



Cannabis Business Operating Permit Submittal Requirements

The following materials must be included in an application for a Cannabis Business Operating Permit. **All materials shall be provided in both paper and digital form.** After reviewing applications, City staff may request additional information.

Required Application Materials
Application. Completed Cannabis Operating Permit application form.
Fees. \$20,000 deposit (for staff time and other City costs.)
<p>Description of Proposed Business. A letter describing the proposed business. The description should include:</p> <ul style="list-style-type: none"> • Description of all activities that will occur onsite. • A description of how the business will comply with the performance standards for cannabis businesses contained in Section 6.80.070 of the El Cerrito Municipal Code. • Days and hours of operation. • Number of individuals (e.g., employees, clients, customers, spectators, teachers, students) anticipated to be at the site at peak times. • Types of products offered for sale. • Expected sale amounts of each product type. • Expected amount of cannabis to be stored onsite. • Sources of the cannabis that will be sold. • Description of any hazardous materials to be used or stored onsite and proposed storage procedures. "Hazardous materials" refers to any hazardous substance regulated by any federal, state, or local laws or regulations intended to protect human health or the environment from exposure to such substances. To the extent that the applicant intends to use any hazardous materials in its operations, the applicant shall provide a completed building occupancy classification form, identifying all hazardous materials proposed for storage, use or handling on the premises, including compressed and cryogenic gases such as carbon dioxide, nitrogen, and others.
<p>Owner and Employee Information. The following information is required for all business owners and current employees of the business:</p> <ul style="list-style-type: none"> • Full legal name • Any previous names • Birth date • Current address • Previous addresses within 10 years • Social Security number • Work history within previous 10 years • Names of any businesses owned or operated within previous 10 years • Any criminal history within previous 10 years • A description of any litigation in which the applicant or business owner(s) have been involved within the 10 years immediately preceding the date of the application and a statement of whether any business currently operated by the applicant or business owner(s) or operated by the applicant or business owner(s) within the 10 years immediately preceding the date of the application has been investigated or the permit or license authorizing the operation of such business has been revoked or suspended within the 10 years immediately preceding the date of the application.

Required Application Materials *continued*

Licenses.

- A description of the specific State license types that the applicant has obtained or plans to obtain.
- A description of how the business will meet State licensing requirements.
- A description any cannabis licenses that any business owner(s) possess in other jurisdictions.

Pro Forma. A pro forma for the proposed business, including:

- Three years of pro forma estimates for operations, including a discussion of the business assumptions used to develop the estimates. Example assumptions include revenue, customer volume, visits, and product costs, compensation of employees, equipment costs, utility costs, and other operation and maintenance costs.

Plans. Please submit *eight (8) scalable copies* of each of the following plans:

Site Plan. A site plan shows the entire property on which the business will be located. A site plan shall include:

- Scale (e.g., 1" = 20', 1" = 10') and north arrow
- Vicinity map showing the location of the property in relation to the surrounding area
- Property lines, with length of each property line labeled
- Adjacent streets, with street names labeled
- Any proposed improvements in the public right-of-way
- Any easements on the property
- Footprints (outlines) of all existing and proposed buildings, including accessory buildings, on the subject property
- Footprints of nearest buildings on adjacent properties
- Setbacks (distances from buildings and other structures to the property lines)
- Location of the proposed use or business within the property
- Parking stalls and parking aisles
- Driveways and pedestrian walkways
- Bicycle parking locations
- Landscaped areas
- Trash receptacles and enclosures
- Fences and retaining walls
- **Floor Plan.** A floor plan shows the layout of the proposed business. It shall include, at a minimum:
 - Scale (e.g., 1' = 1/8" or 1' = 1/4")
 - All walls, doors, and windows
 - All rooms, with the use of each room labeled
 - For stores, restaurants, and other commercial uses, general layout of installations/ furnishings (e.g., display shelving, check-out counters, customer seating areas)
 - Any construction or tenant improvements necessary to accommodate the business
- **Elevations.** Proposed exterior elevations of the tenant space where the business will be located. Elevations should demonstrate intent to invest in the exterior appearance of the building and to bring the building exterior into compliance with the design standards of the San Pablo Avenue Specific Plan.

Security Plan. A written plan for providing security on the proposed site. At a *minimum*, the security plan should describe the following elements:

- Measures for preventing individuals from remaining on the premises if they are not engaged in authorized activity.
- Measures to prevent smoking of cannabis and cannabis products and any other consumption or use of cannabis or cannabis products on the premises.
- Measures for disposing of expired, contaminated, adulterated, deteriorated, or excess cannabis products.
- Measures for preventing off-site impacts to adjacent businesses or properties.
- Measures for limiting the amount of cash held on the premises.

Required Application Materials *continued*

Insurance Certificate. A certificate of insurance demonstrating ability to comply with the following:

- Commercial general liability providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury with limits of not less than one million dollars (\$1,000,000.00) per occurrence and comprehensive automobile liability (owns, nonowned, hired) providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury with limits of not less than one million dollars (\$1,000,000.00). The commercial general liability policy shall provide contractual liability, shall include a severability of interest or equivalent wording, shall specify that insurance coverage afforded to the City shall be primary, and shall name the City, its officers, and employees and additional insured.

Community Benefits. A description of any tangible benefits that the business commits to providing as part of this application process. This description should address only benefits which are proposed to be implemented in excess of existing requirements on the business or in excess public benefits normally associated with commercial activity. Examples of public benefits include:

- Commitment to employ residents of the City,
- Commitment of community contributions,
- Improvements to the property where the cannabis business is proposed to be operated and adjoining properties.
- Other economic incentives to the City.

Format for digital versions of application materials

Please include a digital copy of the project application, project summary, and any supporting materials. These documents shall be in "portable document format" (PDF), version 7 or later. Each PDF file must not exceed 25 MB. **Please submit digital documents on a flash drive or provide a link (such as to an FTP site) where the files can be readily downloaded.**