



APPLICATION PROCEDURES & GUIDELINES FOR A CHANGE IN LOCATION OF A COMMERCIAL CANNABIS BUSINESS

CITY OF NATIONAL CITY

City Manager's Office

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INSTRUCTIONS

To apply for a change in location for a Commercial Cannabis Business, the applicant must possess a valid Commercial Cannabis Business Permit and have entered into a development agreement. Pursuant to NMC Section 9.60.430, the procedures for a change in location of a Commercial Cannabis Business are as follows:

1. **Re-file Permit Application:** If there is a need to change the location specified in the Commercial Cannabis Permit, the applicant must re-file a permit application containing the updated information with the City Manager or their designated representative(s).
2. **Update Application Information:** The applicant shall re-file and modify their original permit application and provide a detailed description of the proposed modification regarding the new location. Please refer to the Application Submittal Requirements below for a complete list of the documentation that is required and the sections of the original application that shall be updated and modified.
3. **Fee Payment:**

Application Review Fee: \$3,706

APPLICATION SUBMITTAL REQUIREMENTS

Applications must respond to all requirements outlined in the "Application Procedures & Guidelines for a Cannabis Business Permit." Applicants must submit all required application materials together in one complete comprehensive application package. The application package must include all the following documents with original signatures for each document.

- a) Commercial Cannabis Change in Location Application.
- b) Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement.
- c) Agreement on Limitations of City's Liability and Indemnification to City.
- d) Updated Evaluation Criteria Sections: Section A (Business Plan), Section C (Safety Plan), Section D (Security Plan), Section F (Neighborhood Compatibility Plan, and Section H (Proposed Location).
- e) Property Consent form, or Lease Agreement, or a "Letter of Intention" to Lease.
- f) Zoning Verification Letter (ZVL).
- g) Fee



APPLICATION REVIEW AND APPROVAL PROCESS

REVIEW OF APPLICATION

During the review process, the City Manager or their designated representative(s) will carefully examine the refiled permit application and all accompanying documents. Their primary objective is to ensure that the application is complete and contains necessary information and meets all requirements in accordance with local regulations, zoning laws, and any specific criteria that apply to cannabis businesses.

Approval Process

Once the refiled permit application and accompanying documents have undergone a thorough review and are found to meet all the necessary requirements and regulations, the City Manager or their designated representative(s) will grant approval for the change in location. However, this approval may come with certain conditions that must be fulfilled by the applicant.

Once the approval is officially granted, the applicant will receive written notification of the approval decision. This notification will also outline any additional requirements or conditions that must be met before the relocation can be finalized. By adhering to these conditions and fulfilling the necessary obligations, the applicant can proceed with relocating their cannabis business to the newly approved location in accordance with the regulations and guidelines set forth by the City Manager or their designated representative(s).



APPENDIX A: COMPLETENESS CRITERIA

SECTION A: BUSINESS PLAN

1. Finances* – A budget for construction, operations, maintenance, compensation of employees, equipment, property lease, security equipment and staff, City fees, state fees, utility costs, product purchases and other anticipated contingency costs. The budget must demonstrate sufficient capital in place to pay startup costs and at least three months of operating costs, as well as a description of the sources and uses of funds.
 - A. Proof of capitalization, in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets, which can be verified by the City on a verifiable letterhead.
 - B. A pro forma for at least three years of operations.
 - C. A schedule for beginning operation, including a narrative outlining any proposed construction and improvements and a timeline for completion.
2. Daily Operations - The Business Plan should describe the day-to-day operations which meet industry best practices for the type of cannabis business you are applying.
 - 2.1 Describe the day-to-day operations if you are applying for a RETAIL permit. This should include at a minimum the following criteria:
 - A. Describe customer check-in procedures.
 - B. Identify location and procedures for receiving deliveries during business hours.
 - C. Identify the name of the Point-of-sale system to be used and the number of Point-of-Sale locations.
 - D. Estimate the number of customers to be served per hour/day.
 - E. Describe the proposed product line to be sold and estimate the percentage of sales of flower and manufactured products.
 - F. If proposed, describe delivery service procedures, number of vehicles and product security during transportation.
 - G. How the Cannabis Business will conform to local and state laws. See NCMC Sections 9.60.250 and Title 18 as they pertain to retail establishments in the City of National City.
 - H. How cannabis and cannabis products will be tracked and monitored to prevent diversion. Describe the Point-of-Sale system to be used and how it will interact with the state's mandated track and trace system.
 - 2.2 Describe the day-to-day operations if you are applying for a CONSUMPTION LOUNGE permit. This should include at a minimum, the following criteria:
 - A. How the Consumption Lounge will be contained within the premises of a state-licensed retail business or microbusiness.
 - B. Identify how the consumption areas shall be well ventilated in private areas of the retail establishment and are designed to prevent the flow of smoke to any other area of the facility.



- C. Describe how the retail store shall adopt procedures to ensure that its customers may only gain access to the lounge once they have purchased cannabis products from the retail store.
 - D. Describe how the business will use a state licensed security guard on duty during operating hours of the lounge.
 - E. Identify how the business will establish a parking plan, ventilation plan, anti-drugged driving plan, employee and customer education training, design plan and set hours of operation.
 - F. Identify how the lounge will take the appropriate steps to ensure they will only provide cannabis to an individual in an amount consistent with personal possession and use limits allowed by the state.
- 2.3 Describe the day-to-day operations if you are applying for a DISTRIBUTION permit. This should include at a minimum the following criteria:
- A. Identify the number of delivery drivers, hours of delivery and vehicles to be used.
 - B. Describe the transportation security procedures.
 - C. Describe how inventory will be received, processed, stored, and secured in the permitted premises.
 - D. Describe the quality control procedures designed to ensure all cannabis is properly packaged, labeled, and tested.
 - E. How the Cannabis Business will conform to local and state laws. See NCMC 9.60.290 and Title 18 as they pertain to Distribution.
- 2.4 Describe the day-to-day operations if you are applying for a MANUFACTURING permit. This should include at a minimum the following criteria:
- A. Identify all cannabis products manufactured within the permitted premises.
 - B. Describe quality control procedures.
 - C. Describe inventory control procedures.
 - D. Describe the extraction process, equipment and room in which extractions will be conducted.
 - E. Provide detail as to whether the extraction equipment has been reviewed and certified by a Professional Engineer or Certified Industrial Hygienist.
 - F. Describe the sanitation procedures.
 - G. How the Cannabis Business will conform to local and state laws. See NCMC 9.60.310 and Title 18, as they pertain to Manufacturing.
- 2.5 Describe the day-to-day operations if you are applying for a TESTING permit. This should include at a minimum the following criteria:
- A. Describe the sampling standard operating procedures.
 - B. Describe procedures for transporting cannabis field samples.
 - C. Describe the chain of custody for field samples.
 - D. Describe the quality control procedures.
 - E. Describe the Laboratory Supervisor/Manager responsibilities and qualifications.
 - F. Identify location and procedures for storing cannabis products.
 - G. Describe how the cannabis business will conform to local and State laws. See NCMC 9.60.300 and Title 18 as they pertain to testing labs in the City of National City.



- H. Describe how the cannabis and cannabis products will be tracked and monitored to prevent diversion.
 - I. Describe the Point-of-Sale system to be used and how it will interact with the State's mandated track and trace system.
- 2.6 Describe the day-to-day operations if you are applying for a MICROBUSINESS permit. This should include at a minimum the following criteria:
- A. A microbusiness license engaged in retail shall describe all the requirements in subsection 2.1 of Appendix A, Section A in accordance with CCR §5500 and applicable requirements in NCMC Chapter 9.60.250.
 - B. A microbusiness license engaged in distribution shall describe all the requirements in subsection 2.3 of Appendix A Section A in accordance with CCR §5500 and applicable requirements in NCMC Chapter 9.60.290.
 - C. A microbusiness license engaged in manufacturing shall describe all the requirements in subsection 2.4 of Appendix A, Section A in accordance with CCR §5500 and applicable requirements in SBMC Chapter 9.60.310.
 - D. Describe how the cannabis business will conform to local and State laws. See NCMC 9.60.320 and Title 18 as they pertain to Microbusinesses in the City of National City.

SECTION C: SAFETY PLAN

1. The detailed Safety Plan shall be prepared by a California professional fire prevention and suppression consultant.
2. This plan will describe all fire prevention and suppression measures, fire extinguisher locations, evacuation routes and alarm systems the facility will have in place.
3. Describe all accident and incident reporting procedures.
4. Describe the waste management locations and procedures.

SECTION D: SECURITY PLAN

1. The security plan shall be prepared by a professional security consultant. This can be done with in-house staff or a consultant, but it must clearly demonstrate that it meets the professional standards requested to receive the appropriate points for each criterion in this section.
 - A. The plan should demonstrate how the cannabis business wishes to develop the floor plan and address other security issues on the property.
2. Premises Diagram: In addition to the site plans submitted for the Proposed Location (in Section H of Appendix A), a separate Premises Diagram must be included in this Security Plan section (Section D) of the application. The diagram must meet the requirements of the Bureau of Cannabis Control CCR Title 16, Division 42, §5006 Premises Diagram.
 - A. The diagram shall show the boundaries of the property and the proposed location to be licensed, showing all boundaries, dimensions, entrances and exits, interior partitions, walls, rooms, windows, and doorways, and shall include a brief statement or description of the principal activity to be conducted therein.
 - B. The diagram shall show and identify commercial cannabis activities that will take place in each area of the premises and identify all limited-access areas.



- C. The diagram shall show where all cameras are located and assign a number to each camera for identification purposes.
 - D. The diagram should be accurate, dimensioned and to-scale (minimum scale of 1/4").
 - E. If the proposed location consists of only a portion of a property, the diagram must be labeled indicating which part of the property will be used for the licensed premises and what activities will be used for the remaining property.
3. Description of operational security, including but not limited to general security for access/visitor control, inventory control and cash handling procedures.
 4. Description of perimeter security, on-site security guards, lighting, and parking.
 5. Identify transportation techniques and security procedures.
 6. Description of employee training and general security policies.

SECTION F: NEIGHBORHOOD COMPATIBILITY PLAN

1. Describe how the business will proactively address and respond to complaints related to noise, light, odor, and vehicle and pedestrian traffic.
2. Describe how the business will be managed to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community.
3. Describe odor mitigation practices:
 - A. Identify potential sources of odor.
 - B. Describe odor control devices and techniques employed to ensure that odors from cannabis are not detectable beyond the licensed premises.
 - C. Describe all proposed staff training and system maintenance plans.
4. Describe the waste management plan. The plan shall include waste disposal locations, security measures, methods of rendering all waste unusable and unrecognizable, and the vendor in charge of disposal.
5. The application should include the following information about the proposed location:
 - A. Physical address and a detailed description of the proposed location, including the overall property, building, and interior floor plan.
 - B. Description of all known nearby State and local sensitive use areas. The cannabis business must have the appropriate zoning and meet all the locational requirements as described in NCMC sections 9.60.070 and Title 18.
 - C. List any nearby well-traveled paths to schools and describe how the cannabis business will proactively protect the youth on these paths from exposure to the cannabis business.
 - D. Describe how the business will proactively take steps about community concerns to protect the youth generally from the impacts of the cannabis business.
 - E. Proof of ownership, lease agreement, or a Letter of Intent to Lease as outlined in section 9.60.150 of the NCMC
 - F. Vicinity map.
 - G. Photographs of existing site and buildings.
 - H. Evidence that the location has access to public transportation for employees or customers.



SECTION H: PROPOSED LOCATION

In addition to the location related details required in the Security Plan section of this application, the application shall include a thorough narrative description of the proposed location, including but not limited to the overall site, existing and/or proposed building(s), parking spaces, driveways, pedestrian sidewalks/rights-of-way, and neighboring businesses on the parcel. Description of floor plans and interior design are not a requirement of this section. In addition to the narrative description of the proposed locations, Applicants shall also include the following items.

1. The CBP applicant must have the appropriate zoning and meet all the locational requirements as described in NCMC sections 9.60.070 and Title 18.
2. The application shall include photographs of the front (street facing) side of the building. In the event the proposed location is undeveloped land, photographs shall depict the property from all vantage points of the property.
3. The application must include a (Site) diagram depicting all details described in the narrative description of the proposed location. The diagram required for this section need not include a description of any building interior, floor plan or security detail.