



**ADULT-USE CANNABIS BUSINESS LICENSE
PHASE ONE APPLICATION**

COMMUNITY DEVELOPMENT DEPARTMENT

8130 Allison Avenue, La Mesa, CA 91942

Phone: (619) 667-1177 • Fax: (619) 667-1380 • www.cityoflamesa.us

***** STAFF USE ONLY *****
Project No.: _____
Date Recd: _____ By: _____

**APPLICATIONS ARE ACCEPTED ELECTRONICALLY
CONTACT STAFF TO ARRANGE SUBMITTAL**

Cannabis Business Name: _____

Cannabis Business DBA Name (if applicable): _____

Proposed Business Address: _____ APN: _____

Business Type: Cultivation Distribution Manufacturing Testing

Cannabis Business Owner/Applicant

Name: _____ Company: _____

Address: _____ City: _____ State: _____ ZIP code: _____

Email: _____ Phone: _____ Fax: _____

Agent/Representative

Name: _____ Company: _____

Address: _____ City: _____ State: _____ ZIP code: _____

Email: _____ Phone: _____ Fax: _____

Contact Person: Cannabis Business Owner Property Owner Agent/Representative

This application and the submittal requirements and process identified herein constitute rules, regulations, and standards promulgated by the City Manager, or designee, as per La Mesa Municipal Code (LMMC) Section 6.11.270. Contact the Planning Division at (619) 667-1177 to arrange electronic application submittal.

Indemnification and Hold Harmless Statement

In consideration of the City processing this application, the Applicant shall defend, indemnify and hold harmless the City, its elected and appointed officers and employees, from and against any claims, suits, actions or proceedings, judicial or administrative, for writs, orders, injunction or other relief, damages, liability, cost and expense (including without limitation attorneys' fees) arising out of City's actions in processing, issuing, or approving Applicant's Adult-Use Cannabis Business License, or in exercising any discretion related thereto including but not limited to the extension of due process rights, except only for those claims, suits, actions or proceedings arising from the sole negligence or sole willful conduct of the City, its officers, or employees known to, but not objected to, by the Applicant. Applicant's indemnification shall include any and all costs, expenses, attorney's fees and liability incurred by the City, its officers, agents, or employees in defending against such claims, whether the same proceed to judgement or not. Further, Applicant, at its own expense, shall, upon written request by the City, defend any such suit or action brought against the City, its officers, agents, or employees. Applicant's indemnification of City shall not be limited by any prior or subsequent declaration by the Applicant. At its sole discretion, the City may participate at its own expense in the defense of any such action, but such participation shall not relieve the applicant of any obligation imposed by this condition.

Application Completeness and Accuracy Statement

Under penalty of perjury, I certify that I have personal knowledge of the information stated in this application and all accompanying plans, exhibits, and other information submitted for this application and that the same are accurate, true, and complete to the best of my knowledge. I have the necessary authority to sign and submit this application. I recognize and acknowledge that the subject cannabis business has, or will obtain prior to any operation of the cannabis business, a City of La Mesa business license. I acknowledge that I have read and understand the Indemnification and Hold Harmless Statement. I acknowledge and understand that an Adult-Use Cannabis Business License will not be issued and final local authorization provided to the State until all requirements are completed. I certify that that no cannabis business owner, property owner, or agent/representative for this application has operated any illegal, unauthorized, or unlicensed cannabis operation of any type at the proposed premises, or elsewhere in the City of La Mesa, and further have not been

notified by the City that they are or were operating a cannabis business in violation of LMMC Chapters 6.11 or 24.23. I confirm that the business, premises, and site shall be operated and maintained in compliance with LMMC Chapter 6.11, Title 24 (including, but not limited to, maintenance requirements as per LMMC Sections 24.06.040A or 24.07.020F), and Building and Fire Codes. I acknowledge that any building, planning, fire, or other permits required to for the cannabis business as shown and identified in this application shall be obtained, and all required final inspections completed and approved, prior to issuance of an Adult-Use Cannabis Business License. I acknowledge that the business owner is responsible for any violations present at the business, site, or premises, and shall be subject to any related enforcement action. By submitting this request, I certify that I have read and understand the requirements of LMMC Chapter 6.11, and this application process, and that I may be disqualified for failure to meet the requirements of State or local laws or regulations, or for incomplete or inaccurate application submittals and that all fees paid in connection with this application are nonrefundable.

ATTEST:

Signature of Cannabis Business Owner/Applicant or Authorized Agent

Date

Print Name and Title of Signatory

Submittal Requirements

All of the items listed below must be submitted to process the Application for Adult-Use Cannabis Business License Phase One. All items must be submitted together at one time. Submit electronic copies of all required items. For facilities that have not yet commenced business operations, items marked with (#) may be deferred at application submittal as determined by staff, but must be received prior to issuance of a license. All required submittal items will be thoroughly reviewed by staff for accuracy, completeness, and compliance with LMMC Chapter 6.11 and other codes, laws, and regulations, as applicable.

RECD	REQD	N/A	Required Submittal Items
			1. Completed and signed Adult-Use Cannabis Business License Phase One application. LMMC 6.11.250A1
			2. Fee. LMMC 6.11.250A3
			3. Letter of authorization for agent/representative (if applicable)
			4. Contact information for all owners, officers, and managers of the cannabis business LMMC 6.11.250A1b
			5. Business entity information for all cannabis business owners, officers, or managers; applicants; agents; or representatives that are business entities LMMC 6.11.250A1c
			6. Fictitious filing statement for registered dba, as applicable LMMC 6.11.250A1c
			7. Five-year history of cannabis industry activity for business owners, managers, etc. 6.11.250A1e1
			8. Business owner experience documentation 6.11.250A1e2
			9. Current live scan and background check for each individual applicant, owner (as defined in Section 26001 (al) of the California Business and Professions Code), manager, and officer of the adult-use cannabis business. LMMC 6.11.200P, Q; 6.11.250A1g
			10. Government-issued (federal or State) photo ID for all that require Live Scan/background check LMMC 6.11.200P, Q; 6.11.250A1h (Live Scans must be submitted to and conducted through LMPD)
			11. Operating plan (overview) 6.11.250A1f

Application Instructions and Requirements

The following instructions provide more detail on completing the application form and the submittal requirements for the application. The items are numbered to correspond to the Required Submittal Items list. If you have any questions, please consult with Planning Division staff. Submit electronic copies of all required items.

1. **Application:** Complete all applicable portions of the application form, sign, date, and provide the printed name and title of the signatory. LMMC 6.11.250A1a
 - **Cannabis Business Name:** Provide the name of the cannabis business. If the business will operate under a DBA, also provide the DBA name. Provide the street address for the location of the cannabis business and the Assessor's Parcel Number for all parcels associated with the property. Indicate the type of cannabis business.
 - **Cannabis Business Owner/Applicant:** Provide the name, address, email, and phone number of the person and business entity that owns the cannabis business. Provide business entity information for all business entities (see Item 6).
 - **Agent/Representative:** Provide the name of the agent or representative that will be representing the application, if applicable. If the Cannabis Business Owner is a business entity, provide the name of the

contact person for the business entity here.

- Contact Person: Indicate which of the listed parties the primary contact person for the application is.
2. Fee: Pay the applicable fee, as determined from time to time by City Council, at the time of application. LMMC 6.11.250A3
 3. Letter of authorization: Provide a letter from the cannabis business owner authorizing the agent/representative to officially represent the application on behalf of the cannabis business owner, if applicable.
 4. Contact information for all owners, officers, and managers of the cannabis business: Provide a list of the names and contact information, including address, email, and telephone number, of all owners, officers, and managers of the cannabis business. LMMC 6.11.250A1b
 5. Business entity information: For all cannabis business owners, officers, or managers; applicants; agents; or representatives that are not people but rather are business entities such as partnerships and corporations, provide business entity documentation. If there are multiple business entities, provide a list with each entity's name and business type. Provide the documentation below for each entity. Information on all owners of the business entity must be provided. LMMC 6.11.250A1c
 - Corporation: Provide articles of incorporation and corporate by laws.
 - Limited Liability Corporation (LLC): Provide article of organization and operating agreement.
 - Partnership: Provide partnership agreement.
 - Publicly-traded companies: For publicly-traded companies, provide an ownership statement for every person with 5% or more controlling interest.
 6. DBA: If operating under a DBA, provide the fictitious filing statement for the DBA, as applicable. LMMC 6.11.250A1c
 7. Five-year history of cannabis business activity: A description of any and all commercial cannabis businesses engaged in as an owner, manager, lender, employee, volunteer, or agent by the applicant and all owners, officers, and managers over the previous five (5) years, including, but not limited to, the location of such activity and any licenses, licenses, or other written forms of permission for such activity by a local or State government entity. LMMC 6.11.250A1e
 8. Business owner experience documentation: Provide documentation demonstrating that at least one owner has cannabis, alcohol, pharmaceutical, or local business experience. LMMC 6.11.250A1e(2)
 9. Live Scan and background check: Provide current Live Scan and background check for each individual applicant, owner, manager, and officer of the cannabis business. Please see Section 26001 (a) of the California Business and Professions Code for the definition of an "owner" for this purpose. The form for Live Scan can be obtained at this link: [Live Scan Form](#). Complete the form and print it (preferred), or print the form and complete by hand, and then bring it with you to the La Mesa Police Department, 8085 University Avenue, open Monday to Thursday, 8:00am to 5:00pm, and closed every Friday. Live Scan is by appointment only, available weekly on Wednesdays and Thursdays. If you would like to set an appointment, please call 619.667.7592. Please see the current Police Department fee schedule for applicable fees. LMMC 6.11.250A1g
 10. Photo ID: Provide government-issued identification for all those required to submit a Live Scan and background check. LMMC 6.11.250A1h
 11. Operating plan: Provide an operating plan for the cannabis business that provides an overview of all aspects of the operation of the cannabis business, in particular records and recordkeeping (LMMC 6.11.170), the operating requirements for all cannabis businesses (LMMC 6.11.200), and as applicable the operating requirements for cultivation facilities (LMMC 6.11.210), distributors (LMMC 6.11.220), manufacturing facilities (LMMC 6.11.230), or testing laboratories (LMMC 6.11.240). A more detailed operating plan will be required if the application proceeds to Phase Two. LMMC 6.11.250A1f

Application Review Process

Applications will be accepted by electronic submittal only. Please contact the Planning Division at (619) 667-1177 or planning@cityoflamesa.us to arrange application submittal and fee payment. Planning Division staff will review the application and other required submittal items to ensure all items are present and in order. An insufficient application will be rejected and the applicant will be informed of the application's deficiencies. Substantially complete applications will be accepted for processing and review. The applicant will be informed of any minor application needs identified in the application intake process.

Accepted applications will be reviewed by the Community Development Department and the Police Department. The applications and required submittal requirements will be reviewed for compliance with LMMC Chapter 6.11 and applicable State cannabis laws, Staff will identify and provide in writing to the applicant any deficiencies in the application or items needed to demonstrate compliance. This review process will be repeated until sufficient information is obtained to make a determination on the application. The Community Development Department will notify applicants in writing as to whether a phase one application has been accepted or rejected. Applicants for accepted applications will be invited to proceed to the phase two application process, which will require submittal of a separate application, submittal requirements as listed in the application, and applicable processing fee.