



## **Commercial Cannabis Business License Application Form**

***Medical / Recreational Storefronts & Delivery***

### **APPLICATION PERIOD:**

**Application Portal Opens September 30, 2023**

**Application Portal Closes October 30, 2023**

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Information on Daly City's Commercial Cannabis Business licensing processes can be found online at <https://www.dalycity.org/1041/Commercial-Cannabis> and includes the following:

- Commercial Cannabis Business License Application
- Request for Live Scan Service Form
- Commercial Cannabis Zoning Overlay / Eligibility Zone Map
- Commercial Cannabis Overlay Atlas
- Approved Ordinance: Commercial Cannabis Business License Regulations
- Approved Ordinance: CC-Commercial Cannabis Combining District
- Bureau of Cannabis Control Laws & Regulations
- Daly City Municipal Code

The application period to apply for a Commercial Cannabis Business License in the City will open on September 30, 2023, and will close on October 30, 2023, at 5:00pm. To be considered for issuance of a Commercial Cannabis Business License, complete application packages must be submitted to the Department of Economic and Community Development located at 333 90<sup>th</sup> Street, Daly City, CA 94015, by October 30, 2023, at 5:00pm. Late applications will not be accepted.

*Applicants should monitor the City's webpage for any additional information, FAQs, or updates. It is the responsibility of the Applicant to stay informed of any updates.*

The City may modify, postpone, or cancel the application period or review process without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any Applicant submitting an application in order to conduct a complete review of the application or an investigation into the truthfulness of the statements set forth in the application or provided at any stage of the application process.

*For questions related to this application, please contact Maybelle Manio, Economic Development Specialist, at (650) 991-8162 or [mmanio@dalycity.org](mailto:mmanio@dalycity.org).*



## Application Calendar

Daly City's Commercial Cannabis Business License Application will be available on September 30, 2023 at <https://www.dalycity.org/1041/Commercial-Cannabis>.

Application packages will be accepted by the Department of Economic and Community Development between September 30, 2023, through Monday, October 30, 2023.

***The Application portal will close on October 30, 2023, at 5pm Pacific Standard Time.***

- Application submittal period: September 30, 2023 – October 30, 2023
- Initial application review: October 31, 2023 – November 30, 2023
- Determination of Applicant/application eligibility: December 1 , 2023 – December 7, 2023
- Lottery selection process: Week of December 11, 2023
- Police Department application verification: December 18, 2023 – January 13, 2023
- Preliminary authorization for Commercial Cannabis Business License: Week of January 15, 2024

**Please note:** the proposed dates above are tentative and subject to change.

## Application Submittal Process

Before submitting your application, review your application in its entirety as well as information regarding the Commercial Cannabis Business License application process to ensure that it is complete and accurate.

The following procedures outline the application submittal and evaluation process:

### Submittal Requirements

Applicants must submit all required application materials together in a single comprehensive application package. This can be done in-person, Fed EX, UPS, or any other common carrier delivery service but must be received by the deadline; a postmark will NOT be accepted as a timely submission. The application must include all documents mentioned in Section 6 (Application Submittal Checklist), in hard copy, with original signatures. Additionally, all Applicants must submit a USB flash drive containing one complete digital copy of the application (in PDF format) and all other documents mentioned in Section 6. The application package and associated fees must be received by the Department of Economic and Community Development by no later than **5:00pm on October 30, 2023**.

Responses to the Security Plan element of the application shall be limited to 500 words per question.

If the space provided to answer a question is insufficient, please include surplus text in Appendix H.

All Applicants are required to submit a non-refundable application fee in the amount of \$621.00 for City staff time associated with reviewing applications, conducting background checks (via Live Scan), and administering the application process. Payments made by a certified check, cashier's check or money order must be made payable to the City of Daly City. Please note the City will not accept cash due to ongoing concerns related to the COVID-19 pandemic.

### Satisfaction of Minimum Criteria

Following application submittal, applications will be evaluated and reviewed by City staff for completeness and satisfaction of minimum criteria. Incomplete applications, as well as applications that do not satisfy minimum criteria will be deemed ineligible and will not be included in the lottery selection process. Satisfaction of minimum criteria as related to public safety will be determined by Police Department Staff based on review and evaluation of submitted security plan responses and premises diagrams in comparison with security-related regulations approved by the State of California, the California Bureau of Cannabis Control and the City of Daly City.



## Section 1: Applicant / Entity Information

### COMMERCIAL CANNABIS APPLICATION TYPE

COMMERCIAL CANNABIS BUSINESS TYPE (SELECT ALL THAT APPLY):

Adult-Use Cannabis

Retail

Medical Cannabis

Retail

Adult-Use Cannabis

Delivery

Medical Cannabis

Delivery

Other: \_\_\_\_\_

### APPLICANT / ENTITY INFORMATION

APPLICANT (ENTITY) NAME: \_\_\_\_\_ DBA: \_\_\_\_\_

Website Address: \_\_\_\_\_

Physical Address (office of record): \_\_\_\_\_

Mailing Address (if different from Physical Address): \_\_\_\_\_

Are owners associated with this application applying for other cannabis business licenses in the City?  Yes  No

Entity Type:  Sole Partnership  Corporation  S-Corporation  LLC  Limited Partnership  Other

*Include copies of all articles of incorporation, bylaws, articles of organization, or a true copy of any partnership or trust agreement, including any and all amendments to same, in Appendix A.*

Entity ID Number (as shown on Secretary of State Registration): \_\_\_\_\_

State of Incorporation / Creation: \_\_\_\_\_

If a Corporation or LLC, list all states where the entity is authorized to conduct business: \_\_\_\_\_

### APPLICANT POINT OF CONTACT

NAME OF APPLICANT POC: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant POC Physical Address: \_\_\_\_\_

Is the Applicant POC an agent for the Applicant?  Yes  No

*Note: If the Applicant POC is an agent, an authorized representative of the Applicant must complete the Authorization for Agent below*

#### **Authorization for Agent (if appropriate):**

As Applicant for this permit, I hereby authorize \_\_\_\_\_ to act as my Agent and to bind me in all matters concerning this application and to act as my Agent for service of process.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## OWNERSHIP INFORMATION

Please list all owners and their respective percentage ownership in the cannabis business. This section of the application must be completed by all owners. Please provide supporting documentation if you are a Publicly Traded Company (only need to list Board of Directors and any person with an ownership interest of 10% or more).

All owners must also fill-out and execute a Request for Live Scan Service Form. Request for Live Scan Service Forms can be found at the following link: <https://www.dalycity.org/1041/Commercial-Cannabis>.

I declare under the penalty of perjury that the information provided on this disclosure form is true and accurate to the best of my knowledge.

### Owner 1:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Ownership Percentage: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Owner 2:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Ownership Percentage: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Owner 3:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Ownership Percentage: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Owner 4:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Ownership Percentage: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please add pages as needed (in Appendix H) to include all Commercial Cannabis Business Owners***



## SUPPORTING INFORMATION

List all fictitious business names the Applicant is operating under including the address where each business is located:

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Has the Applicant or any of its owners been the subject of any administrative action, including but not limited to suspension, denial, or revocation of a cannabis business license at any time during the past (5) years? If so, please explain:

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Is the Applicant or any of its owners currently involved in an application process for cannabis-related business in any other jurisdictions? If so, please list the jurisdictions:

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Please provide the name of any attorney, management company or any other consultant, that will be assisting the Applicant with the application process or will be compensated either during the application process, upon the awarding or issuance of any permit.

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## SUPPLEMENTARY DOCUMENTS

Does Entity have a California state cannabis license issued by the BCC?  Yes  No

*If you answered yes, include a copy of license or evidence of license in Appendix B.*

Does Entity have comprehensive general liability insurance and automotive insurance?  Yes  No

*Include proof of insurance or evidence by an Insurance Agency that the cannabis business is insurable at minimum coverage in Appendix C.*

## SUPPLEMENTARY COMMITMENT

IS APPLICANT WILLING TO BE CONTACTED BY DALY CITY STAFF TO EXPAND ON APPLICATION RESPONSES AS REQUESTED BY CITY?  Yes  No



## Section 2: Live Scan Service Form

All owners listed in Section 1 of the application must complete a Request for Live Scan Service Form. Request for Live Scan Service Forms can be found at the following link: <https://www.dalycity.org/1041/Commercial-Cannabis>.\*

Please include executed Request for Live Scan Service Forms in Appendix D.

### BACKGROUND CHECK & LIVE SCAN SERVICE CONFIRMATION

Live Scan Service Form completed by all owners and included in Appendix D?  Yes  No

\*For any questions, please contact the Daly City Police Department's Records Division at (650) 991-8108 or [dcrecords@dalycity.org](mailto:dcrecords@dalycity.org).



## Section 3: Security Plan / Premises Diagram

Applicants are required to demonstrate the provision of adequate security on the premises of all proposed cannabis facilities through the submittal of a Security Plan and a Premises Diagram. Security Plans and Premises Diagrams are expected to comply with the Daly City Municipal Code, state law, and security-related regulations required by the Bureau of Cannabis Control. Please include responses to the questions below and the premises diagram in Appendix E and F, respectively.

***Please use the following links as needed to inform your responses:***

- Daly City Municipal Code: [https://library.municode.com/ca/daly\\_city/codes/code\\_of\\_ordinances](https://library.municode.com/ca/daly_city/codes/code_of_ordinances)
- California's Code of Regulations: <https://oal.ca.gov/publications/CCR/>
- Bureau of Cannabis Control Regulations: [https://www.bcc.ca.gov/law\\_regs/cannabis\\_order\\_of\\_adoption.pdf](https://www.bcc.ca.gov/law_regs/cannabis_order_of_adoption.pdf)

### SECURITY PLAN

PLEASE PROVIDE A BRIEF RESPONSE TO THE QUESTIONS BELOW (500-WORD LIMIT FOR EACH) AND INCLUDE THEM IN APPENDIX E:

- What surveillance system will be used to monitor the proposed cannabis facility?
- What security alarm system will be used to secure the proposed cannabis facility?
- What fire prevention and suppression measures will be implemented at the proposed cannabis facility? Include in your response an assessment of the proposed facility's fire safety and consideration of all possible fire, hazardous material, and inhalation issues/threats.
- What measures will Applicant take to reduce loitering and correct objectionable conditions that constitute a nuisance around the proposed cannabis facility?
- What operational security policies will be implemented at the cannabis facility? Include in the response a discussion of employee specific policies, training methods, sample written policies, and how those policies ensure transactional, visitor, and delivery security.
- What cash handling procedures (including physical transportation of cash) will be adhered to at the proposed cannabis facility (include discussion of day to day interaction with customers, vendors, and banking institutions as appropriate)?
- How will the proposed cannabis facility utilize the services of on-site security guards? Include in the response the number of guards employed, the hours guards will be on-site, the locations at which guards will be positioned, and their respective roles and responsibilities.
- How will cannabis products be securely stored at the proposed cannabis facility during and after regular operating hours?
- (For delivery operations only) What procedures will be put in place to ensure the safety of delivery drivers? Include in the response a description of driver education related to potential hazards.
- (Optional) What additional actions/measures not mentioned above will your proposed cannabis facility implement in order to provide adequate security on the premises?

RESPONSES TO THE QUESTIONS ABOVE INCLUDED IN APPENDIX E?  Yes  No



## PREMESIS DIAGRAM

PLEASE PROVIDE A PREMESIS DIAGRAM THAT MEETS THE REQUIREMENTS SHOWN BELOW AND INCLUDE IT IN APPENDIX F:

Applicants are required to submit a premises diagram, including the site perimeter, which focuses on the proposed security measures and how they relate to the overall business and its design (pursuant to CCR Title 16, Division 42, §5006. Premises Diagram).

The diagram shall be accurate, dimensioned and to scale (minimum scale  $\frac{1}{4}$ "). The scale may be smaller if the proposed location exceeds more than a  $\frac{1}{2}$ -acre parcel (i.e., 21,780 square feet) but must not be printed/provided on larger than an 11" x 17" sheet of paper.

The diagram must be drawn to scale and clearly identify property boundaries, entrances, exits, interior partitions, walls, rooms, windows, and doorways. The diagram must also show the number and location of all video surveillance cameras, identify the intrusion alarm and monitoring system used, and specify the primary activity that will occur in each area of the proposed cannabis operation.

Commercial cannabis activities and corresponding areas that must be identified on the diagram/site plan (if applicable) may include but are not limited to storage (aka limited access areas pursuant to CCR Title 16, Division 42, 5000), batch sampling, loading/unloading, packaging and labeling, customer sales, training, and employee break rooms.

PREMESIS DIAGRAM PROVIDED IN APPENDIX F?  Yes  No



## Section 4: Location Verification

Please use the following link as needed to review Daly City's Commercial Cannabis Eligibility Zone Atlas:  
<https://www.dalycity.org/DocumentCenter/View/4787/Cannabis-Overlay-Atlas> Please note that the City of Daly City will only be accepting applications for Zone 3, Zone 4, Zone 6 and Zone 7.

### LOCATION VERIFICATION

PROPOSED SITE ADDRESS: \_\_\_\_\_

Eligibility Zone Number: \_\_\_\_\_ Assessor's Parcel Number (APN): \_\_\_\_\_

Proposed Interior Location Square Footage: \_\_\_\_\_ Floor (e.g., 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>): \_\_\_\_\_

Number of Off-Street Parking Spaces: \_\_\_\_\_ Is Applicant the Owner of the Property?  Yes  No

Document Demonstrating Site Control Provided in Appendix G?\*  Not Applicable  Yes  No

\*Accepted documents include LOIs, leases, or signed letters from property owners

### PROPERTY OWNER AUTHORIZATION

PROPERTY OWNER NAME: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Property Owner Email: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Declaration: As owner (or authorized representative of the owner) of the property indicated above, I authorize the Applicant to seek a business license to operate a cannabis facility (of the type indicated below) at my property:

Adult-Use Cannabis

Retail

Medical Cannabis

Retail

Adult-Use Cannabis

Delivery

Medical Cannabis

Delivery

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Section 5: Fees

Applicants are required to submit a non-refundable application fee in the amount of **\$621.00** for City staff time associated with reviewing applications, conducting background checks, and administering the application process. Payments made by a certified check, cashier's check or money order must be made payable to the City of Daly City. Please note, the City will not accept cash due to ongoing concerns related to the COVID-19 pandemic.

### APPLICATION FEES

PAYMENT INCLUDED WITH APPLICATION?  Yes  No

Payment method:  Certified Check  Cashier's Check  Money Order



## Section 6: Application Submittal Checklist

Applications failing to submit any of the following will be determined incomplete unless otherwise noted. Incomplete applications will be removed from the review and selection process.

### APPLICATION SUBMITTAL CHECKLIST

#### APPLICATION REQUIREMENTS:

- One (1) printed hard copy and one (1) digital copy (USB) of a complete and signed Commercial Cannabis Business License Application including:
  - Articles of incorporation, bylaws, articles of organization, or a true copy of any partnership or trust agreement (Appendix A)
  - Proof of comprehensive general liability insurance and automotive insurance or evidence by an insurance agency that the cannabis business is insurable at minimum coverage (Appendix C)
  - Executed Live Scan Service Form (all owners – Appendix D)
  - Security Plan written responses (Appendix E)
  - Premises Diagram (hard copy printed on 11" x 17" sheet – Appendix F)
  - A signed and notarized document demonstrating site control on property indicated in Section 4 (Appendix G)
  - Application fee in the form of a certified check, cashier's check, or money order



## Section 7: Application Certification

I, the undersigned declare under penalty of perjury that to the best of my knowledge, the information contained in this application and its supporting documentation is truthful, correct and complete; and, the information contained in this application and its supporting documentation discloses all facts regarding the Applicant and associated individuals necessary to allow the City to properly evaluate the Applicant's qualifications for the business license. I, the undersigned further agree and acknowledge that I may be required to provide additional information as needed, for a complete investigation by the City and further agree and understand that any misrepresentations, omissions or falsifications in the application or any documents attached thereto or amendments thereto will be immediate grounds for the City to reject this application, deny this permit application and/or immediate grounds for revocation of a business license.

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Appendix A: Entity Articles of Incorporation, Bylaws, Articles of Organization, Partnership/Trust Agreement**



## Appendix B: California State License Issued by Bureau of Cannabis Control



## Appendix C: Proof of Insurance



## Appendix D: Executed Live Scan Service Forms



## Appendix E: Security Plan Responses



## Appendix F: Premises Diagram



## Appendix G: Document Demonstrating Site Control (LOI, lease, letter)



## Appendix H: Additional Space for Application Response (if space provided is insufficient)