

PLEASE READ CAREFULLY. YOUR APPLICATION WILL NOT BE ACCEPTED IF DEEMED INCOMPLETE.

All applicants must provide the following information:

- ___ 1. **Cannabis Business Permit Application Forms (Part 1 and Part 2).** **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 having a minimum interest of 10% in the business.**
- ___ 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. **Documents pertaining to business structure, if applicable:**
 - a. Articles of Incorporation
 - b. Articles of Organization
 - c. Certificate of Limited Partnership
 - d. Statement of Partnership Authority
- ___ 5. **Business Plan that includes at a minimum:**
 - a. Describe the target consumer for your product or service.
 - b. Proof of capitalization, in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets.
 - c. A schedule for beginning operation, including a narrative outlining any proposed construction and improvements, and a timeframe for completion.
 - d. How the business will conform to local and state law. What type of state license will the business be applying for at the state level?
 - e. An Operational Plan that describes the day-to-day operations which meet the industry best practices for the specific type of permit in which you are applying for in the City. 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. Describe how the cannabis will be tracked. Specifically outline the details on how it will be monitored to prevent diversion.
 - v. 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.
 - vi. Describe in detail the methods used to store and then distribute products. At minimum, it should include the following:

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1. Onsite warehousing capacity.
2. Location of any offsite warehousing, if applicable.
3. The number of vehicles used for the transportation of product.
4. The type of vehicles utilized for this transportation.
5. 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.
- vii. Include a business operation budget for the first three months of operation that is to include start-up costs, expenses and revenues.

6. SECURITY PLAN. A security plan prepared by a qualified security consultant that describes a minimum, the following components (additional components may be added by the City during the CUP review process):

- a. 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.
- b. A description of the overall facility security, including but not limited to:
 - i. Perimeter security:
 1. An alarm system on all perimeter entry points and perimeter windows shall be professionally installed, maintained, and monitored.
 2. 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.
 - ii. Building ingress and egress access security:
 1. Sensors shall be installed to detect entry and exit from all secure areas;
 2. 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)

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- v. An accurate, to scale Security diagram 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.

7. FLOOR PLAN. A floor plan showing existing conditions. If changes are proposed as part of the project, then a proposed floor plan should also be submitted. The floor plan(s) should be accurate, dimensioned and to-scale (minimum scale of 1/4").

8. SAFETY PLAN. A safety plan that 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).

9. 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. Local hiring and sourcing practices.
- e. Sustainable business or building practices.
- f. Community benefit and/or youth programs in La Habra.

10. 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.

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*	\$30,000.00
Commercial Cannabis Employees Background Check Fee**	\$350.00 (supervisory staff) \$200 (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" 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" 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" process.

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MATERIALS INCLUDED IN APPLICATION PACKET

Additional material included in this packet:

- Cannabis Business Permit Application Form (Part 1 and 2).
- Live Scan Fingerprinting Instructions (a unique identifier will be assigned to each individual being Live Scan fingerprinted and therefore each applicant must obtain a form with an assigned identifier from a Planning Division Staff member).
- Copy of Motor Carrier permit.

SUBMITTAL INSTRUCTIONS

Submit five (10) hard copies of the application and one (1) digital copy.

Hard copy applications must be submitted in three ring binders with tabbed dividers labeled as follows:

- Cannabis Business Permit Application Form (checklist items #1-3 and #10-11)
- Corporate Documents (checklist item #4)
- Business Plan (checklist item #5)
- Security Plan (checklist item #6)
- Floor Plan (checklist item #7)
- Safety Plan (checklist item #8)
- Community benefits and environmental plan (checklist item #9)

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 Development Department

Planning Division (Chris Schaefer)

Phone #: (562) 383-4100

Hours: Monday-Thursday, 7:30AM-5:30PM (open alternate Fridays, 7:30AM-4:30PM)

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

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