

APPLICATION FOR CANNABIS BUSINESS PERMIT

CANNABIS BUSINESS PERMIT STEP BY STEP SUBMITTAL GUIDE | PAGE 1/4



Contact Information:

Planning Division
110 E. La Habra Blvd. La Habra, CA 90631
Phone #: (562) 383-4100 (Chris Schaefer)

CITY STAFF USE ONLY

ACTION #:

PLEASE READ CAREFULLY. These steps will not be taken out of order. You cannot start operations until you have completed all steps. PLEASE NOTE: any false statements, misleading statements or omissions on this application shall be grounds for disqualification.

STEP ONE (Appointment):

Make an appointment with the Planning Division for an on-site inspection of the property for a determination as to whether it conforms to all current Zoning development standards. If not, the property must be improved to the maximum extent possible to current Zoning development standards. The property must be located within an eligible area identified on the most current "Possible Cannabis Activity Site Land Use Map". Upon successful completion of the on-site inspection, make an appointment with the Planning Division for the submittal of your application. All portions of the application including the elements identified by the "Cannabis Business Permit Submittal Checklist" must have been submitted/addressed in order for the application to be accepted by staff. Upon acceptance of the application, a case manager will be assigned to the project.

STEP TWO (Application Submittal):

During your appointment, submit all items listed on the application checklist. This includes all applicable fees. **IMPORTANT: Planning Division Staff will not accept an application if it is not complete.**

STEP THREE (Background Check Appointment):

Planning Division Staff will contact you within five (5) working days following the submittal of your application packet to set up a 2nd appointment. During this appointment, you will be provided background check paperwork for all of the owner(s)/corporate officer(s) that you listed in Part 2 of the application. **IMPORTANT: This step applies to owner(s)/corporate officer(s) only.** You will have an opportunity to start the background check process for any non-union employees after completing Step Six.

This background paperwork will consist of two specific forms:

1. **Cannabis Business Permit Supplemental Background Check Application.** This form shall be completed and signed by each individual in Part 2 of your application. Hold onto these form(s) for submittal in Step Four.
2. **Live Scan Form.**
 - a. This form is used to conduct a background check overseen by the La Habra Police Department. The Police Department will bill the cost of the background investigation against the Cannabis Operations Permit Application deposit fee for each individual named a part of the business operation.

- a. Staff will assign a unique form with an identifier code for each individual that you have listed in Part 2 of the application.
- b. You must make an appointment with the La Habra Police Department for each person to be processed. For fee information and to make an appointment, please call (562) 383-4300.
- c. The Police Department will provide you with two carbon copies of the completed Live Scan form. Please retain one copy for your records and provide the other copy to Planning Division Staff in Step Four.

STEP FOUR (Live Scan Submittal):

After all the individuals listed in Part 2 of your application have completed the Live Scan process, you must then call Planning Division Staff at (562) 383-4100 and make an appointment to submit the completed Live Scan carbon copies.

STEP FIVE (Application/Interview Evaluation):

Once this step is completed, a Cannabis Review Board (CRB), consisting of the City Manager, Director of Community and Economic Development, Police Chief, Finance Director, and Director of Public Works, or their respective designee, will review your application and conduct an interview. The application and interview will be evaluated using the merit criteria outlined below. Applicants must submit all supplemental documentation or references with the Cannabis Business Permit application that support the statements below for review by the City. Applicant must score a minimum of 80% to advance to the next step.

- Applicant demonstrates control of a site that is in full compliance with the requirements of Chapter 18.22 of the La Habra Municipal Code. – **Up to 20 points**
- Applicant or team of advisors demonstrates experience in operating a permitted or licensed commercial cannabis activity within the United States. – **Up to 20 points**
- Applicant demonstrates past experience in and commits to any of the following:
This criteria evaluates the items listed below. – Up to 45 points
 - Local hiring and sourcing practices.
 - Sustainable business or building practices.
 - Community benefit and/or youth programs in La Habra.
- Applicant, entity, or premises:
This criteria evaluates the items listed below. – Up to 15 points
 - Has no previous record of failing to make timely reporting or remitting of any other payments required by their entitlements if operating in another jurisdiction.
 - Is not the subject of any outstanding code enforcement activity.

Maximum possible points - 100

Applications will proceed to **Step Six** should a cannabis business permit for the specific operation permitted by Chapter 18.22 of the La Habra Municipal Code be available. All other successful applicants shall be placed on a wait list.

STEP SIX (Development Agreement):

After your application has been reviewed and determined eligible, those Applicants that complete step 4 will be notified and a Development Agreement would need to be prepared. The Applicant must enter into a negotiated Development Agreement with the City, which must be completed within 120 days of notification to proceed to the Development Agreement stage. Failure to reach agreement of the Development Agreement concludes the process.

STEP SEVEN (Conditional Use Permit):

Upon completion of the Development Agreement, a Notice to Proceed will be issued allowing you to proceed to the Planning Division's **Conditional Use Permit (CUP)** application process. The Qualified Cannabis Applicant has 60 days to submit an application for a CUP. Should the property require site improvements to comply with current Zoning development standards or if existing conditions of approval applicable to the property are not in place, all such improvements are to be completed within 60 days of the completed negotiated Development Agreement. In the case where the property is not able to comply with current Zoning development standards, the property is to be improved to the maximum extent possible within the timeframe noted above. No CUP application will be accepted until such property improvements have been completed. Failure to comply within the noted time period will result in the application being terminated and all unspent deposited application fees will be returned to the applicant. Upon acceptance of the CUP, a cannabis license for the requested action will be set aside until the Planning Commission and City Council acts on the requested CUP and Development Agreement. Should either the CUP or Development Agreement be denied, all unspent deposited application fees will be returned to the applicant. The set aside cannabis license will be released and be made available.

STEP EIGHT (Cannabis Business Permit):

The Planning Division will issue a Cannabis Business Permit upon completion of the following items:

- An approved CUP with all conditions implemented.
- An approved Development Agreement
- All applicable permits finalized which may include, but are not limited to, building permits and/or fire permits.
- An approved Certificate of Occupancy issued. Temporary Certificates of Occupancy **are not allowed**.
- Submittal of proof of insurance.
- An approved County of Los Angeles Fire Department **Notice to Prospective Businesses Statement of Intended Use** form submitted to the Planning Division.

During this stage, you may also begin the submittal process of background applications for non-union employees. Please call Planning Division Staff at (562) 383-4100 for submittal requirements.

Once you have satisfied these requirements, then you may call Planning Division Staff for an appointment to receive your Cannabis Business Permit.

STEP NINE (Cannabis Business License):

This step must be completed after successful completion of Steps 1-7. Please call the Finance Department at (562) 383-4050 to obtain a Cannabis Business License form.

NOTE: The Cannabis Business shall not be permitted to operate without valid proof that a state license has been obtained.