



## CANNABIS BUSINESS PERMIT SUBMITTAL CHECKLIST

**PLEASE READ CAREFULLY. YOUR APPLICATION WILL NOT BE ACCEPTED IF DEEMED INCOMPLETE AND YOU WILL NOT BE PERMITTED TO RESUBMIT UNTIL THE INITIAL FILING PERIOD HAS BEEN COMPLETED SHOULD LICENSES BE AVAILABLE.**

All Cannabis Business Permit Applications must provide the following information in the order identified below in the format identified within the Checklist:

\_\_\_\_\_ **1. Completed Cannabis Business Permit Application Form.**

IMPORTANT: THE APPLICATION SHALL BE SIGNED AND NOTARIZED BY THE APPLICANT AND PROPERTY OWNER.

\_\_\_\_\_ **2. Copy of social security card and DMV issued driver's license, DMV issued ID card, or passport for each owner/corporate officer.**

\_\_\_\_\_ **3. Proof of address for each owner/corporate officer (DMV issued driver's license, DMV issued ID card, passport, or recent utility bill in owner/corporate officer's name).**

\_\_\_\_\_ **4. OPERATION HISTORY.** Provide a written statement, signed under penalty of perjury, as to whether the cannabis business with one or more management members in common with the applicant, previously operated in this or any other city or state under a similar license/permit, and whether the cannabis business applicant ever had such a license/permit denied, revoked or suspended and the reason(s) therefore. Contact information (city, name, phone number, email, etc.) for each of those operations shall be provided including a contact person from the local government for verification purposes.

\_\_\_\_\_ **5. Proposed Location:**

- A. Describe the neighborhood, property, building and floor plan. A site plan (accurate, dimensioned and to-scale, minimum scale of 1/4") is to be provided capable of identifying all the physical improvements on the property. A floor plan (accurate, dimensioned and to-scale minimum of 1/4") is to be provided capable of identifying the existing layout and uses within the interior of the building. A floor plan (accurate, dimensioned and to-scale minimum of 1/4") of the proposed use.
- B. Identify and describe any sensitive use areas (parks, school, daycare centers, youth center or residential) within five hundred (500) feet of the proposed location.
- C. Confirm the property has the appropriate zoning and meets all the locational requirements as described in LHMC Chapter 18.22.
- D. Neighborhood Compatibility Plan
  - 1. Address how the Cannabis Business, including its exterior and surrounding public areas, will be managed to avoid becoming a nuisance or having negative impacts on its neighbors and/or surrounding community.
  - 2. Describe proactive measures designed to reduce or eliminate quality of life complaints associated with noise, odor, light, loitering, and vehicle and pedestrian traffic.
- E. Air Quality Plan  
Describe the measures designed to reduce or eliminate odor. The odor plan should include elements of building design, air circulation equipment and polices used to prevent impacts to employees and surrounding businesses.

**6. Business Plan that includes at a minimum:**

- A. Describe the target consumer for your product or service.
- B. Ownership – Identify all owners and their percentage of ownership. Each owner should include information concerning any special business or professional qualifications. Identify whether they are a part of any other cannabis operations within the State of California.
- C. Documents pertaining to business structure, if applicable
  - i. Articles of Incorporation
  - ii. Articles of Organization
  - iii. Certificate of Limited Partnership
  - iv. Statement of Partnership Authority
- D. Finances – A budget for construction, operation, maintenance, compensation of employees, equipment costs, utility costs, and other operation costs. The budget must demonstrate sufficient capital in place to pay startup costs and at least three months of operating costs, as well as a description of the sources and uses of funds.
  - i. Proof of capitalization, in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets.
  - ii. A pro forma for at least three years of operation.
  - iii. A schedule for beginning operation, including a narrative outlining any proposed construction and improvements and a timeline for completion.
- E. Daily Operations – With as much detail as possible, the Business Plan should describe the day-to-day operations which meet industry best practices for the specific type license being sought. At a minimum it should include the following:
  - i. Describe the total number of employees that will be employed.
  - ii. Identify any third party vendors/consultants that will be utilized at your onsite operation.
  - iii. Describe the supply chain your facility will utilize to acquire items for this operation.
  - iv. Detail the specifics of the Commercial Cannabis Activity from the prospective of components and materials as a part of the business operation. This should identify each step of the process and give numerical detail, such as capacity of the business operation.
  - v. Describe in detail the methods used to store and then distribute products. At minimum, it should include the following:
    - a. Onsite warehousing capacity.
    - b. Location of any offsite warehousing, if applicable.
    - c. The number of vehicles used for the transportation of product.
    - d. The type of vehicles utilized for this transportation.
    - e. Whether a third-party transport company will be utilized. You must identify the transport company.
  - vi. Include a construction budget and how waste will be managed.
- F. Describe how the Cannabis Business will conform to local and state law. What type of state license will the business be applying for at the state level? See LHMC Chapter 18.22 (Commercial Cannabis Activity).
- G. Describe how cannabis will be tracked and monitored to prevent diversion. Describe the Point of Sale system to be used and how it will interact with the state’s mandated track and trace system.

**7. SECURITY PLAN.** A security plan prepared by a qualified security consultant (Security plans will not be made public). A Premises Diagram must be included with the Security Plan. The diagram must meet the requirements of the Bureau of Cannabis Control CCR Title 16, Division 42, Section 5006, Premises Diagram. The Premises Diagram is to include:

- A. The diagram shall show the boundaries of the property and the proposed location to be licensed, showing all boundaries, dimensions, entrances and exits, interior partitions, walls, rooms, windows, and doorways, and shall include a brief statement or description of the principal activity to be

- conducted therein.
- B. The diagram shall show and identify commercial cannabis activities that will take place in each area of the premises and identify all limited-access areas.
- C. The diagram shall show where all cameras are located and assign a number to each camera for identification purposes.
- D. The diagram should be accurate, dimensioned and to-scale (minimum scale of 1/4”).
- E. If the proposed location consists of only a portion of a property, the diagram must be labeled indicating which part of the property is the proposed location and what the remaining property is used for.

In addition, the Security Plan shall describe at a minimum, the following components (additional components may be added by the City during the CUP review process):

- F. Details on operational security, including but not limited to:
  - i. Employee specific policies, training, sample written operational policies and procedures;
  - ii. Transactional security;
  - iii. Visitor security;
  - iv. Third party contractor security. Security personnel, if utilized, must be licensed by the State of California Bureau of Security and Investigative Services;
  - v. Delivery security.
  - vi. Cash Handling procedures.
  - vii. Inventory Control
- G. A description of the overall facility security, including but not limited to:
  - i. Perimeter security:
    - a. An alarm system on all perimeter entry points and perimeter windows shall be professionally installed, maintained, and monitored.
    - b. The exterior of the business shall be monitored at all times by web- based closed-circuit television for security purposes. The camera and recording system must have adequate quality, color rendition, and resolution to allow the ready identification of any individual committing a crime anywhere on or adjacent to the location. The operator shall maintain at least 90 days of concurrent hours of digitally recorded documentation. The owner/operator shall make the recordings available to the La Habra Police Department within 24 hours of receipt of such a request. Location of exterior lighting including parking area.
  - ii. Building ingress and egress access security:
    - a. Sensors shall be installed to detect entry and exit from all secure areas;
    - b. Any bars installed on the windows or the doors of the cannabis business shall be installed only on the interior of the building if allowed by the California Building Code.
  - iii. Product security (at all hours)
  - iv. Internal security measures for access (area specific)
  - v. In addition to the site plan submitted for the Proposed Location, an accurate, to scale Security Premises Diagram must be included with the Security Plan capable of identifying Limited-Access areas, location of surveillance equipment, safe/vault/locked and secured room (locked and secured room should be further described).
  - vi. Each cannabis business shall have the capability to remain secure and operational during a power outage and shall ensure that all access doors are not solely controlled by an electronic access panel; thus, ensuring that locks are not released during a power outage.

**8. SAFETY PLAN.** A safety plan shall be prepared by a professional fire prevention and suppression consultant. The safety plan describes an evacuation plan, the capture and evasion of potential volatile gases, safety measures considered for employees, product inventory, and surrounding neighborhoods (additional components may be added by the City during the CUP review process). The Safety Plan

shall include:

- A. A detailed safety plan. This plan will describe all fire prevention and suppression measures, fire extinguisher locations, evacuation routes and alarm systems the facility will have in place.
- B. Identify storage locations of all gases, pesticides, and chemicals.
- C. Describe and identify suppression systems, gas detection equipment and exhaust systems.
- D. Describe accident and incident reporting procedures.
- E. Identify and describe waste management locations and procedures.

**9. LABOR & EMPLOYMENT PLAN.** A Labor & Employment Plan shall be prepared that addresses each of following items:

- A. The application should describe to what extent the Cannabis Business will adhere to heightened pay and benefits standards and practices, including recognition of the collective bargaining rights of employees.
- B. Identify number of employees at initial opening and the maximum number of employees when the business is at full capacity.
- C. Identify all positions and their responsibilities.
- D. Describe compensation to and opportunities for continuing education and training for employees.
- E. State the extent to which the Cannabis Business will be a locally managed enterprise whose owners and/or managers reside within La Habra and/or the County of Orange.
- F. Local hiring and sourcing practices.

**10. Community benefits and environmental plan that includes at a minimum:**

- A. Describes odor mitigation techniques.
- B. Methods of addressing local complaints by residents or law enforcement.
- C. How to address areas affecting residents' quality of life i.e. traffic, loitering, etc.
- D. Sustainable business or building practices.
- E. Community benefit and/or youth programs in La Habra.
- F. Revenue sharing.

**11. FEES. Payment must be made by certified check, cashier's check or money order made payable to the City of La Habra. The schedule of fees is as follows:**

Deposit for Cannabis Operations Permit Application Fee*	<b>\$30,000.00</b>
Commercial Cannabis Employees Background Check Fee**	<b>\$350.00</b> (supervisory staff) <b>\$200.00</b> (line staff employees)

*\*All direct costs associated with processing the application shall be charged against the deposit including the established fees for a development agreement, conditional use permit, and business license. Should the cost to process the "Cannabis Business Permit Application" exceed the deposit, an additional \$30,000 is to be deposited and so forth until the process has been completed. Any unused funds shall be returned to the applicant upon completion of the "Cannabis Business Permit Application" process. Should a cannabis business permit be denied, all spent funds are not refundable.*

*\*\*This fee applies to commercial cannabis activities having already completed the "Cannabis Business Permit Application" process.*

**SUBMITTAL INSTRUCTIONS**

Hard copy applications must be submitted in three ring binders with tabbed dividers labeled to match the Checklist. Applicants must hand deliver two (2) complete comprehensive and signed originals of the City of La Habra Cannabis Business Application Form and all attachments, a flash drive containing one (1) comprehensive and signed copy of the application including attachments in a PDF format, and payment of the \$30,000 initial application fee by the date established within the "Commercial Cannabis Business Opportunity Activity Summary Sheet". Payment must be made by a certified check, cashier's check or money order made payable to the City

of La Habra. Please note the City will not accept cash or credit cards. In addition, charges assessed against the application fee deposit are non-refundable.

Applications will be taken by **appointment only**. Please contact Planning Division Staff at the number below for an appointment.

**CONTACT INFORMATION:**

City of La Habra  
Community and Economic Development Department  
Planning Division (Chris Schaefer)  
**Phone #:** (562) 383-4100

**Hours:** Monday-Thursday, 8:00AM-5:00PM

**Website:** <http://lahabraca.gov/1166/Marijuana-Related-Uses>

**IMPORTANT: All items on the checklist must be included in the initial submittal package in order for Planning Division Staff to accept the application.**

**Please note: Additional copies of the Cannabis Business Permit Application will be required for the Cannabis Task Force interview from Applicants invited to this process.**