



# CANNABIS LICENSE CHECKLIST

This bulletin provides general internal information, procedure, and requirements for an Applicant to submit an application to the City Manager.

Overview of Required Items	Approved	Denied	Existing
<b>1) Complete Application</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>A) Cannabis Application</b>	<input type="checkbox"/>	<input type="checkbox"/>	
• General Information (LIC-977-CNB Pages 1 to 3)	<input type="checkbox"/>	<input type="checkbox"/>	
• Applying as a Corporation or Incorporated (LIC-977-CNB Pages 3 to 4)	<input type="checkbox"/>	<input type="checkbox"/>	
• Property Owner / Landlord disclosure (LIC-977-CNB Pages 5 to 7)	<input type="checkbox"/>	<input type="checkbox"/>	
• Lease, Deed, Title, or other contractual form included	<input type="checkbox"/>	<input type="checkbox"/>	
• Operating Standards Acknowledgement (LIC-977-CNB Page 8)	<input type="checkbox"/>	<input type="checkbox"/>	
• Information release form (LIC-977-01-CNB Page 9)	<input type="checkbox"/>	<input type="checkbox"/>	
• On-site member contact statement (LIC-977-CNB Page 10)	<input type="checkbox"/>	<input type="checkbox"/>	
• Application Fees	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B) Conditional Use Permit (LIC-977-CNB Pages 11 to 14)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
• Seven (7) sets of the plans in 24" x 36"	<input type="checkbox"/>	<input type="checkbox"/>	
• Notification Package	<input type="checkbox"/>	<input type="checkbox"/>	
• Title Report	<input type="checkbox"/>	<input type="checkbox"/>	
• Existing Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	
• Proposed Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Conceptual Grading and Drainage Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Conceptual Architectural Renderings / Floor Plans	<input type="checkbox"/>	<input type="checkbox"/>	
• Exterior Lighting Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Conceptual Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• An electronic copy of all of the above plans in "JPEG" or "PDF" format on either a Compact Disk or USB memory device	<input type="checkbox"/>	<input type="checkbox"/>	
• Any special studies as determined by the Community Development Department	<input type="checkbox"/>	<input type="checkbox"/>	
• Zoning map demonstrating the proposed Business Premises falls within the "Green Zone"	<input type="checkbox"/>	<input type="checkbox"/>	
<b>C) Development Agreement (LIC-977-CNB Pages 15 to 50)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>D) Indemnification Agreement (LIC-977-CNB Pages 51 to 52)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>E) Notice of Acknowledgment (LIC-977-CNB Page 53)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>F) Environmental Information and Checklist (LIC-977-CNB Pages 54 to 56)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>G) Security Plan (written with provisions) (LIC-977-CNB Pages 57 to 60)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
• 24-hour security surveillance cameras, alarm system, sensors, panic alarms, 24-hour security personnel for cultivation, security personnel for dispensary during operating hours.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>H) Individual Application &amp; DOJ Live Scans for Owners (LIC-977-CNB Pages 61 to 68)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>I) Operations Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	
• Prevent individuals from remaining on premises if not engaging in activity directly related to the business.	<input type="checkbox"/>	<input type="checkbox"/>	
• Limited access areas	<input type="checkbox"/>	<input type="checkbox"/>	
• All Cannabis and Cannabis Products shall be kept in a secure manner	<input type="checkbox"/>	<input type="checkbox"/>	
• Designated security representative/liaison	<input type="checkbox"/>	<input type="checkbox"/>	
• Storage and Transportation Plan	<input type="checkbox"/>	<input type="checkbox"/>	
• Cooperation with the City whenever the City Manager or Chief of Police makes a request	<input type="checkbox"/>	<input type="checkbox"/>	
• Notification to Police Department with provisions	<input type="checkbox"/>	<input type="checkbox"/>	
<b>J) Electronic Copy of Entire Application (either a Compact Disk or USB memory device)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>K) Conditions of Approval from Planning Commission</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>