



# City of Goleta Cannabis Business License Application Checklist and Evaluation Criteria (In City Limits)

## APPLICATION CHECKLIST

- Completed Cannabis Business License Application
- Applicable Fees
- List of all owners, officers, employees, or agents, that includes names, date of birth, and title
- Copy of DMV-issued driver's license or identification card or passport for each owner, officer, employee, or agent
- Copy of Social Security card for each owner, officer, employee, or agent
- Live Scan receipts for all owners, officer, employee or agent. Proof of Live Scan must be dated within 30 days of submission of application
- Fire Clearance Letter from the Santa Barbara County Fire Department
- Cannabis Business Tax Registration Form
- Copy of State's Sellers Permit issued by the California Department of Tax and Fee Administration (CDTFA) or obtain certification letter from the CDTFA stating that a seller's permit is not required.
- Proof of insurance as required by GMC Chapter 5.09
  - o All Cannabis Business – GMC 5.09.080  
Cannabis Business shall maintain comprehensive general liability combined single occurrence insurance policy issued by an "A" rated insurance carrier in an amount no less than two (2) million dollars and name the City as an additional insured. Such insurance shall be primary and not contributing to any other insurance maintained by the City. (GMC 5.09.030)
- Property Lease/Ownership Information – Applicant must provide all property information and have legal possession of the premises for duration of license issuance. If applicant owns property, attach a copy of title or deed. If applicant does not own the property, a notarized statement and consent form from the owner of the property acknowledging that a Cannabis Business is or will be located on the property and copy of the lease or rental agreement pertaining to the property on which the Cannabis Business is or will be located
- Zoning (include a zoning verification letter, if applicable) – See Cannabis Land Use Ordinance
- Business entity documents, including but not limited to:
  - o Articles of Incorporation
  - o Articles of Organization
  - o Certificate of Limited Partnership
  - o Statement of Partnership Authority
- Site Plan and Floor Plan
- Business Plan
- Green Business Plan



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- Odor Abatement Plan
- Safety Plan
- Security Plan

### ***Additional Attachments for Non-storefront Retail (Delivery)***

- List with names and driver's license numbers of all the business' delivery drivers, and evidence verifying criminal background checks have been conducted for all the business' drivers.
- Proof of ownership of the vehicle or a valid lease for any all vehicles that will be used to deliver cannabis or cannabis products
- List of any and all vehicles that will be used to deliver cannabis goods, including the year, make, model, license plate number and numerical Vehicle Identification Number (VIN).
- Proof of insurance for any and all vehicles being used to deliver cannabis goods. All non-storefront retailer licensee shall provide proof of insurance in a minimum amount of \$1,000,000 for bodily injury liability and property injury for any and all vehicles being used to transport cannabis goods.

### ***Additional Attachments for Manufacturing***

- Proof of certification from an engineer licensed by the State of California, or by a certified industrial hygienist, must be provided to the City for a professional grade closed loop system used by any commercial cannabis manufacturing manufacture to certify that the system was commercially manufactured, is safe for its intended use, and was built to codes of recognized and generally accepted good engineering practices, including but not limited to:
  - o The American Society of Mechanical Engineers (ASME);
  - o American National Standards Institute (ANSI);
  - o Underwriters Laboratories (UL); or
  - o The American Society for Testing and Materials (ASTM)

Certification document must contain the signature and stamp of the professional engineer or industrial hygienist and serial number of the extraction unit being certified.

- Attach standard operating procedures on creating cannabis extracts that includes good manufacturing practices, and a training plan.

### ***Additional Attachments for Cultivation***

- Proof of consultation with SCE prior to application submittal including a copy of a completed and submitted SCE Customer/Project Information Sheet.
- Proof of participation in energy use assessments as follows:
  - o If available, participation in the Resource Innovation Institute's Calculate Powerscore tool.
  - o If available, participation in SCE's Savings By Design program.
- Proof of registration with the Department of Pesticide Regulation if using any pesticides. If not using pesticides, a statement confirming no use of pesticides must be provided.



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## ***Additional Attachments for Distribution***

- Proof of a bond of at least five thousand dollars (\$5,000) to cover the costs of destruction of cannabis or cannabis products if necessitate by a violation of licensing requirements or cannabis or cannabis products rejected by testing.

## ***Additional Attachments for Retail***

- Copy of valid and current security guard registration card with the Bureau of Security and Investigative Services (Live scan receipt also required)

***See Application Evaluation Criteria below for additional details on the required plan documents.***



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## APPLICATION EVALUATION CRITERIA

After verifying that the above information was provided, the application will be evaluated on the following categories below.

### I. APPLICATION COMPLETENESS REVIEW

Applicant must submit the following documentation (see checklist above for detail):

1. Completed Cannabis Business License Application form
2. Copy of DMV-issued driver's license, DMV-issued ID card, or passport for each owner/officer/employee
3. Copy of Social Security card for each owner/officer/employee
4. Live Scan receipts for each owner/officer/employee
5. Fire Clearance Letter from Santa Barbara County Fire Department
6. Cannabis Business Tax Registration form (City of Goleta Form)
7. Copy of State's Sellers Permit issued by CDTFA
8. Zoning (including a zoning verification letter, if applicable) – see Cannabis Land Use Ord
9. Proof of comprehensive general liability insurance (minimum \$2M per occurrence) and other applicable insurance (see checklist above)
10. Documents pertaining to business structure, as applicable:
  - a. Articles of Incorporation
  - b. Articles of Organization
  - c. Certificate of Limited Partnership
  - d. Statement of Partnership Authority

### II. APPLICATION SCORING REVIEW

After verifying that the above information was provided, the application will be reviewed and scored on the following categories.

#### Scoring Rubric

- If an application contains the minimal substance necessary to address an individual criteria, they will receive a minimum baseline score of 80% regardless of the quality of their submission on that criteria.
- If an application meets or exceeds the minimal substance to address an individual criteria, and further provides above-average explanation or documentation that corroborates or supports their response, they will receive a minimum score above 80%.
- If an application goes well beyond the minimum substance required to address a criteria, and further provides excellent narrative or documentation that demonstrates a strong understanding of the criteria, the underlying concerns on which that criteria is based, and how to ensure the criteria is addressed, then they will receive a score of 90% or above.
- Applications which fail to provide the minimum substance necessary to address an individual criteria will be given a score of less than 80%. The exact score will depend upon the degree to which the application failed to address that criteria.

#### A. SITE PLAN (Not scored)

1. A detailed description of the proposed location, including:
  - a. Description of the surrounding neighborhood and land uses adjacent to the site
  - b. Size of the property
  - c. Pictures of the site
  - d. Description of ADA compliant measures
2. A site plan, accurate, dimensioned and to scale (minimum scale of 1/4"). The scale may be smaller if it exceeds more than a 1/2-acre parcel but must not be printed on larger than an 11"



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- x 17" sheet of paper (The site plan must be professionally prepared by a licensed civil engineer or architect)
- a. Premise/Floor plan diagram to meet all the requirements of CCR §5006
  - b. Proposed uses of the site, to include parking, hazardous material storage, waste storage, loading area, buildings, driveways, parking lots, landscape areas, and boundaries
  - c. Floor plan showing intended use by room
3. Lease or other documentation showing legal possession of the property
- a. Statement of Owner's Consent, written consent of the owner or landlord of the proposed site to operate a cannabis business, specifying the street address and parcel number
    - i. Verify the address on the documentation matches the address on the application
  - b. Include a copy of a signed lease/purchase agreement or proof of property ownership

## **B. BUSINESS PLAN (Scored)**

1. Detailed description of day-to-day operations, including:
  - a. Business overview and mission statement
  - b. Organizational structure
  - c. Staffing plan, including employee positions and responsibilities
  - d. Hours of operation
  - e. Patient/customer age verification procedures
  - f. Operations procedures, including but not limited to procedures for opening/closing, customer/visitor identification, cash handling, transportation of product, shipment operations, accounting software, etc. Operations will vary depending on the type of business being applied for. Microbusiness applications require a description of operating procedures for each cannabis activity the applicant intends to engage in.
2. How the cannabis business will conform to state and local law
  - a. Seller's permit
  - b. Federal Employer ID #
3. How cannabis will be tracked and monitored to prevent diversion
  - a. Inventory tracking system
  - b. Point of sale system (often will be incorporated into the inventory tracking system)
  - c. Track and trace procedures
  - d. Price list for all products
4. Plan for beginning operations, including:
  - a. Narrative outlining any proposed construction and improvements
  - b. Estimated timeline for completing proposed construction and improvements
5. Projected startup costs, first three months' operating expenses and available capital, including (Confidential):
  - a. Description of the source(s) and use(s) of the capital funds
  - b. Proof of capitalization in the form of documentation of cash or other liquid assets on hand, letter(s) of credit or other equivalent assets
  - c. Capital must be sufficient to cover all startup costs plus first three months' operating expenses
6. Good Neighbor Plan
  - a. Description of how the cannabis business, including its exterior areas and surrounding public areas, will be managed to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community, such as:
    - a. Interior facility maintenance
    - b. Exterior facility maintenance
    - c. Proposed measures to mitigate noise, graffiti, loitering, and other quality of life complaints



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- d. Plan on addressing neighbor complaints
  - e. 24/7 contact information and how it will be disseminated to the public
  - f. Lighting and signage to discourage loitering
- C. GREEN BUSINESS PLAN (Scored)**
- 1. Describe how the following green business practices will be complied with, such as:
    - a. Energy efficiency and indoor air quality plan
      - i. Air circulation to protect the health and welfare of employees and the surrounding businesses
    - b. Renewable energy procedures
    - c. Water conservation methods
    - d. Efficient heating and cooling
    - e. Waste management procedures
    - f. Waste management service provider and related contracts
    - g. Recycling measures
- D. ODOR ABATEMENT PLAN (Scored)**
- a. A detailed plan describing the air treatment system or other methods that will be implemented to prevent cannabis odors from being detected outside the licensed premises.
- E. SAFETY PLAN (Scored)**
- 1. Detailed safety plan that describes fire prevention, suppression, HVAC and alarm systems the business will have in place. The plan will have considered all possible fire, hazardous material, storage and handling of flammable gases and liquids, and inhalation issues/threats and will have both written and physical mechanisms in place to deal with each specific situation, including but not limited to:
    - a. Identification and storage location of all gases, pesticides, and chemicals
    - b. Fire alarm and monitoring system
    - c. Fire suppression equipment and procedures
    - d. Location of fire extinguishers
    - e. Emergency procedures (medical, fire, natural disaster, etc.), including emergency contact that is either an on-site employee, manager, or owner with 24/7 availability shall be made available to the City Manager, Fire Chief, and Police Chief, and shall be updated with the City and other agencies when such contact changes. Both a land line and a mobile or cell number shall be designated.
    - f. Description of evacuation routes and muster stations
    - g. Personal protective equipment
    - h. Accident and incident reporting procedures
    - i. Building Occupancy rating/description
  - 2. Plan to be prepared or reviewed by a qualified third-party fire prevention and suppression consultant.
  - 3. Certified equipment inspection report
- F. SECURITY PLAN (Scored)**
- 1. Detailed security plan, including a description and detailed schematic of the overall security for the facility. The plan should have details on operational security, including but not limited to:
    - a. General security policies for the facility
    - b. Employee-specific policies
    - c. Training
    - d. Sample written policies



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- e. Cash handling security
  - f. Visitor security
  - g. Third-party contractor security
  - h. Delivery security
2. In particular, applications should address:
- a. Perimeter Security:
    - i. An alarm system on all perimeter entry points and perimeter windows shall be professionally installed, maintained, and monitored.
    - ii. The exterior of the business shall be monitored at all times by a web-based, closed-circuit television for security purposes. The recordings shall be maintained for a period of not less than six months. The owner/operator shall make the recordings available to local law enforcement immediately upon request.
  - b. Building ingress and egress access security:
    - i. Sensors are installed to detect entry and exit from all secure areas
    - ii. Additional security measures for doors and windows, as defined by the city.
  - c. Product Security
    - i. All cannabis and cannabis products are stored in a secured and locked room, safe, or vault, and are kept in a manner as to prevent diversion, theft, loss, and unauthorized access.
    - ii. Overnight inventory storage procedures
  - d. Internal Security Measures for Access
    - i. Limited access areas accessible only to authorized cannabis business personnel shall be identified in the Security Plan.
    - ii. Each cannabis business will have the capability to remain secure and operational during a power outage.
    - iii. Will ensure that all access doors are not solely controlled by an electronic access panel, ensuring that locks are not released during a power outage.
  - e. Lighting Security
    - i. Lighting must ensure proper security and meet local outdoor lighting requirements.
    - ii. Lighting must illuminate all parts of the licensed premise and be sufficient to identify all areas, persons and activity on the property (e.g., entrances, walkways, parking lots).
3. Plan to be prepared or reviewed by a qualified security consultant.
4. Proposed floor plan should be accurate, dimensioned and to scale (minimum scale 1/4"). The scale may be smaller if it exceeds more than a 1/2-acre parcel but must not be printed on larger than an 11" x 17" sheet of paper. The floor plan should include:
- a. Proposed use of each room
  - b. Limited access areas
  - c. Access-controlled doors to all limited access areas
  - d. Cameras in every room (depending on the size and function of the room, a business will likely need more than one camera per room)
  - e. Full camera coverage of the outside property
  - f. Inventory storage/vaults/safes separate from customer areas and not on an external wall adjacent to large streets/highways
  - g. Separate and defined spaces for different license types, if applicant proposes to have more than one license type in the same facility (e.g., cult./man. or man./dist.)
  - h. Separate delivery entrance