



COMMERCIAL CANNABIS BUSINESS

APPLICATION INFORMATION PACKET

City of Stanton | 7800 Katella Avenue, Stanton, CA 90680 | www.ci.stanton.ca.us

A. COMMERCIAL CANNABIS BUSINESS APPLICATION PROCESS OVERVIEW

- STEP 1: SCREENING APPLICATION: All interested operators must submit a screening application including information about the ownership/management team, proposed business plan, design concept, security plan, and experience. No physical location is part of this phase and will not be part of this initial evaluation process.
- STEP 2: SCREENING EVALUTION: Each screening application will be reviewed and scored by the **Application Evaluation Committee**, using the review criteria, provided as **Attachment 1**. The scores will be totaled for each applicant and the top 4 applications in each category will be eligible to move on to the following Steps.
- STEP 3: COMMERCIAL CANNABIS BUSINESS PERMIT APPLICATION: Each of the eligible applicants will submit all information including at minimum: business owner(s); proposed location; hours of operations; State license category; compliance with the City's Ordinance and security plan.
- STEP 4: PERMIT APPLICATION REVIEW: All submittals will be reviewed including:
- Background investigation
 - Screening rankings
 - Grounds for denial not found
- STEP 5: SECURE PHYSICAL LOCATION: Submit the physical location for the business and obtain zoning clearance and/or planning permits.
- STEP 6: BUSINESS LICENSE: Apply for and obtain a business license from the City. You have up to 12 months to secure your business license.
- STEP 7: BUILDING PERMITS: Apply for and obtain any necessary building and safety permits needed to make improvements to the property (for example, building permits for tenant improvements).
- STEP 8: STATE PERMIT: Prior to operation and occupancy permit, you will need to secure your State Cannabis permit.



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B. SCREENING APPLICATION REQUIREMENTS

1. Completed Applicant/Owner Information Form: Provided as Attachment 2, all requested information. These pages will not be counted toward the 50 page application limit.
2. Cover Letter: Prepare a concise overview of your application, the type of permits/licenses being applied for and the proposed business concept and design. These pages will not be counted toward the 50 page application limit.
3. Payment of Application Fee and Deposit: Proof of payment in the form of a receipt from the City of Stanton must be included with the screening application submittal.
 - a. Pay the nonrefundable fee in the amount of \$2,600 per application prior to submittal of the screening application.
 - b. Pay the refundable deposit of \$100,000 per application. This deposit will be returned following completion of the review process (approved or denied).
 - ✓ Payment must be in the form of a check. No online options are available.
No cash will be accepted.
 - ✓ Payments may be made in person Monday-Thursday 8:00 am - noon and 1:00 pm - 5:00 pm.
 - ✓ Payments may also be mailed for processing. Send checks to the following address:

City of Stanton
Attn: Cannabis Screening Application Payment
c/o Community and Economic Development Department
7800 Katella Avenue
Stanton, CA 90680-3162

- ✓ ***The City will not take any responsibility for checks not received on time.*** If applicants choose to mail their payment, they should do so well in advance of the screening application submittal deadline.
- ✓ Mailed check must include a cover letter providing an email address where a copy of the receipt can be sent and a contact name and number in case any issues arise.
- ✓ Applicants may pay with a single check, but must indicate on the check what type of permit(s) the payment is for so the receipt accurately reflects each permit type.



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4: Business Plan and Concept:

A. CONTENT: For each screening application, provide detailed information in the following format:

- ✓ Section 1: Business Plan
- ✓ Section 2: Design Concept
- ✓ Section 3: Security Plan
- ✓ Section 4: Applicant Experience

Applicants are encouraged to follow the order in the review criteria, Attachment 1, to the greatest extent possible when describing the business plan and concept; to make review of the screening applications as efficient as possible.

B. FORMAT:

- Submittal is limited to 50 pages.
- Double sided pages count as two pages.
- Pages must be numbered.
- A minimum of 11-point font is required.
- Standard, 8.5 x 11 inch paper using 1 inch margins.

C. SUBMITTAL:

- Submittal Period: Applications may be submitted to the City anytime between 12:00 am (Pacific Time) on September 14, 2020 and 11:59 pm (Pacific Time) on October 29, 2020.
- Screening applications received before or after this period will not be accepted.
- No additional weight will be given to the order in which an application is received.
- All materials must be submitted electronically beginning on September 14, 2020 through www.wetransfer.com. Once you are on the site it will ask for the email to send files to, please input cannabis@ci.stanton.ca.us. Next enter your email. In the message box please enter the applicant's name, City of Stanton Cannabis Screening Application, Date and Time. Then simply add your PDF documents and push transfer. You will receive a confirmation of receipt of files within 24 hours of the document transfer.
- Applicants should be aware that depending on the size of the application it may take some time for the document to upload; plan accordingly.



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C. OTHER IMPORTANT INFORMATION

1. City Officials and Members of the Evaluation Committee: Applicants or their representatives are prohibited from contacting any member of the City Council, Planning Commission or Evaluation Committee at any time and using any manner of contact. **Any violation will result in the dismissal of the applicant's screening application.** City Council members and/or Planning Commissioners are also prohibited from contacting Evaluation Committee members and applicants and/or their representatives.
2. Questions: Applicants are allowed to contact City staff by using the dedicated email account cannabis@ci.stanton.ca.us or by phone at 714-890-4294. Your call or email will be returned as soon as possible typically within 24 hours.

All questions, requests and information will be provided on the City's website in a FAQ format so that anyone interested in this process receives the same information throughout the submittal process.

2. Multiple Permits: Applicants may submit applications in multiple categories but may not submit multiple screening applications in the same cannabis category. The City Council has approved specific types of Cannabis business licenses and approved the issuance of a maximum of four (4) of each of the following permits within the City limits.
 - Retailer - Storefront Sales
 - Retailer - Delivery (where the business physical location is in Stanton)
 - Distributor
 - Distributor-Transport Only
 - Testing Laboratory
 - Cultivation
 - Manufacturing
3. Public Records Requests and Proprietary Data: All screening applications will become the property of the City when received. Information contained in the screening applications may be subject to disclosure under the California Public Records Act.

Any sections or pages the applicant considers proprietary should be clearly marked within the screening application, although such marking is not determinative of whether it is proprietary under state law.

The City reserves the right to disclose and/or withhold any information contained therein in accordance with the law.



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4. Ownership Stake in Multiple Applications (Same Permit Type): The City hopes to encourage diversity in business ownership. While you are not precluded from being an owner in more than one of the same type of permit application, rating criteria has been included to give additional points to applications that do not include owners listed on multiple applications in the same category. The definition of owner is consistent with the State definition of Owner and as shown in the City of Stanton Municipal Code.
5. Ties: After scoring is complete, if the outcome results in a tie impacting the top four (for example: a tie between the third and fourth ranked applicant) the Evaluation Committee will meet and discuss both of the applications to determine which is the highest quality application. If after further deliberation the tie remains, a random drawing will occur to select the top applicant.
6. The City's Cannabis webpage: www.ci.stanton.ca.us
7. Disclosure Regarding Changes to Published Information: While the City does not anticipate any changes to the published information, the City reserves the right to update the information on the City's cannabis webpage as necessary to resolve any unanticipated issues that may arise before or during the screening period. Any updated information will be noted as updated. All applicants are encouraged to check the City's cannabis webpage before