



**ADULT-USE CANNABIS BUSINESS LICENSE
PHASE TWO 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: _____

Cannabis Business Type: Cultivation Distribution Manufacturing Testing

Cannabis Business Owner/Applicant

Name: _____ Company: _____

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

Email: _____ Phone: _____ Fax: _____

Property Owner

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

Designated Owner, Manager, or Employee for 24-hour Emergency Notice

Name: _____ Title: _____

Email: _____ Phone: _____ Mobile Phone: _____

Designated Security Liaison

Name: _____ Title: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Email: _____ Phone: _____ Mobile Phone: _____

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 Two. 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 Two application. LMMC 6.11.250B1
			2. Fee. LMMC 6.11.250B2
			3. Letter of authorization for agent/representative (if applicable).
			4. List of all owners of the proposed premises of the adult-use cannabis business. LMMC 6.11.250B1c
			5. Business entity information for all property owners that are business entities. LMMC 6.11.270
			6. Current live scan and background check for each individual owner of the proposed premises location of the adult-use cannabis business. LMMC 6.11.200P, Q; 6.11.250B1d (Live Scans must be submitted to and conducted through LMPD)
			7. Government-issued (federal or State) photo ID for all that require Live Scan/background check. LMMC 6.11.250B1d
			8. Current Grant Deed for the property that is the location of the cannabis business. LMMC 6.11.250B1c
			9. All agreements for control of the site by the adult-use cannabis business such as a current lease for the property, an option to lease, or an option to buy. LMMC 6.11.250B1c
			10. Property owner statement for leased premises. LMMC 6.11.250B4
			11. Current register of the names and contact information, including name, address, and telephone number, of anyone owning or holding an interest in the commercial adult-use cannabis business. LMMC 6.11.170D
			12. Current register of the names and contact information, including name, address, and telephone number, of all the officers, managers, employees, and agents currently employed or otherwise engaged by the commercial adult-use cannabis business. LMMC 6.11.170D
			13. Existing and proposed site plans, floor plans, and elevations. LMMC 6.11.250B1b
			14. Photometric analysis of site lighting. LMMC 6.11.180A2
			15. Storm Water Appendix A. LMMC 6.11.250B1b
			16. Fire Flow Analysis performed by Helix Water District. LMMC 6.11.250B1b
			17. Storage and transportation plan. LMMC 6.11.180C, 6.11.250B1g
			18. Emergency action and fire prevention plan. LMMC 6.11.190E, 6.11.250B1e
			19. Security plan. LMMC 6.11.190E, 6.11.250B1f

RECD	REQD	N/A	Required Submittal Items
			20. Operating procedures. LMMC 6.11.200, 6.11.250B1g
			21. Cultivation and operations plan (cultivation applications) LMMC 6.11.210G, 6.11.250B1b
			22. Hazardous Materials Inventory Report
			23. Odor control and air filtration concept plan narrative (manufacturing and cultivation applications) LMMC 6.11.200N, 6.11.250B1g
			24. Technical Opinion Report from a registered Fire Protection Engineer (manufacturing and cultivation applications) LMMC 6.11.250B1b
			25. Contract for security personnel. LMMC 6.11.180A10 (#)
			26. Contract for alarm monitoring. LMMC 6.11.180A1 (#)
			27. IP address for remote, real-time, live access to security cameras. LMMC 6.11.180A8f (#)
			28. Proof of \$5000 bond for cannabis destruction. LMMC 6.11.200T (#)
			29. State-approved food-safety exam certification (manufacturing applications) LMMC 6.11.230C (#)
			30. Engineer's certification of closed loop systems (manufacturing applications) LMMC 6.11.230G (#)
			31. Proof of ISO/IEC 17025 accreditation (testing laboratories only) LMMC 6.11.240C (#)
			32. Insurance coverage information. LMMC 6.11.190H (#)
			33. State seller's permit (#)

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. Items marked with (#) may be deferred at application submittal as determined by staff, but must be received prior to issuance of a license. 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 6.11.250B1
 - **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).
 - **Property Owner:** Provide the name of the person or business entity that owns property on which the cannabis business is located. 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.

- 24-Hour Emergency Contact: Provide the contact information for the owner, manager, or employee designated to receive emergency notice at any hour of the day. The applicant shall ensure that the City has the correct emergency contact information and shall provide notice to City immediately upon any changes to the emergency contact person and/or their contact information. LMMC 6.11.200J
 - Designated Security Liaison: Provide contact information for the required security liaison. The applicant shall ensure that the City has the correct security liaison information and shall provide notice to City immediately upon any changes to the security liaison and/or their contact information. LMMC 6.11.180B
2. Fee: Pay the applicable fee, as determined from time to time by City Council, at the time of application. LMMC 6.11.250B2
 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. List of all owners of the proposed premises: Provide a list of the names and contact information, including address, email, and telephone number, of all owners of the proposed premises. LMMC 6.11.250B1c
 5. Business entity information: For all owners of the proposed premises 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 6.11.270
 - 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. Live Scan and background check: Provide current Live Scan and background check for each individual owner of the proposed premises of the cannabis business. 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
 7. Photo ID: Provide government-issued identification for all those required to submit a Live Scan and background check. LMMC 6.11.250A1h
 8. Grant Deed: Provide the current Grant Deed showing the name of the current owner of the property. LMMC 6.11.250B1c
 9. Agreements for site control: Provide all agreements for site control, including but not limited to leases, options to lease, options to buy, or any other agreement related to site control of the proposed premises. Any option must be under sole control of the adult-use cannabis business. LMMC 6.11.250b1c
 10. Property owner statement for leased premises: If the proposed premises is to be leased, provide a signed, notarized statement from the owner(s) of the proposed premises acknowledging that the owner(s): (a) has read LMMC Chapter 6.11; (b) acknowledges and agrees to comply with all premises owner requirements set forth in Chapter 6.11; and (c) the site is available for the operation of the commercial adult-use cannabis business on terms agreed to with the applicant that are consistent with the requirements of Chapter 6.11 and the La Mesa Municipal Code. LMMC 6.11.250B4
 11. Current register of owners: Provide a current register of the names and contact information, including address and telephone number, of anyone owning or holding an interest in the cannabis business. This register must

be maintained as current at all times, and be kept onsite and provided to City personnel on reasonable request. LMMC 6.11.170D

12. Current register of employees: Provide a current register of the names and contact information, including address and telephone number, of anyone employed or otherwise engaged by the cannabis business, including officers, managers, employees, and agents. This register must be maintained as current at all times, and be kept onsite and provided to City personnel on request. The list shall include anyone currently employed or engaged and separately all previously employed or engaged, and shall indicate the nature of employment or engagement. The list shall include dates of hire or engagement and dates of separation of employment or engagement, as applicable. LMMC 6.11.170D
13. Site and floor plans: Provide floor and site plans including the information required in the Planning Application Required Drawing Elements document and with all measures to satisfy the requirements of Chapter 6.11 shown, including but not limited to security measures (cameras, sensors, panic buttons, limited access areas, secure storage area (LMMC 6.11.160D)), odor-control systems (LMMC 6.11.200N, 6.11.250B1g), and hazardous materials, pesticide, and fertilizer storage areas identified. See the Building Division Policy for Cannabis Cultivation and Manufacturing Facilities Odor Control for more information. LMMC 6.11.250B1b
14. Photometric analysis: Provide a photometric analysis of the site lighting to demonstrate that sufficient lighting for security is provided and that lighting does not unnecessarily spill over onto adjacent properties. LMMC 6.11.180A2
15. Storm Water Appendix A: Provide a completed Storm Water Requirements Applicability Checklist (Appendix A). LMMC 6.11.250B1b
16. Fire Flow Analysis: Provide a fire flow analysis performed by Helix Water District for the proposed premises. LMMC 6.11.250B1b
17. Storage and transportation plan: Provide a current storage and transportation plan for the cannabis business that describes in detail the procedures for safely and securely storing and transporting all cannabis, cannabis products, and currency. LMMC 6.11.180C
18. Emergency action and fire prevention plan: Provide a proposed emergency action and fire prevention plan that includes, at a minimum, employee roles and responsibilities; emergency notification and egress procedures; fire hazard identification, maintenance, and procedures; and fire and life safety system identification, maintenance, and procedures. LMMC 6.11.250B1e
19. Security plan: Provide a current security plan for the cannabis business that includes, at a minimum, employee roles and responsibilities; entry/exit security and procedures; security guard coverage and duties; lighting, alarm, and camera placement and operation; limited-access area identification and procedures; cash handling processes and procedures, and demonstrates compliance with all of the security requirements specified in LMMC 6.11.180. LMMC 6.11.190E, 6.11.250B1f.
20. Operating procedures: Provide a detailed operating plan for the cannabis business that addresses 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). LMMC 6.11.190I, 6.11.250A1f
21. Cultivation and operations plan: For cultivation applications, provide a cultivation and operations plan that addresses water use, pesticides, fertilizers, cultivation activities and scheduling, growth cycles, and harvesting. LMMC 6.11.210G
22. Hazardous Materials Inventory Report: Provide a hazardous materials inventory report in a form approved by Heartland Fire and Rescue. LMMC 6.11.250B1b
23. Odor control and air filtration concept plan narrative: For cultivation and manufacturing applications only, provide a narrative prepared by a California licensed mechanical engineer, an environmental engineer, or a similar professional discipline acceptable to the Building Division, that describes the approach and equipment to be utilized to contain, absorb, and neutralize all odors emanating from the property, and the field testing methodology to be utilized to determine the effectiveness of the odor containment, absorption, and/or neutralization design. See the Building Division Policy for Cannabis Cultivation and Manufacturing Facilities Odor Control, the Cannabis Cultivation and Manufacturing Facilities Odor Control Acknowledgment and

Agreement, and the Exterior Odor Control Standards and Testing Procedures Cannabis Cultivation and Manufacturing Facilities documents for more information. LMMC 6.11.200N, 6.11.250B1g

24. Technical Opinion Report: Applicants for cultivation and manufacturing applications shall provide a technical opinion report from a registered Fire Protection Engineer and professional design, laboratory, or fire safety specialty organization that demonstrates that the equipment, devices, systems, products, technologies, materials, and uses attending the design, operation, or use of a building or premise comply with all local and State building codes, fire codes, electrical codes, and other applicable laws. The report shall include determination of type of occupancy, building analysis, and amounts of materials to be stored and used for processing. The report shall be prepared to be consistent with the City of La Mesa Medical Marijuana Facility Technical Report Requirements for Fire Safety Policy. LMMC 6.11.250B1b
25. Security personnel: Provide a current, valid contract for properly licensed security personnel. This item may be deferred at application submittal as determined by staff, but must be received prior to issuance of a license. LMMC 6.11.180A10 (#)
26. Alarm monitoring: Provide a current, valid contract for remote alarm monitoring by a properly licensed security company. This item may be deferred at application submittal as determined by staff, but must be received prior to issuance of a license. LMMC 6.11.180A1 (#)
27. IP address: Provide an IP address for remote, real-time, live access to the video footage from the security cameras. This item may be deferred at application submittal as determined by staff, but must be received and access established prior to issuance of a license. Please be aware that staff will need time to review submitted information and set up access. Please provide the required information as early as possible to ensure timely issuance of the cannabis business license. LMMC 6.11.180A8f (#)
28. Destruction bond: Provide proof of a bond in the amount of \$5,000 to cover the costs of destruction of cannabis products if necessitated. This item may be deferred at application submittal as determined by staff, but must be received prior to issuance of a license. LMMC 6.11.200T (#)
29. Food exam certification: For manufacturing facilities, provide certification that at least one owner, director, officer, manager, or employee has passed a State-approved food safety certification exam. This item may be deferred at application submittal as determined by staff, but must be received prior to issuance of a license. LMMC 6.11.230C (#)
30. Closed-loop system certification: For manufacturing facilities, provide certification from a California-licensed engineer for any closed-loop system. This item may be deferred at application submittal as determined by staff, but must be received prior to issuance of a license. LMMC 6.11.230I. (#)
31. ISO/IEC 17025 accreditation: Provide evidence that ISO/IEC 17025 accreditation has been obtained. This item may be deferred at application submittal as determined by staff, but must be received prior to issuance of a license. LMMC 6.11.240C (#)
32. Insurance information: Provide certificates, additional insured endorsements, and waivers of subrogation evidencing compliance with the insurance requirements as stated in the Community Development Department handout titled, "Adult Use Cannabis Businesses Insurance Requirements." The Business must agree to provide complete, certified copies of all required insurance policies if requested by the City. This item may be deferred at application submittal as determined by staff, but must be received prior to issuance of a license. Please be aware that staff will need time to review submitted information. Please provide the required information as early as possible to ensure timely issuance of the cannabis business license. LMMC 6.11.190H (#)
33. Seller's Permit: Provide the State Seller's Permit for the cannabis business. This item may be deferred at application submittal as determined by staff, but must be received prior to issuance of a license. (#)

Application Review and Inspection 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 Planning and Building Divisions, the Public Works Engineering Division, the Police Department, and Heartland Fire and Rescue. The applications and required submittal items will be reviewed for compliance with LMMC Chapter 6.11 in light of the reasons for rejection listed in Sections 6.11.250B5. Staff will identify and provide in writing to the applicant any deficiencies in the application or items needed to demonstrate compliance. As a part of this review, the applicant will be notified of any other applicable City permits or approvals necessary for establishment of the adult-use cannabis business. 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 two application has been approved, conditionally approved, or denied. Any additional required permits or approvals included as conditions of approval to be satisfied prior to issuance of a license and commencement of operations. Once conditional approval is obtained, the City will notify the State that local compliance is underway.

When all conditions of approval have been satisfied, including obtaining any required permits or approvals and providing any deferred submittal items, the applicant may schedule site inspections by the Planning and Building Divisions, Police Department, and Heartland Fire and Rescue. Site inspections are required to confirm that the site and operation comply with LMMC Chapter 6.11, and applicable State cannabis laws. Once all inspections are completed successfully, all required permits and approvals are in place, all deferred submittal items are received, and it is confirmed that all applicable fees have been paid, the City will issue the Adult-Use Cannabis Business License. The City will then notify the State that final local authorization to conduct an adult-use cannabis business has been granted.

Odor Control: Applications for cultivation and manufacturing cannabis businesses require odor control measures to be implemented. Please carefully review the Building Division Policy for Cannabis Cultivation and Manufacturing Facilities Odor Control, the Cannabis Cultivation and Manufacturing Facilities Odor Control Acknowledgment and Agreement, and the Exterior Odor Control Standards and Testing Procedures Cannabis Cultivation and Manufacturing Facilities documents. The Policy requires an odor control and air filtration concept plan and narrative prepared by a qualified professional be submitted with the phase two application. A complete air filtration system designed by a qualified professional is required to be included with the submittal for a building permit application along with the completed Agreement. Temporary occupancy for a period of 180 days will be granted in accordance with the Policy and Agreement. Once facilities are in full operation, odor control testing must be performed in accordance with the Standards and Testing Procedures by a qualified third-party professional and verified by the City's Certified Industrial Hygienist. Full occupancy will be granted once all required testing documentation is submitted, found to be in good order, and demonstrates that no odors are emanating from the facility as measured at all exterior property lines.