



RETAIL COMMERCIAL CANNABIS BUSINESS PERMIT APPLICATION PROCEDURE GUIDELINES AND REVIEW CRITERIA

Application Period

OPENS – Monday, March 27, 2023

CLOSES – Thursday, May 4, 2023

INTRODUCTION

The City of Fontana is seeking qualified applicants to apply for Commercial Cannabis Permits. During this application period the City will be allowing up to three (3) Storefront Retail cannabis business permits under this process.

To be considered for issuance of a Cannabis Business Permit, final applications must be submitted to the Development Services Department located at the address listed on these procedures by the deadline. There will be no exceptions. These Procedure Guidelines and Review Criteria (hereafter referred to as “Procedures” constitute the application process and are adopted pursuant to the Fontana Municipal Code (FMC) Section 33-8 and 33-9.

Applicants should monitor the City’s web page for any additional information, FAQs, or updates. It is the responsibility of the Applicant to stay informed of this information.

CONTACT

If you have any questions or would like an update on the status of your application, please contact the Development Services Department by email at cannabispermitting@fontana.org.

APPLICABLE REGULATIONS

Information regarding the Commercial Cannabis Business (CCB) Application process can be found on the City’s website at cannabispermitting.fontana.org and includes the following:

- City of Fontana Municipal Code (FMC) Chapter 33
- Application Procedures Guidelines and Review Criteria
- Commercial Cannabis Business (CCB) Permit Application
- Property Owner Consent/Landlord Affidavit
- Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement
- Background Check Form

NUMBER OF PERMITS AND LOCATION

During this application period the City will be allowing up to three (3) Commercial Cannabis Retailer-Storefront Permits. Pursuant to FMC Section 33-7 (a), one permit may be issued in each of the following three City Areas:

- North Area (area north of Baseline)
- Central Area (area between Baseline and Valley)
- South Area (area south of Valley)

For a list of permissible zoning districts and location requirements, please refer to FMC Section 33-28 and Section 33-29 (a).

LIMITATIONS ON MULTIPLE APPLICATIONS

Pursuant to FMC Section 33-7 (a), an Applicant or any Responsible Person, as defined in FMC Section 33-5, may not be approved for issuance of more than one (1) Commercial Cannabis Business permit within the City. Applicants may submit more than one application but shall be limited to submitting only one (1) application in each of the three City Areas. In addition, the City will only accept a maximum of one Property Owner Consent Form or “Letter of Intent” to lease the premise from a landlord per address.

AMENDMENTS TO THE APPLICATION

Applicants will not be allowed to make amendments to their application or to supplement their application, except as otherwise specifically permitted in these procedures, or posted on the City’s website as a clarification update, or as authorized in writing by the City Manager or his/her designee.

During Phase I, City staff and the Consultant will conduct a preliminary evaluation of the applications for completeness and will reject any application that is missing a major component (for example, a Security Plan), notifying the applicant by email that they have been disqualified.

For those Applications which are missing essential information, the primary contact will be notified by email if their application is found to be missing minor requirements (for example, signatures/dates on forms, proof of payment receipts, scanned pages in one of the scoring criteria documents, or incorrect formatting or organization of files). If this is the case, the Applicant will be granted five days from the date of the email to submit the required supplemental information. Should you receive an email from the City we ask that you confirm receipt within 48 hours. If the City does not get confirmation from your primary contact within 48 hours, it will try to notify the primary contact by phone. However, please note should this be the case you will not be provided additional time to complete the curing process.

Furthermore, you may not submit any additional information other than what was requested to cure the minor requirements. Finally, an applicant will be notified if their application is incomplete or if there is any other reason for which they will not be moving forward in the application process.

CITY'S RESERVATION OF RIGHTS

The City reserves the right to reject any and/or all applications, with or without cause or reason. The City may modify, postpone, or cancel the request for a CCB permit without liability, obligation, or commitment to any person, party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any Applicant applying in order to conduct a complete review of the application or an investigation into the truthfulness of the statements set forth in the application or provided at any stage of the application process and if it is not fully responsive to this request for a CCB application.

APPLICATION PROCESS

This application process is adopted pursuant to FMC Section 33-8 and 33-9. Review the information regarding the application process and which documents you will need. Before submitting your application, review your application in its entirety to ensure that it is complete and accurate. Review the information regarding the Cannabis Business Permit application process for a CCB on the City webpage provided on page one.

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. This can be done in person, by U.S. Mail, or by common carrier delivery service (e.g., FED EX, UPS, etc.) as long as it is a complete application. The application process must be secured in an envelope or box addressed as follows:

Development Services
Attn: Cannabis Application Process
City of Fontana
8353 Sierra Ave
Fontana, CA 92335

The application package must include all the following documents with original signatures for each document:

1. Cannabis Business Permit Application;
2. Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement;
3. Agreement on Limitations of City's Liability and Indemnification to City;
4. Proof of Property Ownership or Lease Agreement/Letter of Intent to Lease;
5. Property Owner Consent/Landlord Affidavit;
6. Background Check Form(s)
7. Application fee and Background Check fee(s);

SUBMITTAL DEADLINE

Applications must be received by the Development Services Department by 5:00 pm on Thursday, May 4, 2023. Late applications will not be accepted. Furthermore, an application RISKS BEING REJECTED for the following reasons:

1. It is not responsive to this Cannabis Business Permit application and the Procedure Guidelines for a Cannabis Business Permit.
2. The issuance of the Cannabis Business Permit for the proposed location does not comply with State law, FMC Section 33-28, and Section 33-29 (a).

FLASH DRIVE CONTENT

In addition, all Applicants must submit a USB flash drive containing one complete copy of the application package per the requirements as outlined in the below format. The application package and application fees must be received by the Development Services Department at the same time.

Responses to the Evaluation Criteria (Sections A-C found in Appendix A of the Application Procedures & Guidelines) shall be limited to 200 pages otherwise points will be deducted. Responses pertaining to Backgrounds, Proof of Capitalization, Zoning Verification Letter, and Proof of Property Ownership or Lease Agreement/Letter of Intent to Lease, Property Owner Consent/Landlord Affidavit, Business Owner Acknowledgement Form shall not be included in the 200-page limitation. Those responses should be saved in PDF files that are separate from the Evaluation Criteria (see below).

All materials must be submitted on a USB flash drive in a PDF format in the following files. Please submit the files in the correct format and organized correctly or your application may be rejected.

PDF File #1 – Cannabis Business Permit Application (pages 1-3); Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement (pages 1-3); Agreement on Limitations of City Liability; Certification, Assurances, Warranties, and Indemnification to City (pages 4-6); Proof of Property Ownership or Lease Agreement/Letter of Intent to Lease; and Property Owner Consent/Landlord Affidavit. All copied documents shall display required signatures to be deemed complete.

PDF File #2 – Evaluation Criteria (Responses to Sections A-C of Appendix A limited to 200 pages)

PDF File #3 – Background Check Form for each Applicant, Owner, or Responsible Person and copy of government-issued identification.

PDF File #4 – Proof of Capitalization (Appropriate bank statements, loan documents, promissory notes, financial and commitment letters)

PDF File #5 – Zoning Verification Letter (ZVL) which shows the correct location and units in the building being used.

CRIMINAL BACKGROUND CHECK

Each Applicant, Owner, or Responsible Person, as defined in FMC Section 33-5, must undergo a criminal history background check to demonstrate they do not provide “good cause” for denial per FMC Sections 33-11. Owners who do not meet the criminal history eligibility requirements of FMC Sections 33-11 will be disqualified. The initial background check fee for each Applicant, Owner, or Responsible Person shall be \$300.

In addition, each successful applicant will be asked to submit to a Live Scan as part of the background check as determined by the Chief of Police. Prior to being issued a permit the Applicant’s primary contact will be notified by email with the instructions on how to schedule the Live Scan appointment.

ZONING VERIFICATION LETTER (ZVL)

Prior to submitting a CCB application (Phase I), an Applicant must obtain a Zoning Verification Letter from the Planning Department. To secure this letter, an Applicant must make a written request to the Planning Department which should specify the intended use of the building (i.e., Retail), and the proposed building location. Please advise the City if you currently occupy the premises or if there is a tenant currently occupying the premises and what type of business activity is being conducted.

The issuance of a ZVL does not constitute written evidence of permission given by the City or any of its officials to operate a cannabis business, nor does it establish a “permit” within the meaning of the Permit Streamlining Act, nor does it create an entitlement under the Zoning or Building Code. A regulatory permit for a CCB does not constitute a permit that runs with the land on which the cannabis business is established.

FEES

All applicants will be required to submit a fee of \$17,500. This amount will be charged against time spent by City staff and the Consultant in reviewing applications and administrating the application process. Applicants are advised that they may be required to pay additional amounts as required for the sole purpose of the City’s completion of the application review process. However, there will also be a separate fee for the Zoning Verification Letter (ZVL) of \$300 per site and the Background Check Fee of \$300. For the successful Applicants there will also be a Live Scan Fee prior to obtaining the Cannabis Business Permit or at a time determined by the Police Chief.

Payment must be made by a certified check, cashier’s check, or money order made payable to the City of Fontana. Please note the City will not accept cash or credit cards and application fees are non-refundable once the City has begun reviewing the application.

APPLICATION REVIEW, SCORING, AND APPROVAL PROCESS

PHASE 1: APPLICATION SUBMITTAL AND DETERMINATION OF ELIGIBILITY

Applications must be submitted in their entirety in order to move forward in the review process. Late applications will not be considered. Applications will be reviewed for completeness and compliance to meet the minimum submittal requirements. The determination of eligibility will be based on the criteria outlined in these procedures and as described in Appendix A. However, the criteria will be evaluated and scored with the process adopted in these procedures in accordance with FMC Chapter 33-9 and may be amended as provided in FMC Section 33-9 (g). Applications that meet the minimum eligibility requirements will be forwarded to the Consultant for Phase 2 (Application Evaluation and Review). Notice of the results of Phase 1 will be provided in writing via email to the primary contact listed on the application.

PHASE 2: APPLICATION EVALUATION AND REVIEW

During Phase 2, Applications will be evaluated, scored, and ranked based using a merit-based system on a pass/fail basis. As instructed above, responses to the Review Criteria must be saved in PDF File #2 and shall not exceed 200 pages. Applicants will not be allowed to resubmit information that is determined to be missing or deficient during the Phase 2 review.

See APPENDIX A for a description of the evaluation criteria:

- Section A. Qualifications/Business Plan (40 points)
- Section B. Operating Plan (20 points)
- Section C. Community Improvement (40 points)

Phase 2 scores will be tabulated to establish an overall order and ranking of the applicants. Applicants who score a minimum of 90% (90 points) will advance to Phase 3 of the selection process. Notice of the results of Phase 2 will be provided in writing via email to the primary contact listed on the application.

PHASE 3: APPLICANT INTERVIEWS AND RANKING

Applicants that receive a passing score as part of Phase 2 will be interviewed by the City's designated Commercial Cannabis Permit Application Evaluator (who shall not have participated in the initial review and scoring in Phase Two) and the City Interview Panel. The Application Evaluator will have the sole responsibility for the evaluations and scoring of Applicants in Phase 3. Applicants will be interviewed and evaluated based upon the using the same evaluation criteria considered in Phase 2 above (100 points).

PHASE 4: FINAL SCORING AND PERMIT ISSUANCE

Upon the completion of Phase 3, the Commercial Cannabis Permit Application Evaluator will determine the final rankings of the Commercial Cannabis Permit applications per Area, as described in FMC Section 33-7. If there is a tie in total points by two or more applicants after final rankings by the Commercial Cannabis Permit Application Evaluator, the City Manager may designate a third party to hold an allotment by chance to complete the ranking system.

The top scoring Applicant for each Area, based on points awarded in the Phase 3 interview process will be provided with a 60-day period, from the date Applicants are notified in writing by the City Manager of their selection, to provide evidence of the applicant's right to use and occupy the Premises, which Premises shall be the same as previously identified by the Applicant on the Commercial Cannabis Application.

If an Applicant fails to provide said proof of ownership, legal possession, or a Lease agreement for the Property within sixty (60) days, Applicant shall be disqualified from the application process. In which case, the Applicant with the next highest score within the Area of the Disqualified Applicant shall be notified. Said notification shall constitute the beginning of selected Applicant's 60-day period to provide proof of ownership, legal possession, or a Lease Agreement for the Property at which the Commercial Cannabis Business will be located, which Premises shall be the same as previously identified by the Applicant on the Commercial Cannabis Application.

If, after providing proof of the right to use and occupy the Premises pursuant to FMC Section 33-9 (e), a selected Applicant is unable to complete the permitting process for any reason, including but not limited to the Applicant voluntarily withdrawing from the process, the Applicant failing to fulfill any of its obligations under FMC Chapter 33, the Applicant failing to obtain any other required permits, licenses, and related approvals, and/or the City determining that termination of the application and permitting process is in the best interest of the City, the Applicant shall be disqualified from the application and permitting process. In which case, the City Manager may, in his or her sole discretion, issue a notice of selection to the Applicant with the next highest score within the Area of the disqualified Applicant. Said newly selected Applicant will thereafter have ninety (90) days to provide proof of the right to use and occupy the Premises identified in its Commercial Cannabis Application or, subject to the City Manager's approval of an alternative location, which approval may be granted or denied in the City Manager's sole discretion, proof of the right to use and occupy premises at a different location within the same Area.

After the rankings per Area are complete, and the verification of ownership or legal control of the Premises has been completed, the City Manager will issue the highest-ranking applicants in each area Commercial Cannabis Permits to the extent that there are permits available. The City Manager's decision as to the selection of the prevailing candidates shall be final and not subject to appeal.

Prior to issuing the permit and commencing operations, a Permittee of a Commercial Cannabis Business must enter into a fully executed operating agreement with appropriate fiscal mitigation measures, in a form satisfactory to City Manager and City Attorney. Any community benefits that a commercial cannabis business agrees to provide shall be incorporated into the terms and conditions under which the commercial cannabis business will operate with the City of Fontana's approval, if and when an operating agreement is executed. Upon successfully negotiations in this phase of the process the Applicant will then be authorized to proceed to apply for any required land use permits and a business license and related approvals.

If a selected Applicant is unable to satisfy all requirements and meet all obligations needed for the issuance of a Commercial Cannabis Permit within eighteen (18) months after being notified of its selection, the City Manager may, in his or her sole discretion, terminate the Applicant's application and permitting process.

Note:

The City reserves the right to reject any or all applications, at any time in the review process, if it determines it would be in the best interest of the City, taking into account the health, safety and welfare of the community.

Being issued a Notice of Selection does not constitute a land use entitlement and does not satisfy the requirements of securing a technical permit for all construction and structural alterations, including building, electrical, plumbing, and mechanical permits, undergoing and passing all building and fire intermittent and final inspections, and securing any other required permits, licenses, or reviews as may be necessary by the relevant departments or government agencies in charge of said permits. Nor does it guarantee that the plans submitted via the application process meet the standards or requirements in the Fontana Zoning Ordinance, or any building or fire codes, laws, rules or regulations, or any other permit requirement from other local or state departments or agencies.

Applicants shall have no right to a Commercial Cannabis Permit until a Permit is actually issued, and then only for the duration of the Permit's term. Each Applicant assumes the risk that, at any time prior to the issuance of a permit, the City Council may terminate or delay the program created under this Chapter.

APPENDIX A: EVALUATION CRITERIA

The City is a public agency subject to the California Public Records Act (“CPRA”). In the event a request for information under the CPRA seeks disclosure of application materials marked by Applicant as “Confidential Information,” the City will make reasonable efforts to provide notice to Applicant prior to such disclosure to allow Applicant to seek a protective order, injunctive relief, or other appropriate remedy. If Applicant contends any designated application materials are exempt from the CPRA and wishes to prevent disclosure, it is required, at its own cost, liability, and expense to obtain a protective order, injunctive relief or other appropriate remedy from a court having jurisdiction over the matter at least two (2) days before City’s deadline to respond to the CPRA request. If Applicant fails to obtain such a remedy before the deadline for the City’s response to the CPRA request, the City will disclose the requested information and shall not be liable or responsible for such disclosure.

SECTION A: QUALIFICATIONS/BUSINESS PLAN (40 POINTS)

Qualifications and Experience of Applicants and Owners: The application shall include information concerning any special business or professional qualifications or licenses of the applicants and owners, and the years of relevant and related experience, that would add to the number or quality of services that facility would provide, or otherwise demonstrates the Applicants’ and owners’ capacity to operate a successful commercial cannabis facility in compliance with applicable laws and regulations.

1. **Cannabis Business Experience:** Demonstrate the business owner’s experience in owning, managing, and operating an existing or prior Retail Cannabis businesses. Evidence that prior experience was from legally permitted activities.
- 2.
3. **Cannabis Industry Knowledge** – Demonstrate overall knowledge of the cannabis industry (as demonstrated throughout the screening application), including identification of how industry best practices and State regulations have been incorporated in existing/prior legal businesses outside the City of Fontana.
- 4.
5. **General Business Experience** - Demonstrate the business owner’s special business or professional qualifications that would add to the quality of services that facility would provide.
- 6.
7. **Finances:**
 - a. Provide 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.

- b. Provide 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.
- c. Provide a pro forma for at least three years of operations.
- d. Provide a schedule for beginning operation, including a narrative outlining any proposed construction and improvements and a timeline for completion.

SECTION B: OPERATING PLAN (20 POINTS)

Applications shall include a detailed description of the Applicant's proposed operating procedures for each commercial cannabis activity, including an explanation for how the business will comply with the operating regulations of FMC Chapter 33 and state law. The application must include copies of any applicable policies or manuals of the Applicant and address each of the following, if applicable:

1. Retail Operations.
 - a. Describe customer check-in procedures.
 - b. Describe the Point-of-Sale system (including name) to be used and how it will interact with the state's mandated track and trace system. Identify the number of Point-of-Sales terminals to be used when the business is at full capacity.
 - c. If applicable, describe delivery service procedures, number of vehicles and product security during transportation.
- 2.
3. Inventory and Quality Control Procedures.
 - a. A description of the Applicant's procedure for receiving shipments of inventory;
 - b. Where the Applicant's inventory will be stored on the premises and how records of the inventory will be maintained; and
 - c. Procedure for performing inventory reconciliation and for ensuring that inventory records are accurate.
 - d. Procedures for preventing the deterioration of cannabis or cannabis products held by the Applicant;
 - e. Procedures for ensuring that cannabis and cannabis products are properly packaged and labeled; and
 - f. Procedure for ensuring that an independent licensed testing laboratory samples and analyzes cannabis and cannabis products held by the Applicant.
- 4.
5. **Security Plan** - All Applicants shall propose sufficient security measures to deter and prevent the unauthorized access or entrance into areas containing cannabis or cannabis products, and to deter and prevent the theft of cannabis or cannabis products at the Commercial Cannabis Business (together a "Security Plan"). The proposed Security Plan will remain confidential and shall include, but shall not be limited to, all of the following:
 - a. Preventing individuals from remaining on the premises of the Commercial Cannabis Business if they are not engaging in an activity directly related to the permitted operations of the Commercial Cannabis Business.

- b. Establishing limited access areas accessible only to authorized Commercial Cannabis Business personnel.
- c. How and where all cannabis and cannabis products will be stored in a secured and locked room, safe, or vault.
- d. How all cannabis and cannabis products, will be kept in a manner as to prevent diversion, theft, and loss.
- e. Surveillance System:
 - i. Procedures for installing 24-hour security surveillance cameras (CCTV) of at least HD-quality video with audio to monitor all entrances and exits to and from the premises, all interior spaces within the Commercial Cannabis Business which are open and accessible to the public, all interior spaces where cannabis, cash or currency, is being stored for any period of time on a regular basis and all interior spaces where diversion of cannabis could reasonably occur.
 - ii. Procedures for how the Applicant will ensure that the security surveillance camera's footage is remotely accessible to law enforcement, and that it is compatible with the City's software and hardware.
 - iii. Procedures on how remote and real-time, live access to the video footage from the cameras will be provided to law enforcement.
 - iv. Procedures for ensuring video recordings are maintained for a minimum of sixty (60) calendar days, and procedures to make them available to law enforcement upon request.
 - v. Procedures to ensure video shall be of sufficient quality for effective prosecution of any crime found to have occurred on the site of the Commercial Cannabis Business.
- f. A description of where sensors will be installed to detect entry and exit from all secure areas.
- g. A description of procedures of installing panic buttons in the premises.
- h. Description of having a professionally installed, maintained, and monitored alarm system, with the required City alarm permit as required by this Fontana City Code Section 14-391, et seq.
- i. A description of the physical security features and improvements that will be installed on the exterior and within the interior of the building, in full compliance with all applicable Building and Safety and Fire Code requirements and any applicable zoning requirements. Use of wrought iron on any exterior door, window or opening is prohibited.
- j. Security Personnel:
 - i. Procedures on establishing a plan to have security personnel on-site 24 hours a day, or alternative security as authorized by the City.

- ii. Description or documentation showing that the proposed security personnel are licensed by the State of California Bureau of Security and Investigative Services personnel. Procedure to submit to the City and the City's law enforcement agency the names and contact information of security personnel, with copies of state-issued licenses and permits, government-issued identification form, and photographs of uniforms and badges.
 - iii. Acknowledgement from Applicant indicating that it shall be responsible for providing this confirming information to law enforcement, with updating information within seven (7) calendar days of a change in security personnel, agents, or representatives.
 - k. Procedures on how each Applicant shall have the capability to remain secure during a power outage and ensure that all access doors are not solely controlled by an electronic access panel to ensure that locks are not released during a power outage.
 - l. Identification of a designated security representative/liaison to the City, who shall be reasonably available to meet with City staff, as well as law enforcement regarding any security related measures or operational issues.
 - m. A storage and transportation plan, describing in detail the procedures for safely and securely receiving, storing and transporting all cannabis, cannabis products, including the use of child-safe cannabis containers, and any currency.
 - n. An affirmative commitment that the Applicant will cooperate with the City whenever the City Manager, or his or her designee, makes a request, upon reasonable notice, to inspect or audit the effectiveness of any Security Plan or of any other requirement of this subsection.
 - o. A description and plan of how the Applicant will notify law enforcement within 24 hours after discovering any of the following:
 - i. Significant discrepancies identified during inventory. The level of significance shall be determined by the regulations promulgated by law enforcement.
 - ii. Diversion, theft, loss, or any criminal activity involving the Commercial Cannabis Business or any agent or employee of the Commercial Cannabis Business.
 - iii. The loss or unauthorized alteration of records related to cannabis, registering qualifying patients, primary caregivers, or employees or agents of the Commercial Cannabis Business.
 - iv. Any other breach of security.
- 6.
7. **Workforce Plan** – All applicants shall submit a workforce plan that may include, but is neither limited to, nor required to include:
- a. Commitment for local hires.
 - b. Commitment to offer apprenticeships and/or compensation for continuing education in the field.
 - c. Pay a living wage to its employees.
 - d. Draft collective bargaining agreement with a labor organization that currently represents cannabis workers in the United States.

SECTION C: COMMUNITY IMPROVEMENT (40 POINTS)

1. **Social Service Support** - The applicant should describe the benefits the business will provide to the local community, for example by directly aiding, participating in, or funding the work of local non-profits, community-based organizations, civic organizations, or social services organizations. Benefits may be in the form of volunteer services, monetary donations, financial support of City-sponsored activities or organizations, in-kind donations to the City or other charitable organizations and/or any other economic incentives to the City which will help achieve the strategic policy goals of the City Council in permitting cannabis businesses in the City of Fontana.
- 2.
3. Location and Site Identification:
 - a. Premises Diagram – Provide a premise diagram that complies with the following: (The diagram must meet the requirements of the Department of Cannabis Control DCR Title 4, Division 19, §15006 Premises Diagram)
 - i. Shows the boundaries of the property and the proposed premises to be utilized, showing all boundaries, dimensions, entrances and exits, interior partitions, walls, rooms, bathrooms, windows, doorways, and common or common shared entryways, and a brief statement of the principal activity to be conducted therein;
 - ii. Identifies all commercial cannabis activities that will take place in each area of the premises, and identification of limited access areas;
 - iii. The location of all proposed security cameras with a number assigned to each for identification purposes;
 - iv. The diagram shall be clear, legible, and to scale, and shall not include any highlighting; and
 - v. If the proposed premises include only a portion of a property, the diagram must be labeled indicating which part of the property is the proposed premises and what the remainder will be used for.
4.
 - a. Site Plan: Provide a site plan that includes the following:
 - i. 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.
 - ii. 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. Please Note: The (Site) diagram should be submitted in addition to the premises diagram required above.
 - iii. Interior and exterior elevations of the premises.
 - iv. Renderings of interior and exterior of proposed premises, which shall not be less than 4,000 square feet.

- v. A map identifying any instruction in kindergarten or any grades 1 through 12, day care, park, Youth and Recreation Center facilities, City boundaries and any Commercial Cannabis Business located within 600 feet of the property lines of the proposed location. If the proposed location is not within 600 feet of any such uses, identify on the map the closest such use, and the distance in feet between that use and the property line of the proposed location.

5.

