



City of Sebastopol

Planning Department
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CANNABIS USES: ADDITIONAL SUBMITTAL REQUIREMENTS

Purpose:

This checklist for additional submittal requirements and standard applies to any establishment that proposes to operate a Cannabis business. Some such uses qualify for Administrative Permit Approval; others will require a Use Permit. Following any Planning approval, Building Permits, Sign Permits, or other Permits may also be required.

Site: Applications are site-specific. Businesses must specify a proposed location, and provide proof of property owner approval for submittal of the application.

Questions: Please contact Planning Department staff if you have questions about whether the proposed business is permitted, or about application requirements.

Incomplete: Incomplete applications will not be processed.

The following information shall be provided to the Planning Department for an application to be deemed complete:

Master Planning Application Form

- Completed and signed by the applicant *and* property owner.

Written Statement: *The written statement shall include the following information:*

- *Description of Business:* describe the business operation in detail.
- *State Licensing:* Describe the status of any state licensing required for the business.
- *Business Class:* Identify the class of business under the City's Cannabis Ordinance.
- *Compliance Analysis for Class of Business:* Provide a specific section-by-section compliance analysis for the relevant class of business under the City's Cannabis Ordinance.
- *Compliance Analysis for General Operating Requirements:* Provide a specific section-by-section compliance analysis for the General Operating Requirements listed in the City's Cannabis Ordinance.
- *Findings:* Provide a statement of how your application complies with the required Special Findings for Cannabis Uses in the City's Cannabis Ordinance.
- *Employee Information:* Provide information such as number of employees, volunteers and other persons who will work at the business.
- *Plan of Operations:* describe how the business will operate in compliance with state and local law. Controls that will assure cannabis will be dispensed, stored, processed, tested, or transported in compliance with state law and the City's Cannabis ordinance.
- *Time of Operation:* describe the days and times that the establishment will operate.
- *Operational Security Measures:* describe, in detail, security measures that will be implemented to ensure the safety of establishment employees and the public. The plan shall include installation of security cameras, a robbery alarm system monitored by a licensed operator, and a security assessment of the site conducted by a qualified professional.

- *Staff training:* Describe staff training that complies with the requirements specified in the City's Cannabis Ordinance.
- *Energy and Resource Conservation Measures:* Describe energy and resource conservation aspects of the business and/or improvements.

Proof of Approval by Sonoma County Department of Public Health, if applicable

Deposit

- As defined on the fee schedule listed on the Master Planning Application Form. Checks should be made payable to the City of Sebastopol.

Site Photographs

- Clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view. Digital photos on a CD are acceptable.

Location Map

- Indicate the subject parcel(s) and adjacent streets on an 8½" by 11" map.

Neighborhood Context Map

- An accurate straight-line drawing depicting the building and the portion thereof to be occupied by the business, all properties and uses within 600 feet of the boundaries of the property on which the business will be operated, and: (a) the property line of any "smoke shop" within 600 feet of the primary entrance of the dispensary, and (b) the property lines of any school within 600 feet of the entrance of the business.

Floor Plan

- A sketch or diagram showing the interior configuration of the premises, including a statement of the total floor area occupied by any cannabis growing areas, or other special areas, as may be applicable. The sketch or diagram need not be professionally prepared, but must be drawn to a designated scale or drawn with marked dimensions to an accuracy of plus or minus six inches.

Site Plan

- Provide a dimensioned site plan showing buildings, parking spaces, public access points and other features.

Exterior Signs

- Describe, or provide plans for any planned exterior business signs. Please note separate permits are required for such signs.

Other Information

- Other information that may be pertinent to your application.

If you have questions about application requirements, please contact the Planning Department. In some cases, application submittal requirements may be modified by Planning staff based on the specific application.