



1. Licensee's Business Name: \_\_\_\_\_

2. 2023 Hemp Grower License Number (if applicable): \_\_\_\_\_  
(example: AG-R1234567IHG)

3. Legal Status of Licensee: Individual  LLC  Other \_\_\_\_\_

4. Oregon Secretary of State Registration Number: \_\_\_\_\_  
<https://sos.oregon.gov/business/Pages/register.aspx> (If applicable, NOT your tax ID number)

5. Employer Identification Number: \_\_\_\_\_  
(For business entities only)

6. List Key Participants: List members, officers, owners, and any other key participants authorized to make changes to the license. All key participants must complete a background check which includes fingerprinting. Only those with no felony drug convictions in the last 10 years will be licensed to grow hemp. ODA will send an email to the email provided in Section 6 with important steps on how to submit background checks. Watch for this important next step!

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ DOB \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ DOB \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ DOB \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ DOB \_\_\_\_\_

7. Main Contact Person: (Person listed on printed license and primary contact for license and inspection appointments)

Name \_\_\_\_\_ Email \_\_\_\_\_

Status of main contact: (check all that apply): Owner  Consultant  Employee

Primary phone number \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

8. Grow Site Information: Address where the hemp is being grown. (Complete if submitting a Grow Site to be licensed.)

Grow site name (Required: Limit to 10 characters of your choosing) \_\_\_\_\_

Street address: \_\_\_\_\_ County \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**\*Required Attachment: copy of a map showing boundaries of this growing site. Keep a copy for your records.**

Please note: Faxed applications with heavily colored maps can often be too dark to review and will need to be updated.

9. **Production Area Information:** List each production area separately. (Production Area names and other information provided must be used on all testing forms).

**Area 1.** (location of Hemp on Grow Site property)

Provide Area Name (\*Required: Limit to 10 Characters) \_\_\_\_\_

Area type: Field  **or** Greenhouse/Indoor  Area Size: \_\_\_\_\_

(Please list a field's size in acres, and a greenhouse/indoor size in square feet)

**Hemp Intended Use (check all that apply):**

Flower  | Fiber

Biomass  | Hemp seed

Propagation

Please note: If you are growing hemp seed to sell/transfer to another entity you will need a Hemp Seed License.

How many harvests are planned for this area in 2024? \_\_\_\_\_

**Location of Area 1 on property**

Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

List Global Positioning System (GPS) coordinates (In Decimal: e.g., 44.123456, -123.123456)

**\* Required Attachment: copy of a map showing boundaries of this area. Keep a copy for your records.**

Please note: Faxed applications with heavily colored maps can often be too dark to review and will need to be updated.

**Area 2.** (location of Hemp on Grow Site property)

Provide Area Name (\*Required: Limit to 10 Characters) \_\_\_\_\_

Area type: Field  **or** Greenhouse/Indoor  Area Size: \_\_\_\_\_

(Please list a field's size in acres, and a greenhouse/indoor size in square feet)

**Hemp Intended Use (check all that apply):**

Flower  | Fiber

Biomass  | Hemp seed

Propagation

Please note: If you are growing hemp seed to sell/transfer to another entity you will need a Hemp Seed License.

How many harvests are planned for this area in 2024? \_\_\_\_\_

**Location of Area 2 on property**

Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

List Global Positioning System (GPS) coordinates (In Decimal: e.g., 44.123456, -123.123456)

**\* Required Attachment: copy of a map showing boundaries of this area. Keep a copy for your records.**

Please note: Faxed applications with heavily colored maps can often be too dark to review and will need to be updated.

**If you need additional production areas, make as many copies of this page as needed.**

**Area 3.** (location of Hemp on Grow Site property)

Provide Area Name (\*Required: Limit to 10 Characters) \_\_\_\_\_

Area type: Field  **or** Greenhouse/Indoor  Area Size: \_\_\_\_\_

(Please list a field's size in acres, and a greenhouse/indoor size in square feet)

**Hemp Intended Use (check all that apply):**

Flower  | Fiber

Biomass  | Hemp seed

Propagation

Please note: If you are growing hemp seed to sell/transfer to another entity you will need a Hemp Seed License.

How many harvests are planned for this area in 2024? \_\_\_\_\_

**Location of Area 3 on property**

Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

List Global Positioning System (GPS) coordinates (In Decimal: e.g., 44.123456, -123.123456)

**\* Required Attachment: copy of a map showing boundaries of this area. Keep a copy for your records.**

Please note: Faxed applications with heavily colored maps can often be too dark to review and will need to be updated.

**10. Are you are storing, or drying hemp produced at the location listed on this application, at a separate location? If so, please provide the address.**

Yes  No  (If you are commercially drying for others, you will be required to have a Handlers License). If yes, provide hemp storage address:

Street Address \_\_\_\_\_ County \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**11. End of the Year Hemp Crop Report.** (Do not leave blank)

If you grew hemp in 2023, please provide the following information:

Acres or square feet harvested: \_\_\_\_\_ Pounds of hemp harvested: \_\_\_\_\_

**or** Check box if you did not grow hemp in 2023

**12. Irrigation of a commercial crop in Oregon requires a legal source of water for production. Please visit this link <https://oda.fyi/WaterResources> for more information on water use permits.**

What legal source of water will you be using for irrigation of your production site?

Groundwater  Surface Water  Other: \_\_\_\_\_

If you will be using a water right, please include the permit or certificate number: \_\_\_\_\_

**13. FSA Farm Number:** \_\_\_\_\_

(Please contact your local FSA office if you don't have your number)

**14. Did you report your crop acreage to the FSA?**

Yes  No

**15. Will you be trimming hemp, or producing kief?**

Yes  No  (If yes you will need to submit an approved ODA LUCS)

**16. Signature and Acknowledgment:**

Applicant for License acknowledges and agrees that:

- The information provided is true and correct, applicant’s signature is proof of that fact.
- Criminal Background checks will be mandatory for all key participants (No felony convictions related to controlled substances within the last ten (10) years) before applications can be considered for approval.
- Information provided to the Department may be publicly disclosed and may be provided to law enforcement agencies without notice to the applicant.
- The Department may enter any field, facility or greenhouse used for production of hemp or agricultural hemp seed and may take samples and test for total THC concentration of the crop, including agricultural hemp seed, as necessary for the administration of the hemp laws.
- All fees lawfully due to the Department must be timely paid.
- If using irrigation water, applicant has or will obtain the appropriate water use permit. Information concerning water use permits can be found at <https://oda.fyi/WaterUsePermits>.
- If leasing land for hemp production, an informed consent form must be signed by the owner of the premises or the property owner’s legal representative for the grow site.
- Growers must ensure an authorized laboratory conducts pre-harvest testing for total THC in accordance with OAR 603-048-0600 for each production area before harvest.
- Growers must meet all laws and regulations pertaining to hemp growers including ORS 571.260 to 571.348 and OAR Chapter 603, Division 48.
- Growers will need to register their grow site with the United States Department of Agriculture Farm Service Agency in accordance with 7 CFR 990.7.
- All production, storing, processing, handling, packaging, labeling, marketing, and selling of agricultural hemp seed must meet all applicable seed laws. Seed laws include ORS 633.500 through 633.996 and seed regulations found in OAR 603-056-0490.
- Individuals must be licensed with the Department as a hemp grower before growing hemp, as required by Oregon law.
- No new grow sites may be added after May 31 or July 31 with the late fee identified in OAR 603-048-0700.
- All records associated with your hemp business will be maintained for no less than three (3) years after the total disposition of each harvest lot.

I (print your name) \_\_\_\_\_ agree to all of the above. By signature below I attest that the information in this application form is true, correct, and the above requirements are understood.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Keep a copy of this application and all other records associated with your hemp business as required by Oregon law for three years from disposition of crop.  
License will not be issued until application has been approved.  
Do not plant until License is finalized from the Department of Agriculture.**

**17. License Renewal.**

The Department must receive the complete renewal application by no later than December 1 of the current license year. All application requirements for an initial license apply to a renewal application except as specifically identified in OAR 603-048-0200.

**18. Fee and Payment Information:** (if licensing additional grow sites, no additional grower license fee is required)

**IMPORTANT NOTES:**

- Only use **USPS** to mail in your payments (do not send this using UPS or FED-EX).
- Do not email this form or payment information, all emailed submissions will be **rejected**.
- Please print and fill out all pages, then mail or fax them to the appropriate address below.
- Email or fax receipts are available for credit card payments **ONLY**.
- You can pay in person at the payment window on the first floor of the ODA Salem Office location (635 Capitol Street NE, Salem) to expedite this process. Public access is through the doors on the West side.
- Digital signatures on this payment page are not accepted and will result in a rejected payment.
- Any grow site license application received between May 31 & July 31 will be charged a \$250 nonrefundable late fee.

	<b>FEE</b>	<b>FEES SUBMITTED</b>
<input type="checkbox"/> Hemp Grower License	\$350	\$ _____
<input type="checkbox"/> Hemp Grow Site License	\$875	\$ _____
<input type="checkbox"/> Key Participant Fee X _____	\$75 each	\$ _____
<input type="checkbox"/> Hemp Grow Site License Late Fee	\$250	\$ _____

**Licenses for Grower and Hemp Grow Site Licenses are valid for a one-year term beginning January 1, 2024, and ending December 31, 2024, unless revoked. Fees cannot be pro-rated.**

**For checks or money orders, mail (USPS only) to:**

Oregon Department of Agriculture  
PO Box 4395, Unit 17  
Portland, OR 97208-4395.

**For credit card charges, mail or fax to:**

Oregon Department of Agriculture  
635 Capitol St. NE, Suite 100  
Salem, OR 97301-2532

**Secure Fax: (503) 986-4746**

**DO NOT EMAIL CREDIT CARD INFORMATION**

**Make checks payable to Oregon Department of Agriculture.**

All dishonored checks or electronic payments will incur a \$25 administrative fee as per ORS 30.701.

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A receipt is available by email or fax for credit card payments **ONLY**. If you would like to receive a receipt, provide an email address: \_\_\_\_\_

or a fax number: \_\_\_\_\_

**Please note: A receipt is for proof of payment only,  
License will not be issued until application has been approved.**

**For American Express, Discover, Visa or MasterCard charges complete the following information:**

Name of Cardholder \_\_\_\_\_ Phone \_\_\_\_\_

Address of Cardholder \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Total Charges: \$ \_\_\_\_\_

\*Digital signatures are not accepted, **please use a pen**

Card Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Expiration Date: \_\_\_\_\_/\_\_\_\_\_

**DO NOT EMAIL CREDIT CARD INFORMATION**



## Property Owner Authorization Form

I hereby affirm that I am the owner of the property located at:

Property Address/Location: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

By signing below, I hereby acknowledge and grant permission to allow: \_\_\_\_\_  
("Applicant") to operate a hemp related business as defined by ORS 571.260 – 571.348 at the above-described address. I further acknowledge that I have been informed that industrial hemp will be grown at the above-described address. I understand that the Applicant may allow employees of the Oregon Department of Agriculture (ODA) and the Oregon Liquor and Cannabis Commission (OLCC) to access my property at the above-described address in order to inspect for compliance with ODA licensing laws. This consent shall be for valid for one calendar year beginning January 1, 2024. I understand that once a license is issued by ODA, my revocation of this consent is not grounds for ODA to terminate, suspend or otherwise take action against the licensee.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Owner Name: \_\_\_\_\_

Property Owner contact phone number: \_\_\_\_\_

**\*This Property Owner Authorization Form does not authorize the Applicant listed on the form to start growing industrial hemp at the above-described address. Applicant must first be issued a license by ODA\***

## LAND USE COMPATIBILITY STATEMENT (LUCS) FAQs

**WHAT IS A LUCS?** The LUCS is the process the ODA uses to determine if the ODA licenses and other approvals that affect land use are consistent with a local government comprehensive plan.

**WHY IS A LUCS REQUIRED?** Oregon law required that state agency activities related to land use be consistent with local comprehensive plans in accordance with ORS Chapter 197.

**WHEN IS A LUCS REQUIRED?** A LUCS is required for many ODA licenses and certain approvals for plans for related activities that affect land use. These activities are listed in this form. In cases where a source needs more than one ODA license or approval, a single LUCS may be used.

**If you submitted a completed LUCS with a previous hemp license application and have not made any changes to the location or hemp activities: Attach a copy of the completed LUCS to your current license application.**

**As long as the LUCS you submitted in previous application has not been revoked or expired, you to do not need to acquire a new LUCS.**

### HOW TO COMPLETE A LUCS:

- The LUCS form is included in the ODA license application or approval packet.
- The applicant fills out Section 1 of the LUCS and then submits it to the city or county planning office.
- The local planning office determines if the business or facility meets all local planning requirements.
- The local planning office must attach written findings of fact for local reviews or other necessary planning approvals that are required of the applicant.
- The applicant includes the completed LUCS and attachments with the license application.

**WHERE TO GET HELP:** Questions on the LUCS are to be directed to ODA, Hemp Program, at 503-986-4652.



**SECTION 1: TO BE FILLED OUT BY APPLICANT**

1. Business Name (Must match business name on Handler Application) \_\_\_\_\_
- Contact Person \_\_\_\_\_
- Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
- Mailing Address \_\_\_\_\_
- City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
- Location Address \_\_\_\_\_
- City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

2. Select the type of hemp business or facility and the services or products provided (please select all that apply):

<b>Processing:</b>	<b>Other:</b>
Extraction <input type="checkbox"/>	Packaging <input type="checkbox"/>
Usable hemp <input type="checkbox"/>	Storing <input type="checkbox"/>
Commodities or products for processing into hemp items <input type="checkbox"/>	Drying <input type="checkbox"/>
Hemp seed processed such that it is suitable for human consumption, or otherwise processed into oil <input type="checkbox"/>	
Hemp processed such that it is suitable for use as fiber materials <input type="checkbox"/>	

If you have an intended use that is not listed above and you believe is a handler use, please describe the use:



**SECTION 2: TO BE FILLED OUT BY CITY OR PLANNING OFFICIAL**

3. The facility proposal is located: Inside city limits.  Outside UGB  Inside UGB
4. Name of city or county that has land use jurisdiction: \_\_\_\_\_  
(Jurisdiction means the legal entity that is responsible for land use decisions for the subject property)
5. The business or facility complies with all applicable local land use requirements: Yes  No
- 5A. List all local reviews or approvals that were required of the applicant before the LUCS consistency was determined.  
(This does not include past requirements that do not relate to the pending ODA license request).

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5B. If no, identify reasons for noncompliance or list requirements that the applicant must comply with before LUCS consistency can be determined.

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5C. Is local government currently processing remaining requirements to attain LUCS consistency?  
Yes  No

6. Planning official reviewer's telephone number: \_\_\_\_\_

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Signature of Planning Official

Print name

Title

Date

(Depending upon city/county agreement on jurisdiction outside city limits but within UGB)

**ATTENTION: A LUCS approval cannot be accepted by ODA until the following:**

- All local requirements have been met.
- Written findings of fact for all local decisions addressed under 5 through 5B must be attached to the LUCS.
- Question 5: The business or facility complies with all applicable local land use requirements is marked Yes.