
 If no, Date Started: \_\_\_\_\_ Date completed: \_\_\_\_\_  
 Comments: \_\_\_\_\_
  
2. Do I need or have Standard Operating Procedures, Employee Handbook, etc.?  
Yes or No. (Circle one.)  
 If no, Date Started: \_\_\_\_\_ Date completed: \_\_\_\_\_  
 Comments: \_\_\_\_\_
  
3. Do I have contracts or other written agreements with business partners, vendors, purchasers, etc?  
Yes, No. (Circle one.)

Comments or To Do re business practices:

\_\_\_\_\_  
\_\_\_\_\_

---

Step 10, *Policy Shaping*

1. Am I a member of a local or state-wide trade or policy organization?  
Yes, No, I don't know. (Circle one.) If yes, which ones (circle all): International Cannabis Farmers Assn,  
California Growers Association, Nevada County Cannabis Alliance:  
 \_\_\_\_\_
  
2. How am I helping the trade or policy organization(s)? (Circle one): Serving on a Board of Directors,  
donating time, donating money, public comment (written or oral?), attending meetings, other:  
 \_\_\_\_\_
  
3. How else am I helping shape my local, state or federal cannabis policy?  
Running for elected office, helping others who are running for office, other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Unless specifically indicated otherwise, any discussion of tax issues contained in this document, including any attachments, is not, and is not intended to be, "written advice" as defined in Section 10.37 of Treasury Department Circular 230.

**ATTORNEY CLIENT PRIVILEGED DOCUMENT. IF FOUND,  
PLEASE RETURN TO:**

Heather Burke, Greenspoon Marder, LLP  
202 Providence Mine Road, Ste. 107  
Nevada City, CA 95959  
Direct: 530-470-8509  
Fax: 707-820-8282  
*heather.burke@gmlaw.com*