



# City of Goleta Cannabis Business License Application Submittal and Review Process (In City Limits)

## APPLICATION SUBMITTAL AND REVIEW PROCESS

### Application Submittal

**Step 1:** Applicant to obtain Live Scans and retain receipts for application, obtain a fire clearance letter from the Santa Barbara County Fire Department and Zoning Verification Letter from the City of Goleta's Planning and Environmental Review Department. The proof of Live Scan must be dated within 30 days of submission of application. Any applicant for indoor cultivation must provide proof of consultation with Southern California Edison (SCE) prior to application submittal including a copy of a completed and submitted SCE Customer/Project Information Sheet.

**Step 2:** Applicant must schedule a meeting with Finance staff in at least three days in advance with completed application form and required attachments. To schedule an appointment email [financegroup@cityofgoleta.org](mailto:financegroup@cityofgoleta.org).

Applicants are to submit a hard copy and electronic copy as prescribed by the City and labeled accordingly. The hard copy must be provided in 8.5" x 11", double-sided format, and compiled in a 3-ring binder, tabbed and labeled for each required document or plan in accordance with the checklist provided below. An electronic copy shall also be provided in PDF format of the documents submitted in hard copy, with individual files labeled by title of the document or plan, matching the labels in the hard copy binder. Upon receipt of an application and documents, the Finance Department will perform a preliminary review of the application submittal with the applicant(s) to ensure submitted application is completely filled out and all required attachments are provided, and signatures are obtained. Finance staff is not able to validate or provide confirmation if the submitted information is valid, as the review process will make its determination when routed during the review process. If any required information is missing at initial intake, the application and fee will not be accepted for intake, and applicant must reschedule an appointment at a future available date.

After initial application acceptance Finance staff will process the non-refundable payment and issue a receipt for confirmation to the applicant. The application and documents will be routed to the appropriate City Departments and routed electronically to the City's Cannabis Consultants for review.

### Application Review

**Step 3:** The Finance Department will receive and review documents pertaining to financial and business operations, including confirming of a valid Cannabis Business Tax Registration Form. Any discrepancies are noted and routed to the next department for their review.

**Step 4:** The Planning Department will receive and review documents pertaining to consistency with land use and zoning verification, along with case numbers and land use permit applications that may be applicable. Staff will note any discrepancies, and route to the next department for their review.



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**Step 5:** Building and Safety will confirm valid fire clearance letter, and any building permits are applicable. Staff will note any discrepancies, and route to the next department for their review. Building and Safety will report to Neighborhood Services and Public Safety (NS/PS) when permits have passed, and all inspections are cleared.

**Step 6:** Risk Management will receive and review documents pertaining to insurance and cannabis bond requirements if applicable and note any discrepancies. After review, application will be routed back to Finance staff.

**Step 7:** Cannabis consultant to provide a report on its review of the application and required plan documents to Finance staff. All missing, incomplete or invalid information that requires correction is identified and consolidated to a list of deficiencies, which will then be provided to the applicant by formal letter. In coordination with the Finance Department, Finance staff will provide the letter to applicants. Applicants will be given one additional opportunity for resubmittal of listed items and must provide the listed items within a required time period (e.g., approximately 30-days) as one complete package electronically to [financegroup@cityofgoleta.org](mailto:financegroup@cityofgoleta.org). After the specified time-period, applicants will have no further opportunity to cure incomplete items, and application will be returned to applicant for incompleteness.

**Step 8:** Once Finance staff receives the second submittal electronically; documents will be routed to applicable departments and the cannabis consultant for a second review. Cannabis consultant will provide Finance staff with an updated application review report. If deemed acceptable, application will be routed to NS/PS. NS/PS will review application for completeness of Live Scan confirmation by the Sheriff's Department, in addition to the review of other pertinent required documents and plans in conjunction with the City's cannabis consultant for state and local law compliance as established by the evaluation criteria.

**Step 9:** Upon confirmation of approvals of all above-referenced steps, including clearance of the applicant, employee's Live Scans, obtained the appropriate land use authorization and all building modifications have been completed and finalized, the Director of NS/PS will schedule a site inspection that will be conducted by staff and cannabis consultant of the proposed Cannabis Business for compliance with local and State law requirements and conformance with information provided in the application. Depending on outcome of site inspection, a final inspection will be conducted prior to final approval.

**Step 10:** If application is for Storefront Retail, the Director of NS/PS will provide public notice by first class mail to property owners, and when possible, tenants, located within 500 feet of the parcel, of which the Cannabis Business is or is proposed to be located. All applications will then have its first site inspection scheduled and conducted by staff and cannabis consultant of the proposed Cannabis Business for compliance with local and State law requirements and conformance with information provided in the application.



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**Step 11:** The Director of NS/PS will then issue a preliminary approval of the Cannabis Business License, only after the applicant has met all of the requirements of GMC 5.09, which would allow for an applicant to apply for a State license. Director of NS/PS will confirm preliminary approval with applicant and state department. Applicant will be subject to its final inspection process after receiving state approval. Once applicant is approved by the state, the applicant will provide the City with a copy of its state issued license and permits and copy of approved application submitted to the state.

**Step 12:** Upon final site inspection and review, including confirmation of all building modifications have been completed and finalized, and cleared by any other necessary City Departments and other local agencies, the NS/PS Director will notify Finance staff of final approval, and a Cannabis Business License Certificate will be printed and issued to the applicant by the Finance Department. Finance staff will prepare and release a packet, containing the Cannabis Business License Certificate, tax certificate, and other documents and instructions for proper cannabis business tax reporting. Issued Cannabis Business Licenses are valid for a calendar year period (January 1 – December 31), and is not prorated. Annual renewal is required subject to annual monitoring and compliance.