



For City Staff Use Only

PA#:

Date Submitted:

CBP #(s):

## CANNABIS BUSINESS PERMIT

On November 14, 2017, the City of Lake Elsinore City Council adopted an ordinance that conditionally permits cannabis related land uses in both the M-1 and M-2 zone districts, subject to the approval of a Conditional Use Permit. The ordinance establishes a specific cannabis business permit and three conditionally permitted cannabis related land uses, subject to the approval of a Conditional Use Permit; these uses include cultivation, manufacturing and testing. Two additional cannabis related land uses were established that must be collocated with a conditionally permitted land use, these uses include dispensaries and distribution facilities.

### PROPERTY INFORMATION

Address:

APN(s):

General Plan Designation:

Zoning Designation:

Current Use/Description of the property:

### SUBMITTAL REQUIREMENTS

Comprehensive Project Description (See attached required information)

Property Owner signed affidavit specifying permitted cannabis related landuse.

Required Conditional Use Permit information (Refer to the Planning Application form)

### PROJECT DESCRIPTION

# CONTACT INFORMATION

Property Owner *	Applicant*
Name:	Name:
Mailing Address:	Mailing Address:
City/State/Zip Code:	City/State/Zip Code:
Phone:	Phone:
Email:	Email:
Architect	Engineer
Name:	Name:
Mailing Address:	Mailing Address:
City/State/Zip Code:	City/State/Zip Code:
Phone:	Phone:
Email:	Email:

\*For additional contacts attach a separate page with APN(s), address, contact information, and signatures.

## PROPERTY OWNER/APPLICANT SIGNATURE

I hereby certify that I am the applicant or designated agent named herein and that I am familiar with the rules and regulations with respect to preparing and filing this petition for discretionary action, and that the statements and answers contained herein and the information attached are in all respects true and accurate to the best of my knowledge and belief. Please note all correspondence will be directed to the designated applicant.

The property owner further certifies that they are the legal owner of the property, consent to the filing of this application, and have authorized the applicant below to represent them with respect to the processing of this application.

Finally, I understand that incomplete applications cannot be transmitted or processed. To process a case in an expeditious manner, a complete application package is necessary.

Property Owner(s)		
Name (Print):	Signature:	Date:
Name (Print):	Signature:	Date:
Applicant		
Name (Print):	Signature:	Date:

Please check this box if you are willing to receive staff reports via emails

## Cannabis Business License Project Description

Please prepare a comprehensive project description, which includes a minimum of the following information and shall be structured as detailed below:

### A. Executive Summary

- Concise summary of the project description

### B. Project Proponents

- Legal Name of Applicant (Entity), this will be used for all permitting related activities.
- Is the proposed cannabis operation a sole proprietorship, General Partnership, Limited partnership, and Type C or S Corporation? Please attach any articles of incorporation or other legal establishment of the applicant entity as an attachment.
- List all Persons/Entities Owning 5% or more of Applicant Entity
- Please Disclose All Convictions, Infractions and Other Applicable Items Relative to Law Enforcement for ALL Persons Owning ANY portion of a Facility (Retail or Cultivation)
- Description of Experience in the Cultivation of Cannabis (Name of Entity, Place of Entity, Describe Specific Experience)<sup>1</sup>

### B. Project Location

- Proposed Business Location (Address and Assessor's Parcel Number)
- Documentation (Letter of Intent, Purchase and Sale Agreement, Lease Document or Similar) for Proposed Business Location (Price for Sale or Lease may be Redacted)
- Is the subject property located within a business park property owner association? If yes, are potential uses subject to approval from the association? Please provide documentation in the form of an attachment of the association approval if applicable.
- Description of surrounding land uses.

### C. Operational Characteristics

- Summary of the operational characteristics
- Will the proposed Cannabis business be recreational or medical in nature? If the proposed business is to be medical in nature, please provide documentation that applicant has filed or is currently registered with the State of California as a cooperative or collective pursuant to Corporations Code §12201 or Corporations Code §12300.
- Proposed Size of Building (total):
- Proposed Uses of Building and Square footage:
  - Office/Administrative
  - Cultivation

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<sup>1</sup> A person may not be denied the ability to obtain a permit or operate a distribution facility solely on the basis that the person has been convicted of a felony if the person has obtained a certificate of rehabilitation (expungement of felony record) under California law or similar federal statute or state law under which the expungement was granted

- Shipping/Receiving
- Laboratory/Testing
- Dispensary
- Kitchen/Food Product Manufacturing
- Other (Please Describe)
- Estimate range of quantity to be produced annually (Stabilized).
- Estimated value of product.
- Estimate range of quantity to be sold via retail on-site (if applicable)?
- List Any Local/County/State or Federal Permits in Your Possession (including Will-Serve Letters)
- Projected Total Employees and Listing of Type (by Title or Job Assignment), show if they are Part-Time or Full-Time and estimated salary range.
- Projected Total Payroll (Annual).
- How will Payroll be Processed (through a bank, credit union, third party payroll company or by cash)
- How will Payroll Taxes be withheld?
- How will Sales be Accounted For (Software System, Point of Sale or otherwise)?
- How will Project Transportation/Distribution Security be Addressed?
- Will you or persons you employ be seeking concealed weapons permit or similar?
- Describe ALL chemicals and fertilizers to be used on site and their toxicity? How will said be disposed of after use (including within water/sewer system)?

D. Security Plan (Security Plans shall be submitted as a separate document and incorporated as an attachment to the project description). Each cannabis business site shall have security plan approved by the Sheriff's Department. The security plan shall be a narrative and also include a detailed security plan delineating the physical location of the specific equipment. The proposed security plan must include the following at a minimum:

- Summary of the security plan, this shall be included in the project description, all other elements shall be incorporated as a separate attachment, entitled security plan, to the project description.
- Security surveillance cameras. Security surveillance cameras and a video recording system must be installed to monitor all doors into the buildings on the site, the parking lot, loading areas, and all exterior sides of the property adjacent to the public rights of way. The cameras and recording system must be of adequate quality, color rendition, and resolution to allow the identification of any individual present on the site. The recording system must be capable of exporting the recorded video in standard MPEG formats to another common medium, such as a DVD or USB drive.
- Security video recording and retention. Video from the security surveillance cameras must be recording at all times (24 hours a day, seven days a week) and the recording shall be maintained for at least 30 days. The video recordings shall be made available to the City upon request.
- Location of security cameras and the areas to be covered by the security cameras.
- Location of audible interior and exterior alarms.
- Location of exterior lighting.
- Name and contact information of Security Company

- Whether entrances to all dispensing and cultivation areas will be locked and under control of staff at all times.
- Name of security guard and proof that security guard is licensed by the California Department of Consumer Affairs and whether security guard will be present at the medical marijuana facility during all hours of operation.
- If the security guard is to be armed, proof that security guard possesses a valid Security Guard Card and Firearms Permit issued by the California Department of Consumer Affairs.
- Alarm system. Professionally and centrally-monitored fire, robbery, and burglar alarm systems must be installed and maintained in good working condition. The alarm system must include a private security company that is required to respond to every alarm.

F. Fire Protection Plan. (Security Plans shall be submitted as a separate document and incorporated as an attachment to the project description). Each cannabis business site shall have fire protection plan approved by the Fire Marshal. The fire protection plan shall be a narrative and also include a detailed fire protection plan delineating the physical location of the specific equipment. The proposed fire protection plan must include the following at a minimum:

- Summary of the fire protection plan, this shall be included in the project description, all other elements shall be incorporated as a separate attachment, entitled security plan, to the project description.
- Occupancy Classification. The Use and Occupancy Classification of Marijuana Business. Please identify the proposed use and occupancy classification of the proposed use. Use and occupancy classifications may be found in Chapter 3 of the International Building Code (IBC), and International Fire Code (IFC).
- Hazard Communication. When storing or using any type of hazardous materials, IFC Section 407 should be followed and the appropriate paperwork made accessible to the fire code official. Additionally, IFC Sections: 5001.3 - 5001.6.3 should be consulted. Section 407 of the IFC gives responders the information of the hazardous chemicals that is on the property.
  - Material Safety Data Sheets (MSDS) shall be on property and made easily accessible.
  - Containers and/or packages related to hazardous materials shall be properly labeled and warning signage shall be properly displayed and easily visible.
  - All persons shall be trained on what to do in the event of an emergency involving hazardous material on the property.

Fire protection plans shall refer to the location of all hazard communication information.

- Interior Finishes. It is common in marijuana grow facilities to use a Visqueen® or Mylar® type plastic/polyethylene or polyester sheeting to cover walls and ceilings. Any use of plastic to enclose rooms or cover walls and/or ceilings must be installed in accordance with building and fire code requirements. Interior finishes must comply with flame spread ratings in accordance with Table 803.3 of the IFC. (Note: Hanging plastic from ceilings or suspended overhead structures to create wall dividers is typically NOT compliant with code provisions for a wall partition or interior finish.)

- Exits and Exit Signage, Egress Security measures are often extreme in marijuana facilities. The desire for security in no way overrides the minimum requirements for exiting and egress. Common issues associated with exits and egresses are as follows: Number of exits shall be in accordance with Table 1006.2.1 and Table 1006.3.2(2) and Section 1017.2 of the IFC. Fire protection plan shall identify
  - Means of egress cannot be concealed in any way.
  - Exit doors and their function (these cannot be eliminated without prior approval).
  - Where 2 or more exits are required, egress doors are required to swing in the direction of egress travel.
  - Where more than one exit is required, illuminated exit signs are to be provided that must be readily visible from any direction of egress travel.
  - Intermediary exit signs may also be required per Section 1013 of the IFC.
  - H occupancies require specific considerations for exiting.
- Locks and Key Box Where security and life safety objectives conflict, alternative measures may be required or permitted by the City. SECURITY GATES – Due to the increased security measures typically required, and the potential hazards associated with marijuana facilities, the City is authorized to require that any security gate be installed across a fire apparatus road first be approved before installation.
  - KEY BOXES – Installation of a key box in an approved location, which will permit timely access to the facility in the event of an emergency shall be identified.
  - LOCKS – The installation of “approved” locks on any and all gates or similar barriers, which will permit timely access to all areas of the facility’s property in the event of an emergency. If the facility has electronic access controls, the City will require an access code or electronic access card be provided.
  - BOLTS, BARS, LOCKS & LATCHES – Egress doors are required to open easily when exiting without the need for a key, without using extra effort and/or without having special knowledge in order to operate the installed hardware. Door handles, pulls, latches, locks and other operating devices should be free of tight grasping, tight pinching or twisting of the wrist to operate. Slide bolts, security bars, dead bolts, thumb latches and similar hardware items are prohibited from being installed on emergency egress doors.
  - ALTERNATIVE LOCKING DEVICES - Delayed egress locks and electromagnetic locks are permitted for use in other occupancy types, and must be approved for use by the City.
- Fire suppression systems. Fire protection plan shall include all suppression systems designed to meet the specific

#### E. Closure Plan

- Summary of the remediation plan. This shall be included in the project description, all other elements shall be incorporated as a separate attachment, entitled security plan, to the project description.
- Remediation Plan. Describe how Cultivation/Retail Facility will be remediated at end of use? (Process of Removing Equipment, Chemicals, and other items/remnants).

- A closure cost estimate. Closure costs include the expenses for ceasing operation of the cannabis facility and safely closing the unit and cleaning up any contamination. Post-closure care costs include long-term maintenance of the unit or facility, monitoring, and record keeping during the required post-closure care period. Owner/operators calculate cost estimates based on the cost of paying a third party to perform the required closure and post-closure care activities as outlined in the facility's remediation plan. Cost estimates must be adjusted annually throughout the operational life of the facility to account for inflation.
- Surety Bond. A surety bond from a surety company shall be submitted and maintained through out the life of the cannabis business permit that all closure and post-closure care requirements will be fulfilled. If the owner/operator fails to meet the requirements specified in the bond, the surety company is liable for the costs.