



CUDAHYCA
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|| CANNABIS APPLICATION PROCESS

COMMERICAL CANNABIS PROGRAM INFORMATION

The information below is intended to provide a transparent and comprehensive overview of the Commercial Cannabis Program applicant process. In addition to the information below, please review the [Cannabis FAQ](#) sheet on the City's Cannabis webpage. For more information regarding the process, please contact Ebony jm Andersen, Principal Planner at cannabis@cityofcudahyca.gov or (310) 494-1845 (call/text). **APPLICATION DUE DATE: 5:00PM, DECEMBER 15, 2017**

STEP 1: Zoning Verification

Commercial Cannabis activities are ONLY allowed within the Cannabis Overlay Zone (see figure 1.1). To determine if a proposed cannabis site is within the Cannabis Overlay Zone, applicants must complete the [Zoning Verification Form](#) and submit the form and \$180 fee to the City before the Cannabis application can be completed. City staff will review the project site and determine if the proposed site is eligible for commercial Cannabis activities in the City. The Zoning Verification Form will be returned to the applicant via email with the City's determination.

STEP 2: Cannabis Application Screening (Stage 1)

Once an applicant receives a Zoning Clearance (zoning verification approval) from the City, the applicant can then proceed to the Cannabis Application Portal to begin Stage 1 of the application process. Stage 1 is designed to screen applicants and determine if they are qualified and eligible to operate a commercial Cannabis facility in the City. To complete the screening process, applicants will need the following supporting information in addition to other information requested within the application portal:

- [Background Authorization Form](#)
- [LiveScan Form](#)
- Business Plan
- Financial Records and Plans
- Operator/Owner Information
- Purchase or Lease Agreements
- Site Plan
- Fire/Hazmat Forms (Form 30C)

STEP 3: Development Agreement

If selected, applicants will be invited to discuss their project with the City. This may include an interview, request for additional information or other investigation process determined by the City. During which, applicants will have the opportunity to present their Community Benefit Package proposals and discuss operational fees with the City. After successful completion of the interview process, applicants may be asked to negotiate a Development Agreement with the City. Applicants must pay the \$10,000 Development Agreement deposit and complete the [Reimbursement Agreement](#) before a Development Agreement can be initiated.

STEP 4: Planning Development Permit (formerly Stage 2)

After the execution of the Development Agreement, applicants will be required to submit a land use application for a Development Permit. The City has developed an application checklist designed to guide applicants through the site plan design process and provide important information the City and its reviewing agencies need to complete their reviews of the proposed project. It is imperative that all requested information is included with the applicant's land use permit application. A Reimbursement Agreement and \$6,500 deposit is required at the time of submission.

Within 30 days of submission, the City will provide applicants with a comprehensive letter that addresses the incomplete application items determined by each reviewing agency. The applicant will then revise the project plans and project description pursuant to the comments received and resubmit to the City Planning Department. Once all incompleteness items have been addressed, the City will schedule the project to be heard before the Planning Commission and City Council.

Before the project is scheduled for a public hearing, the applicant must submit the following:

- 300-foot Radius Map
- Property Owner List
- Property Owner Labels (300-foot radius from project site) OR Pre-Addressed Envelopes
- Completed Certified Mailing Receipts OR 2nd Set of Property Owner Labels

STEP 5: Building and Fire Safety

As a part of the facility operation plan, a Fire Safety and Hazmat Plan is required. City staff will coordinate with LA County Fire (LACF) to ensure the facility plans are adequate and meet all Fire and Hazmat safety regulations. In addition to fire and hazmat requirements, the facility building and structures must meet all California Building Code regulations. To ensure all regulatory requirements are met, applicants must submit complete construction plans to the City for plan check, prior to Building Permit issuance.

To expedite review, the City offers Early Plan Check so applicants may submit both the planning project site plans as well as the construction plans for concurrent review. To submit for Fire and Building Plan Check, applicants must submit the following:

- SIX sets of construction documents (building, plumbing, electrical, etc.), signed and stamped by a licensed professional
- LACF Form 196

- Early Plan Check Indemnification Form (if, applicable)

STEP 6: Occupancy and Business License

Prior to building occupancy, the facility building(s) must be inspected and approved by the City Building Inspector. Once all inspections are completed and the building(s) are approved for occupancy, the City will issue a Certificate of Occupancy (C of O). The C of O will be required to obtain a Business License which is also required to conduct business within the City.

STEP 7: Operations

Upon successful completion of Steps 1-7, the Cannabis facility may open for business. The business must operate in compliance with all permit Conditions of Approval, Ordinance 673, the City Municipal Code and all other applicable local and state regulations, including obtaining all required State Cannabis licenses.

FIGURE 1.1: CANNABIS OVERLAY ZONE

