



CANNABIS PERMIT APPLICATION (Location Amendment)

This application amendment pertains to the update of an existing and approved Cannabis Permit. All fees paid are nonrefundable regardless of outcome.

Section 127.09 of the City’s Municipal Code states that ...”No Licensee is authorized to relocate to other areas or units within a building structure without first filing a change of location application and obtaining approval from the City Council...”

Business Name: _____

Business Contact (Individual): _____

Business Contact Title: _____

Business Contact Mailing Address: _____

Primary Phone No.: _____

Emergency Contact Name & Phone No.: _____

E-mail: _____

Permit Being Requested: Please mark all applicable boxes below to identify which cannabis operations permits you are seeking through this Cannabis Permit Application Amendment. A separate application and fee is not necessary for each category type in which you are submitting an application for consideration. One application and application fee suffices for all categories. However, you must include in your application package all the information requested for each category you seek to operate. Neighborhood Compatibility, Air Quality and Safety & Security Plans will be required to be updated to reflect the amendment.

Cultivation: Square Footage: _____

Manufacturing: Square Footage: _____

Distribution: Building Square Footage: _____

Section A: Commercial Cannabis Business Description and Location

1. Proposed Location of Business (include APN's): _____

2. Name and Address of Property Owner: _____

3. Name and Address of School Closest to Proposed Location: _____

5. Description of neighborhood around the proposed location (i.e., surrounding uses, nearby sensitive uses such as churches, schools, parks, or libraries) and transit access to site. A separate sheet may be attached.

Required Plan Submittals (Plans shall be drawn to scale):

- 1. Site Plan for each potential location. The Site Plan must be dimensioned and show the entire parcel, including parking and additional structures.
- 2. Conceptual Building Elevations if new construction. If existing buildings, submit photographs, and include any proposed exterior building alterations if applicable.
- 3. Floor Plans, including any proposed interior alterations.
- 4. Vicinity Map. It is the Applicant's responsibility to prove to the City that the cannabis operation's location is at least 600 feet from all sensitive uses and 50 feet from all residential zones. The measurement is from property airspace line to property airspace line on each lot. However, in the case of commercial condominiums, measurement is taken from the airspace property line.
- 5. Radius Map Package: 300 foot radius ownership map (from property lines), 1 copy of the property owner and occupants list for properties with 300 feet, 2 copies of property owner/occupant list prepared on gummed labels, and notarized Affidavit of Accuracy of Property Owner's List.
- 6. Photos of the site and building(s) from all sides/directions.

Section B: Required Supplemental Information

This information is required for this application amendment to be considered complete. Attach the following reports to the amendment.

Neighborhood Compatibility Plan

- Safety and Security Plan
- Air Quality Plan

Section C: Final Location Information

Multiple sites per application can be considered. Attach proof of ownership of the site or a signed, executed lease document will also suffice.

Section D: Essential Supplemental Information

This information is required and you must submit this as part of meeting the requirements for a completed application. Check the box evidencing that you have submitted and attached to this Application the items described below.

- Suitability of the proposed property: Applicant must demonstrate that the proposed location(s) exceeds all buffer zones established in the Cannabis Ordinance.
- Suitability of security plan: The Applicant's security plan must include the presence of security personnel on premises or patrolling the premises twenty-four (24) hours per day. The Applicant's security plan must demonstrate a method to track and monitor inventory so as to prevent theft or diversion of cannabis. The Applicant's security plan must describe the enclosed, locked facility that will be used to secure or store cannabis when the location is open and the steps taken to ensure cannabis is not visible to the public. The Applicant's security plan must include measures to prevent the diversion of cannabis to persons under the age of twenty-one (21).
- Environmental impact: Application should indicate if the business uses renewable energy sources.

Section E: Fees

Please attach a cashier's check or money order made payable to the "City of Baldwin Park" for the following fees:

- Cannabis Permit Application Amendment Fee: \$30,000.00

Staff use only:

Date of application amendment submittal: _____

Number assigned to application: _____

Date fee received: _____

Date application reviewed: _____

Date Proof of ownership was verified: _____

Planning Division

- Incomplete Application
- Complete Application

Cannabis Subcommittee

- NOT In Compliance with Cannabis Ordinance Locational Criteria
- In Compliance with Cannabis Ordinance Locational Criteria
- Not Recommended for Council Consideration
- Recommended for Council Consideration