



## City of Cathedral City Cannabis Local License Checklist

**Applications for Cannabis businesses may be submitted to the City of Cathedral City commencing April 1, 2016.** Cannabis businesses are required to possess both a Cannabis Local License (issued through the City's Administrative Services Department) and a Conditional Use Permit (issued through the City's Planning Department). The requirements below pertain only to the Cannabis Local License. Additional documentation is required to complete the Conditional Use Permit process.

- Once a Cannabis Local License application and required deposit have been submitted, Applicants shall contact the City Police Department at (760) 770-0304 to schedule an appointment for LiveScan fingerprinting to commence the background check process. The background check may commence only after the application is submitted. Applicants are cautioned that they will not be entitled to a refund of any deposit spent on background checks.

### **SUBMITTAL REQUIREMENTS:**

- Completed Local License application and processing fee (\$7,500)
- The site is not on Indian Reservation land
- Proof of property ownership or, if other than the Applicant, a notarized acknowledgement from the property owner that a Cannabis business is proposed for the property
- A Site Plan and Floor Plan(s) designating all interior dimensions of the Facility and the layout of the Cannabis business, including all limited access areas, areas of ingress and egress, and all security cameras. Such floor plan(s) shall also show the principal uses of the floor area depicted therein. For Cultivation sites, such floor shall identify all dimensions of areas in which plants are to be located
- Current Certified Stamped (surveyor or engineer) map and straight line drawing demonstrating that the proposed Cannabis facility meets all setback regulations and is located in an allowable zoning area as defined by Cathedral City Ordinance No. 774 amending Title 9 of the Cathedral City Municipal Code or Cathedral City Ordinance No. 805 amending the North City and North City Extended area, as appropriate. (Testing Labs: Zoning only)
- Proof of the nature of the Cannabis business' organizational status, such as articles of incorporation, by-laws, organizational minutes, partnership agreements, etc.
- Copy of state/federal permit showing tax identification number (if applicable)
- A Security Plan demonstrating compliance with the interior and exterior security requirements of lighting and recorded surveillance
- A completed Security Questionnaire
- For Dispensary: Delivery Plan, if delivery proposed
- For Cultivation: A completed Agricultural Questionnaire
- For Cultivation, Manufacturing, and Testing Labs: A completed Environmental Questionnaire
- For Manufacturing: Review Fire Department Guidelines and the List of Certified Equipment
- For Renewals: List of job titles and no. in each position / If 10+ , then Labor Peace Agmt.
- A signed Indemnification Agreement