



## City of Greenfield

Community Development Department – Building Division

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# CANNABIS REGULATORY PERMIT APPLICATION FORMAT / SUBMITTAL REQUIREMENTS

## REGULATORY PERMIT APPLICATION FORMAT

Submit one bound copy (3-hole punch) and one PDF copy of the following, organized in the format indicated. Submit the original Application Cannabis Regulatory Permit and Processing Agreement forms, with original signatures, in a separate envelope.

1. Copy of Application for Cannabis Regulatory Permit form
2. Copy of Processing Agreement form
3. Transmittal letter
4. Owner and operator identifying information, for each owner and operator:
  - a. Name, Address, Phone Number, and Email Address
  - b. Date and Place of birth
  - c. Copy of valid California Government Issued Photo Identification Card or License
  - d. Seller's permit number or indication that the applicant is currently applying for a seller's permit (if applicable).
5. Name, Address, Phone Number, and Email Address of community relations staff
6. Cannabis business organizational status. Include proof of status, such as articles of incorporation, by-laws, partnership agreements, or other documents identifying the organizational status of the business organization.
7. Vicinity Map
8. Photos of the existing site and building(s)
9. Site plan of the proposed development showing the entire parcel(s), parking, access/egress, structures, and the relationship of the facility to adjacent properties and land uses.
10. Floor plan of the proposed facility(ies) denoting the layout of all areas of the cannabis facility(ies), including, as applicable, storage, cultivation, nursery, reception/waiting, dispensing, manufacturing, testing, distribution, and all ancillary support spaces.
11. Exterior signage plan

12. Evidence that the proposed location is located beyond a 1,000-foot radius from a school providing instruction in kindergarten or any grades 1 through 12, day care center, or youth center that is in existence at the time the regulatory permit is issued.
13. Name and address of the owner and lessor of the premises and a copy of the lease or other such proof of the legal right to occupy and use the premises and a statement from the owner or agent of the owner of the real property where the facility will be located demonstrating the landowner has acknowledged and consented to permit cannabis dispensary, cultivation, manufacturing, distribution, or testing activities to be conducted on the property by the applicant.
14. Criminal convictions, other than infractions for traffic violations, the jurisdiction of the convictions(s), and the circumstances thereof, for each owner and operator.
15. Copy of Live Scan application
16. Owner's or manager's involvement with any other cannabis facility, including, but not limited to, the name and address of the cannabis facility; the capacity in which the owner or manager is or was involved with the cannabis facility; whether the cannabis facility is or was the subject of any criminal investigation or prosecution, civil investigation, administrative action or civil lawsuit; whether the owner or manager or the cannabis facility with which the owner or manager is or was associated has ever been denied, or is in the process of being denied registration, a permit, a license or any other authorization required to operate a cannabis facility in any other city, county or state; and whether the owner or manager or the cannabis facility with which the owner or manager is or was associated has ever had a registration, license, permit or any other authorization required to operate a cannabis facility in any other city, county or state, suspended or revoked, and the reasons therefore.
17. Owner's or manager's involvement with any other retail business in the City of Greenfield, including, but not limited to, the name and address of such business; the type of business; the capacity in which the owner or manager is or was involved with the business; whether the business is or was the subject of any criminal investigation or prosecution, civil investigation, administrative action or civil lawsuit; whether an owner or manager of the business with which the owner or manager is or was associated has ever been denied, or is in the process of being denied registration, a permit, a license or any other authorization required to operate a business requiring licensing through the State of California in any other city, county or state; and whether an owner or manager of the business with which the owner or manager is or was associated has ever had a registration, license, permit or any other authorization required to operate a business that requires a license in the State of California, or any other city, county or state, suspended or revoked, and the reasons therefore.
18. Name and account number of all savings accounts, checking accounts, investment accounts and trusts associated with the operation of the facility.
19. Operations plan which shall include, at a minimum:
  - a. List of the names, addresses, telephone numbers, and responsibilities of each owner and manager of the facility.
  - b. Hours and days of operation for the facility.

- c. For cannabis dispensary applications only, whether delivery service of cannabis to any location outside the cannabis facility will be provided, the extent of such service, and delivery procedures.
- d. Security plan, including lighting, alarms, fencing, video cameras, and security personnel to ensure the safety of persons, and to protect the premises from theft, vandalism, and fire. The security plan shall address both interior and exterior areas of the facility and its premises.
- e. For cultivation and manufacturing applications only, procedures to be utilized at the facility, including, as applicable:
  - 1) Description of how chemicals and fertilizers will be stored, handled, and used.
  - 2) Extraction and infusion methods.
  - 3) Transportation and distribution process.
  - 4) Testing procedures.
- f. For cannabis distribution and transportation facilities and distributors and transporters only, procedures for transporting cannabis and cannabis products from cultivation and manufacturing facilities to the distribution center, quality assurance and inspection by the distributor, transportation to and from a cannabis testing facility, and distribution and transportation to another licensed cannabis facility, including dispensary.
- g. For cannabis testing facilities only (i.e., testing facilities for which a state license will be obtained):
  - 1) Procedures for testing cannabis and cannabis products for concentration, pesticides, mold, other contaminants, and purity.
  - 2) Proof of ISO/IEC 17025 accreditation, or description of how and when the testing facility will obtain such accreditation.
- h. If the cannabis cultivation, manufacturing, or dispensary facility includes on-site testing facilities, describe proposed testing procedures and processes.
- i. Storage and inventory procedures to prevent diversion to non-use.
- j. Track and trace program and procedures.
- k. Quality control procedures.
- l. Labeling and packaging procedures.
- m. Procedures for identifying, managing, and disposing of contaminated, adulterated, deteriorated or excess cannabis product.
- n. Personnel policies including employee screening and hiring practices.

- o. Accounting and recordkeeping procedures.
  - p. Odor management plan detailing steps that will be taken to ensure that the odor of cannabis will not emanate beyond the exterior walls of the facility, including as necessary the installation and use of air purification systems and/or air scrubbers.
  - q. Policies and procedures for adopting, monitoring, implementing, and enforcing all requirements of chapter 5.28 of the City of Greenfield municipal code.
20. Business plan including 5-year itemization of facility development and construction costs, operating costs, projected employment and number and type of jobs, per hour salary range by employee category/classification, projected annual payroll and payroll taxes, employee benefits, charitable contributions and community benefits, proof of financing/capitalization, local and state taxes, gross receipts, and profit.
21. Additional information, as the applicant deems appropriate, to demonstrate that the cannabis facility and its ownership and operation is in compliance with the provisions of chapter 5.28 of the City of Greenfield municipal code and applicable state law and regulations.

**AMENDED REGULATORY PERMIT APPLICATION**

If the applicant has been previously approved for issuance of a cannabis regulatory permit, that previous application may be amended to include application for an additional permit type by the same owner/operator/applicant at the same location. If such previous application is amended, the information required under items 5 – 21 above may incorporate by reference that information from the previous application. If incorporated by reference, include reference to specific sections, page numbers, or other identifying information where such information is located and can be readily reviewed. Any such information included in the previous application being incorporated by reference should be updated or supplemented as appropriate in the amended application.

**APPLICATION FEE**

For cannabis cultivation, manufacturing, and dispensary regulatory permit applications, the application fees are as set forth in City Council Resolution No. 2016-72:

|                                 |                |
|---------------------------------|----------------|
| Application Fee .....           | \$7,371        |
| Live Scan Fee .....             | \$ 93          |
| Zoning Verification Letter..... | <u>\$ 290</u>  |
| <b>Total Fee .....</b>          | <b>\$7,754</b> |

For cannabis distribution and testing regulatory permit applications, the following fees are due at the time of application:

|  |         |
|--|---------|
| Distribution Regulatory Permit – New Permit Application.....             | \$4,384 |
| Distribution Regulatory Permit – Amended Existing Regulatory Permit..... | \$1,077 |
| Testing Regulatory Permit – New Permit Application.....                  | \$4,384 |