



CANNABIS BUSINESS APPLICATION

City of Atwater
Planning Department
750 Bellevue Road
Atwater, CA 95301
Email: planning@atwater.org

APPLICANT (ENTITY) INFORMATION

APPLICANT (ENTITY) NAME: _____ DBA: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

PRIMARY CONTACT (Same as above? ☐ Yes ☐ No): _____

Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

HAS ANY INDIVIDUAL IN THIS APPLICATION APPLIED FOR ANY OTHER CANNABIS PERMIT IN THE CITY OF ATWATER: ☐ Yes ☐ No

Select one or more of the following categories. For each category, indicate whether you are applying for Adult-Use ("A") or/and Medicinal ("M") or both. ☐ Adult Use ☐ Medicinal Use

☐ Retail(Storefront) ☐ Retail (Non-Storefront) ☐ Cultivation (Processing Only) ☐ Distribution ☐ Manufacturing ☐ Microbusiness ☐ Testing Labs

Business Formation Documentation: Describe how the business is organized (attach to Business Plan).

☐ Sole Partnership ☐ Corporation ☐ S-Corporation ☐ Limited Liability Company ☐ Limited Partnership

PROPOSED LOCATION

PROPERTY OWNER NAME: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Assessor's Parcel Number (APN): _____

Proposed Location Square Footage: _____

APPLICATION SUBMITTAL CHECKLIST

Applications failing to submit any of the following will be deemed incomplete unless otherwise noted by an asterisk for special deadlines, and will not move forward in the application process:

- ✓ One (1) printed hard copy of a complete and signed Cannabis Initial Application form (Pages 1-3), with the Application Fee.
- ✓ All Evaluation Criteria outlined in Appendix A saved in PDF format on a single USB flash drive. (This section shall not exceed 200 pages).^{F1}
- ✓ Proof of comprehensive general liability insurance (minimum \$1M peroccurrence) or evidence by an Insurance Agency that the cannabis business is insurable.^{F2}
- ✓ A signed and notarized Property Consent form and Lease Agreement.
- ✓ A signed Financial Responsibility, Indemnity and Consent to Inspect Terms Agreement form.
- ✓ A signed Limitations of City Liability and Indemnification to City form.
- ✓ Proof of Background Check and Credit Check Form.

^{F1} Background and Financial documents are not part of the 200-page limitation.

^{F2} The only information that can be submitted after the initial application is proof of insurance prior to the City Awarding a Cannabis Permit however, at a minimum proof of insurability must be provided with the initial application package.

SUPPORTING INFORMATION

List all fictitious business names the applicant is operating under including the address where each business is located:

Has the Applicant or any of its owners been the subject of any administrative action, including but not limited to suspension, denial, or revocation of a cannabis business license at any time during the past five (5) years? If so, please list and explain:

Is the Applicant or any of its owners currently involved in an application process in any other jurisdiction?

APPLICATION CERTIFICATION

I hereby certify, under penalty of perjury, on behalf of myself and all owners, managers and supervisors identified in this application that the statements and information furnished in this application and the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I understand that a misrepresentation of fact is cause for rejection of this application, denial of the permit, or revocation of a permit issued.

In addition, I understand that the filing of this application grants the City of Atwater permission to reproduce submitted materials for distribution to staff, Commissions, Boards and City Council Members, and other Agencies to process the application. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits, and photographs for any purpose unrelated to the City's consideration of this application.

Furthermore, by submitting this application, I understand and agree that any business resulting from an approval shall be maintained and operated in accordance with requirements of the City of Atwater Municipal Code Chapter 5.60 and State law.

Under penalty of perjury, I hereby declare that the information contained in within and submitted with the application is true, complete, and accurate. I understand that a misrepresentation on the facts is cause for rejection of this application, denial of a license or revocation of an issued license.

Name

Signature

Title

Date

For details about the information required as part of the application process, see the Application Procedures & Guidelines, City of Atwater Municipal Code Chapter 5.60 or any additional requirements to complete the application process. All documents can be found online at <https://www.atwater.org> For questions, please contact the City of Atwater Planning Department by email at planning@atwater.org

OWNER INFORMATION

It must be completed by all owners with a 10% ownership or more. The total ownership percentage should equal 100%. Exception: If the business is a Publicly Traded Company (PTC), they will only be required to list all the Board of Directors and/or any person with an ownership interest of 10% or more. Please provide supporting documentation if you are claiming the PTC Waiver.

For all other business organizations if each individuals owns less than 10% just list the number of individuals who own less than 10% and the total percentage in order to get to 100%.

I declare under the penalty of perjury that the information provided on this disclosure form is true and accurate to the best of my knowledge.

Ownership % _____

Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Background Information Included as required? ☐ Yes ☐ No

Signature: _____ Date: _____

I declare under the penalty of perjury that the information provided on this disclosure form is true and accurate to the best of my knowledge.

Ownership % _____

Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Background Information Included as required? ☐ Yes ☐ No

Signature: _____ Date: _____

I declare under the penalty of perjury that the information provided on this disclosure form is true and accurate to the best of my knowledge.

Ownership % _____

Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Background Information Included as required? ☐ Yes ☐ No

Signature: _____ Date: _____

I declare under the penalty of perjury that the information provided on this disclosure form is true and accurate to the best of my knowledge.

Ownership % _____

Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Background Information Included as required? ☐ Yes ☐ No

Signature: _____ Date: _____

Add more pages as necessary to accommodate all Cannabis Business Owners

City of Atwater Cannabis Processing Agreement

This an agreement for payment of costs for the City of Atwater application processing

To be completed by applicant:

This agreement is by and between the City of Atwater, California, hereafter "City," and _____ hereinafter "applicant". This is a legally binding agreement. You should ensure to read all provisions of this agreement.

1. Applicant agrees to pay all personnel and related direct, indirect, overhead and overtime costs incurred by City employees and consultants (including engineers, attorneys and other professionals) incurred by City for review and processing the subject application, even if the application is withdrawn in writing, not approved, approved subject to conditions or modified upon approval. Applicant agrees that it shall pay any and all costs related to the subject application that the City would not have incurred but for the application. City's indirect and overhead costs will be applied to the time of City employees and consultants. All personnel and related direct, indirect, overhead and overtime rates for City employees and consultants shall be calculated annually by the City manager.
2. Applicant agrees to make an initial deposit in the amount of Two Thousand Dollars (\$2,000.00) at the time this agreement is signed, and subsequent deposits within 30 days of the date requested by the City in writing, The city will not pay interest on deposits. Applicant agrees that if it knowingly and voluntarily waives, extends and continues each of the time limits imposed by California Government Code Section 65943 for the determination of a development application's completeness and the time limits imposed by California Government Code Sections 65950, 65950.1, 65951, and 65952 for the approval or disapproval of cannabis permits for as many days as the applicant delays making a subsequent deposit from the date of written notice requesting such additional deposit until the deposit is received by City, not to exceed ninety (90) days. Failure to make any subsequent deposits may result in denial of an application for a cannabis permit or in the decision by the City to postpone action on the application.
3. If Applicant does not deposit such requested deposits or make payments on outstanding invoices within thirty (30) days after the date of the deposit request or invoice, City staff may cease work on the application until the required deposit or payment is made, subject to any other provisions of law.
4. Deposits shall be applied toward the City's costs in reviewing and processing the application. City will send monthly statements indicating the charges against the initial deposit and any subsequent deposits. The City may elect to send statements less frequently than monthly, if there is only limited monthly activity on the project.
5. In the event that the accumulated periodic charges exceed the initial deposit and any subsequent deposits previously received by City, City will invoice Applicant for the amount outstanding and may require an additional deposit. Applicant will pay any and all amounts

exceeding the initial and subsequent deposits within thirty (30) days of the date of the invoice and shall make any additional deposit required by the City.

6. City statements and invoices shall provide summary information indicating the cost for employees and independent contractors, including direct and indirect charges. Original invoices from independent contractors (except attorney/client invoices) shall be available upon request by Applicant, at Applicants additional cost.
7. Applicant shall pay interest on all costs unpaid 30 days after the date of any invoice at the maximum legal rate, and the City is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts.
8. Applicant and owner of property, if not the same, agree to and authorize City to place lien on the property subject to this application for any and all delinquent fees, The City shall remove such a lien once the Applicant has paid all delinquent fees. For purposes of this section, an invoice amount shall become delinquent when unpaid for 30 days after the date of the invoice.
9. Any refund of amounts deposited shall be made in the name of the Applicant, to the address noted on the application.
10. Applicant further agrees that no building permits, Certificate of Occupancy and/or subdivision Acceptance for the project will be issued until all costs for review and processing are paid.
11. Applicant shall provide written notice to the City if any of the above information changes.
12. Applicant acknowledges and agrees to the defense, waiver, and indemnification obligations stated in the attached "Agreement on Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City", incorporated herein by reference.
13. The City will promptly notify the Applicant and Owner(s) of any claim, action, or proceeding that is or may be subject to this Agreement on Limitations of City's Liability, and Certifications, Assurances Warranties, and Indemnification to City. The City may, within its unlimited and sole discretion, participate in the defense of any such claim, action, or proceeding.
14. Applicant will fund a deposit account ("Fund") to reimburse the City's cost, including attorney's fees, to defend any claim, action, or proceeding that is or may be subject to the agreement on limitations of City's Liability, and Certifications, Assurances Warranties, and Indemnification to City. In the event that any such claim, action, or proceeding is filed against the City, Applicant shall within 30 days of the filing, deposit an initial sum of \$10,500 to the Fund to reimburse any portion of the City defense costs, as determined by the City in its sole discretion. The Fund shall contain an amount necessary to cover three months' worth of budgeted expenditures by the City relating to the City's defense of the claim, action, or proceeding, including all time to appeal, or as long as expenditures made by the City relating to its defense remain unreimbursed, whichever is later. Once all remaining and outstanding reimbursements have been paid to the City by applicant, City shall return any remaining unused portion of deposit.
15. The City shall have the sole and absolute right to approve any and all counsel employed to defend the City. To the extent the City uses any of its resources to respond to such claim, action or proceeding, or to assist the defense, I will reimburse the City for those costs. Such

resources include, but are not limited to, staff time, court costs, City Attorney's time, or any other direct or indirect cost associated with responding to, or assisting in defense of, the claim, action, or proceedings.

16. Applicant consent and expressly allow, authorize, and permit the City, all its departments, agents, and employees, to enter upon and inspect the subject property identified in the application, with or without prior notice, for the purposes of processing this application or inspection or photographing for compliance with all laws, regulations, and conditions placed on land use approvals or the cannabis business permit. No additional permission or consent to enter upon the property is necessary or shall be required. By signing this agreement, Applicant further certify and warrant he/she is authorized to, and hereby do, consent, and allow such inspections on the behalf of each and all Owners of the property and Applicants.
17. Applicant understands that all materials submitted in connection with my application are public records subject to inspection and copying by members of the public. By filing an application, applicant agrees that the public may inspect and copy these materials and the information contained therein, and that some or all of the materials may be posted on the City's website. For any materials that may be subject to copyright protection, or which may be subject to Sections 5500.1 and 5536.4 of the California Business and Professions Code, by submitting such materials to the City I represent that I have the authority to grant, and hereby grant, the City permission to make the materials available to the public for inspection and copying, whether in hardcopy or electronic format.
18. In the event a request for information under the California Public Records Act seeks disclosure of application materials marked by me 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 contend any designated application materials are exempt from the CPRA and wish to prevent disclosure, applicant agrees that applicant is required, at applicant's 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 California Public Records Act request. Applicant understand and acknowledge that if he/she fail to obtain such a remedy before the deadline for the City's response to the request, the City will disclose the requested information and shall not be liable or responsible for such disclosure.
19. This Agreement shall only be executed by an authorized representative of the Applicant. The person executing this Agreement represents that he/she has the express authority to enter into agreements on behalf of the Applicant.
20. This Agreement is not assignable without written consent by the City of Atwater. The City of Atwater will not consent to assignment of this Agreement until all outstanding costs have been paid by Applicant.

Applicant:_____ Date:_____

Print Name and Title:_____

Owner:_____ Date:_____

Print Name and Title:_____

City of Atwater

By:_____ Date:_____

Print Name and Title:_____

**Agreement on Limitations of City's Liability, and Certifications, Assurances,
Warranties, and Indemnification to City**
(Must be completed by all applicants)

A. WAIVER, RELEASE AND HOLD HARMLESS

I hereby waive, release, and hold harmless the City of Atwater ("City") and its Council, boards and commissions, officers, officials, employees, and agents from any and all actual and alleged claims, losses, damages, injuries, liabilities, costs (including attorney's fees), suits or other expenses which arise out of, or which are in any way relate to my application for a cannabis business permit, the issuance of the cannabis business permit, the process used by the City in making its decision, the enforcement of the conditions of the cannabis business permit, or the cannabis business' operations.

I hereby waive, release and hold harmless the City and its Council, boards and commissions, officers, officials, employees, and agents from any and all actual and alleged claims, losses, damages, injuries, liabilities, costs (including attorney's fees), suits or other expenses which arise out of, or which are in any way relate to: (1) any repeal or amendment of any provision of the Atwater Municipal Code or Zoning Ordinance relating to commercial cannabis activity; or
(2) any investigation, arrest or prosecution of me, or the cannabis business' owners, operators, employees, clients or customers, for a violation of state or federal laws, rules or regulations relating to cannabis activities.

B. AGREEMENT TO INDEMNIFY

I shall defend, indemnify, and hold harmless the City and its Council, boards and commissions, officers, officials, employees, and agents from and against any and all actual and alleged liabilities, demands, claims, losses, damages, injuries, actions or proceedings and costs and expenses incidental thereto (including costs of defense, settlement and attorney's fees), which arise out of, or which are in any way related to i) the requested cannabis business permit and any land use entitlement related thereto, ii) the proceedings undertaken in connection with the approval, denial, or appeal of the requested cannabis business permit and any land use entitlement related thereto, iii) any subsequent approvals or licensing/permits relating to the requested cannabis business permit and any land use entitlement related thereto, iv) the processing of the requested cannabis business permit and any land use entitlement related thereto, v) any amendments to the approvals for the requested cannabis business permit and any land use entitlement related thereto, vi) the City's approval, consideration, analysis, review, issuance, denial or appeal of the cannabis business permit; vii) the City's approval, consideration, analysis, review, issuance, denial or appeal of any land use entitlement related thereto, viii) the City's drafting, adoption and passage of an ordinance, and related resolutions, policies, rules and regulations, allowing for cannabis businesses, ix) the City's drafting, adoption and passage of an ordinance, and related resolutions if necessary in the future regarding any zoning law amendment(s) related to my cannabis business, x) the operation of my cannabis business or activity, xi) the process used by the City in making its decision to approve, consider, analyze, review, issue, or deny, my cannabis business permit or any related land use entitlement, or the appeal of either, xii) City's compliance or failure to comply with applicable laws and regulations or xiii) the alleged violation of any federal, state or local laws by my cannabis business or any of its officers, employees or agents, except where such liability is caused by the sole negligence or willful misconduct of the City.

City may (but is not obligated to) defend such challenge as City, in its sole discretion, determines appropriate, all at applicant's sole cost and expense. I shall bear any and all losses, damages, injuries, liabilities, costs, and expenses (including, without limitation, staff time and in-house attorney's fees on a fully-loaded basis, attorney's fees for outside legal counsel, expert witness fees, court costs, and other litigation expenses) arising out of or related to any challenge ("Costs"), whether incurred by me, City, or awarded to any third party, and shall pay to the City upon demand any Costs incurred by the City.

C. OBLIGATIONS INDEPENDENT OF AWARD OF PERMIT, LICENSE, OR ENTITLEMENTS

My obligations under this Agreement shall apply regardless of whether a cannabis business permit or any related permits or entitlements are issued.

D. OBLIGATIONS SURVIVE EXPIRATION OF PERMIT, LICENSE, OR ENTITLEMENTS

My obligations under this Agreement shall survive the expiration of any cannabis business permit or related permit or entitlement issued by the City. No modification of the permit, other approval, change in applicable laws and regulations, or change in processing methods shall alter the applicant's indemnity obligation.

E. PROSECUTION UNDER FEDERAL LAW

I understand that I, other applicants, owners, operators, employees, and members of the cannabis business may be subject to prosecution under Federal Laws.

F. AUTHORIZED TO SIGN

The person whose signature appears below is authorized to sign this Agreement on behalf of the business, applicant/permittee, owners, and operators, and each of them, if more than one, and has submitted this information and all attachments as required by the application process to obtain a cannabis permit from the City of Atwater.

I declare under penalty of perjury that the information provided on this form is true and correct and do hereby apply for a permit pursuant to City of Atwater Municipal Code Chapter 5.70, and all other applicable sections of this Ordinance.

Applicant Signature

Printed Name and Title

Name of Business Entity

Address of Permitted Location

Date

EXHIBIT A

Procedure Guidelines and Review Criteria for Evaluation Cannabis Regulatory Permit Applications

To be considered for a Cannabis Regulatory Permit, final applications must be complete and sent to the Community Development Department in person, by U.S. Mail, by common carrier delivery service (e.g. FEDEX, UPS, etc.), or electronically (via email to planning@atwater.org) by the relevant application due date. The application document may be found on the City's webpage.

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.

APPLICATION PROCESS:

This application process is adopted in accordance with AMC Chapter 5.70; it is advised that you read and familiarize yourself with Chapter 5.70 prior to submitting your application.

The following procedures outline the application evaluation and selection processes, required materials, and other information necessary to apply for a cannabis regulatory permit to operate a commercial cannabis business in the City of Atwater.

APPLICATION SUBMITTAL REQUIREMENTS:

Applicants must submit all required application materials in one complete and comprehensive application package. This can be done in person, by U.S. Mail, or by common carrier delivery service (e.g. FEDEX, UPS, etc.) or electronically. The application package must include all the following documents with original signatures for each document:

1. Cannabis regulatory permit application (see City website for link)
2. City of Atwater Agreement for Processing Costs, Financial Responsibility, Indemnity, and Consent to Inspection
3. Business Plan
4. Safety Plan
5. Security Plan
6. Application fee and Background/Credit Check fee(s)
7. Concentration Evaluation
8. Community Impact/Benefit Determination
9. Site Plan

In addition, all applicants must submit a USB flash drive containing one complete copy of the application submittal requirements as outlined in the below format. The application package (including USB flash drive) and application fees must be received by the Community Development Department at the same time to be considered complete.

Responses to the Evaluation Criteria (Sections A-H in Appendix A of the Application Procedures & Guidelines) shall be limited to 200 pages. Responses pertaining to Background, Proof of Capitalization, Property Owner Consent/Lease Agreements, Property Owner/Landlord Affidavit, and Owner Acknowledgement Agreement are not included for purposes of the 200 page limit. Those responses should be saved in PDF files that are separate from the Evaluation Criteria (see below) and which are in text searchable format.

In addition to a printed, hard copy of the application, all application materials must be submitted on a USB flash drive in a PDF format in the following order. You must 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 F1-F3), Agreement on Limitation of City Liability, and Certification, Assurances, Warranties, and Indemnification to City (pages F4-F6), proof of insurance or a letter of insurability; and Owner Acknowledgement Agreement. All copied documents shall display required signatures to be deemed complete.
- PDF File #2 – Evaluation Criteria (Responses to Sections A-H of Appendix A, limited to 200 pages)
- PDF File #3 – Background Check documentation (All required documents for each owner, as set forth in Chapter 5.70). Upon submission of the online background application, Applicants will receive an email confirmation. This confirmation needs to be printed, scanned, and included within PDF File #3.
- PDF File #4 – Proof of Capitalization (Appropriate bank statements, loan documents, promissory notes, financial and commitment letters).
- PDF File #5 – Site Plan which shows the correct location and units in the building being used. Proof of Insurance or a letter showing proof of insurability by a qualified insurance company which shows the location being insured in City of Atwater, the type of activity being insured, and the name of the business being insured. Copies from another business location in another city owned by the Applicant will not be accepted.

AMENDMENTS TO SUBMITTED APPLICATIONS:

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 as posted on the City's website as a clarification update, or as authorized in writing by the City Manager or their designee.

During the application process, City staff will conduct a preliminary evaluation of the applications for completeness and will reject any application that is missing, or which exhibits deficiencies in a major component (for example, a Security Plan). In addition, the City will be notifying applicants by email if their applications are otherwise found to

be incomplete. If this is the case, as long as the application deadline has not yet passed, the Applicant may 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 of it immediately. If the City does not get confirmation from your primary contact within two days, it may, but is not required to, make an attempt to notify the primary contact by phone as well. However, please note should this be the case you will not be provided additional time to complete the curing process so make sure you monitor your incoming or spam email carefully.

If an applicant is disqualified for failure to submit a complete application, and failure to cure such deficiencies within the period stated above, the applicant may re-apply during the next open application period.

CITY'S RESERVATION OF RIGHTS:

In accordance with AMC section 5.70.130, 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 application for a cannabis regulatory permit without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any applicant 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. Applications will be accepted by the City from 8:00 a.m. on March 1 of each year through 4:00 p.m. on December 31 of each year. Late applications not received by 4:00 p.m. on December 31 WILL BE REJECTED.

An application also risks being rejected for the following reasons:

1. It is not responsive or does not provide all the information requested as part of the cannabis regulatory permit application packet or is out of compliance with these Procedures & Guidelines.
2. The issuance of the cannabis regulatory permit would be inconsistent with federal or state law or any provision of the AMC.

CRIMINAL BACKGROUND CHECK:

Each owner, manager, supervisor, and individual participating in the direction, control, or management of a commercial cannabis business in Atwater must undergo a criminal history background check and Live Scan per AMC Section 5.70.100 and the California Penal Code. Those who do not meet the criminal history eligibility requirements of Section 5.70.100(C) will be disqualified. The background form can be found on the City's website.

In addition, each successful applicant will be asked to submit to a Live Scan as part of the background check. 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.

The initial background check fee for each owner shall be imposed in accordance with the most recently adopted City Miscellaneous Fee Schedule, and is subject to change. The results of the background check must be included with the cannabis regulatory permit application.

FEES:

In addition to the separately charged background check fee, all applicants will be required to submit an application processing fee (in accordance with the most recently adopted City Miscellaneous Fee Schedule). This amount will be charged against time spent by City staff and any necessary City consultants in reviewing applications and administering 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. Payment must be made by a certified check, cashier's check, or money order made payable to the City of Atwater.

APPLICATION REVIEW AND APPROVAL PROCESS

PHASE I: DETERMINATION OF ELIGIBILITY

Applications will be reviewed for completeness and compliance to meet the minimum submittal requirements. The determination of eligibility will be prioritized by the date the application was received and the date it was deemed complete, as well as the criteria outlined in these procedures and as described in Appendix A. However, the criteria will ultimately be evaluated in conjunction with the guidance set forth in AMC Chapter 5.70, and may be amended from time to time. If these criteria change at any time prior to the submission deadline for cannabis regulatory permit applications, notification will appear on the City's website in the same location as these Procedures are posted. Any such changes to the Procedures and Criteria will, at the Community Development Department's discretion, go into full effect immediately prior to the closing of the application process.

PHASE II: APPLICATION EVALUATION AND REVIEW

During Phase II, City staff will review each application to determine if the requirements listed in Appendix A have been met. The decision as to how many applicants will be interviewed will be determined by the quality and quantity of applicants, and with reference to any cap on the maximum number of authorized business types as established by AMC section 5.70.080. Notice of the results of Phase II will be provided in writing via email to the primary contact listed on the application.

See Appendix A for a thorough description of all evaluation criteria, summarized here:

- Section A. Business Plan
- Section B. Employment Plan
- Section C. Safety Plan
- Section D. Security Plan

- Section E. Qualifications of Owners
- Section F. Proposed Location and Site Plan
- Section G. Neighborhood Compatibility Plan
- Section H. Community Benefit and Investment Plan
- Section I. Concentration Evaluation

PHASE III: SELECTION BASED UPON STAFF REVIEW

Upon the completion of Phase II, the Community Development Director, Finance Director, Chief of Police, and/or designees will confirm the list of all the applicants meeting the City's application criteria, then will make a final determination as to who will be awarded a cannabis regulatory permit. Each applicant should be prepared to conduct a brief presentation and be interviewed by City staff.

After the Community Development Director, Finance Director, Chief of Police, and/or designees have made a determination as to which, if any, applicants will be awarded a cannabis regulatory permit, all applicants will be informed in writing, and successful applicants will be directed to apply for and obtain a conditional use permit for the physical location where the cannabis business will be operated. In addition, and as a condition of issuance of the regulatory permit, the operator of each cannabis business may, in the City's discretion and in accordance with AMC section 5.70.090, be required to enter into a community benefit arrangement with the City setting forth certain terms and conditions under which the cannabis facility will, including, but not limited to, in-kind donations, sponsorships, and/or financial support for community events such as fairs, afterschool programs, youth centers, Boys and Girls Clubs, school athletic programs, school clubs, community centers, homeless shelters, senior centers, senior living facilities, parks, and recreation programs. If an applicant is unwilling or unable to commit to such an arrangement, the applicant must make that clear by checking the applicable box on the application form so that the City is aware of that fact.

Upon issuance of a conditional use permit for the cannabis business location and successfully completing negotiations for and entering into a community benefit arrangement if required by the City, the Applicant will then be issued a cannabis regulatory permit and authorized to proceed to apply for a business license and any other ministerial approvals that may be required (e.g. building permits).

Note: Being awarded a cannabis regulatory permit does not constitute a land use entitlement and does not waive or remove the requirements of applying for and receiving permits for all construction including: electrical, plumbing, fire, Planning Department permits or reviews, and any other permits, licenses, or reviews as deemed necessary by the relevant departments or governmental entities in charge of said permits. Nor does the award of a cannabis regulatory permit guarantee that the plans submitted for other entitlement processes inherently meet the standards or requirements in the AMC and any other permit requirements that may be imposed by the state or other City departments or agencies.

CONTACT:

If you have any questions on these Procedures and Criteria, or would like an update on the status of a pending application, please contact the Planning Department at planning@atwater.org or (209) 356-2529.

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 a cannabis regulatory permit applicant as "Confidential Information," the City will make reasonable efforts to provide notice to the 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: BUSINESS PLAN

As a general matter, the submitted business plan must be very detailed and account for the finances, detailed budget, and cost estimates for start-up, as well as up to three months of operational costs. The plan must also include an operational statement providing information about day to day operations relevant to the type of licensing that you are applying for (distribution, manufacturing, cultivation, etc.), the number of employees, inventory storage and processing information, hours of operation, and auditing and reporting methods for product control and financial transactions.

Applicants must submit the requested information responsive to each of the following:

1. Finances – 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.
 - a. 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.
 - b. A pro forma for at least three years of operations.
 - c. A schedule for beginning operation, including a narrative outlining any proposed construction and improvements and a timeline for completion.
 - d. Completion and execution of the City of Atwater Agreement for Processing Costs, Financial Responsibility, Indemnity, and Consent to Inspection
 - e. State whether the business has access to at least enough capital to pay all startup costs (plus at least 3 months of operating costs) and provide documentation of same
2. Daily Operations - The Business Plan should describe the day-to-day operations

which meet industry best practices for the type of cannabis business you are applying.

- a. If you are applying for a RETAIL permit, your daily operations statement should include at a minimum the following criteria:
 - i. Describe customer check-in procedures.
 - ii. Identify location and procedures for receiving deliveries during business hours.
 - iii. Identify the name of the Point-of-sale system to be used and the number of Point-of-Sale locations.
 - iv. Estimate the number of customers to be served per hour/day.
 - v. Describe the proposed product line to be sold and estimate the percentage of sales of flower and manufactured products.
 - vi. If proposed, describe delivery service procedures, number of vehicles and product security during transportation.
 - vii. How the Cannabis Business will conform to local and state laws. See AMC Chapter 5.70 as it pertains to retail establishments in the City of Atwater.
 - viii. How cannabis and cannabis products will be tracked and monitored to prevent diversion. Describe the Point-of-Sale system to be used and how it will interact with the state's mandated track and trace system.
- b. If you are applying for a DISTRIBUTION permit, your daily operations statement should include at a minimum the following criteria:
 - i. Identify the number of delivery drivers, hours of delivery and vehicles to be used.
 - ii. Describe the transportation security procedures.
 - iii. Describe how inventory will be received, processed, stored, and secured in the permitted premises.
 - iv. Describe the quality control procedures designed to ensure all cannabis is properly packaged, labeled, and tested.
 - v. How the Cannabis Business will conform to local and state laws. See AMC Chapter 5.70 as it pertains to distribution establishments in the City of Atwater.
- c. If you are applying for a MANUFACTURING permit, your daily operations statement should include at a minimum the following criteria:
 - i. Identify all cannabis products manufactured within the permitted premises.
 - ii. Describe quality control procedures.
 - iii. Describe inventory control procedures.
 - iv. Describe the extraction process, equipment, and room in which extractions will be conducted.
 - v. Provide detail as to whether the extraction equipment has been reviewed and certified by a Professional Engineer or Certified Industrial Hygienist.
 - vi. Describe the sanitation procedures.
 - vii. How the Cannabis Business will conform to local and state laws.

See AMC Chapter 5.70 as it pertains to manufacturing establishments in the City of Atwater.

- d. If you are applying for a TESTING permit, your daily operations statement should include at a minimum the following criteria:
 - i. Describe the sampling standard operating procedures.
 - ii. Describe procedures for transporting cannabis field samples.
 - iii. Describe the chain of custody for field samples.
 - iv. Describe the quality control procedures.
 - v. Describe the Laboratory Supervisor/Manager responsibilities and qualifications.
 - vi. Identify location and procedures for storing cannabis products.
 - vii. Describe how the cannabis and cannabis products will be tracked and monitored to prevent diversion.
 - viii. Describe the Point-of-Sale system to be used and how it will interact with the State's mandated track and trace system.
 - ix. How the Cannabis Business will conform to local and state laws. See AMC Chapter 5.70 as it pertains to testing establishments in the City of Atwater.
- e. If you are applying for a CULTIVATION permit, your daily operations statement should include at a minimum the following criteria:
 - i. Identify all cannabis products processed within the permitted premises.
 - ii. Describe quality control procedures.
 - iii. Describe inventory control procedures.
 - iv. Describe the drying, curing, grading, trimming, rolling, storing, packaging, and labeling of nonmanufactured processes which will be utilized for these activities.
 - v. Describe the sanitation procedures in such a way as to ensure the health, safety, and welfare of the public, the employees working at the processing facility, visitors to the area, neighboring properties, and to ensure the security of the cannabis processed; and to safeguard against diversion of cannabis.
 - vi. Describe the plan for addressing public odor nuisances that may derive from the processing facility.
 - vii. How the Cannabis Business will conform to local and state laws. See AMC Chapter 5.70 as it pertains to cultivation establishments in the City of Atwater.
- f. If you are applying for a MICROBUSINESS permit, your daily operations statement should include at a minimum the following criteria:
 - i. A microbusiness applicant shall describe how it meets all the requirements set forth in 4 CCR § 15500, all applicable requirements in AMC Section 5.70.420, and all applicable requirements of subsections 2.a. through 2.e. above, based on the type of commercial cannabis activities the microbusiness will be engaged in.

SECTION B: EMPLOYMENT PLAN

1. State whether the business qualifies as a Disadvantaged Business Enterprise (DBE), as defined by the U.S. Department of Transportation (and if so, please provide supporting documentation).
2. Identify number of employees at initial opening and the maximum number of employees when the business is at full capacity.
3. Identify all positions and their responsibilities.
4. Describe compensation to and opportunities for continuing education and training for employees.
5. Describe to the extent to which the cannabis business will be a locally owned enterprise and whether the owner(s) reside within the City of Atwater (i.e., 30% of ownership resides within City – preference may be given to applicants demonstrating that more of its ownership resides within the City). In order to qualify for this criteria, an owner must have lived in the City of Atwater for at least one year prior to the application submission deadline.
6. State whether and how the business will promote local hiring and/or provide incentives for City of Atwater residents to work with the business.

SECTION C: SAFETY PLAN

1. The detailed Safety Plan shall be prepared by a California professional fire prevention and suppression consultant.
2. This plan will describe all fire prevention and suppression measures, fire extinguisher locations, evacuation routes and alarm systems the facility will have in place.
3. Describe all accident and incident reporting procedures.
4. Describe the waste management locations and procedures.
5. State whether the business is formally associated with a non-retail cannabis or non-cannabis related business in the City of Merced
6. Plan must include reference to a daily inspection to ensure maintenance of the interior and exterior of the facility (i.e. free of trash, graffiti, etc.)

SECTION D: SECURITY PLAN

1. The security plan shall be prepared by a professional security consultant. This can be done with in-house staff or a consultant, but it must clearly demonstrate that it meets the professional standards requested to receive the appropriate points for each criterion in this section.
 - a. The plan should demonstrate how the cannabis business wishes to develop the floor plan and address other security issues on the property.
2. Premises Diagram: In addition to the site plans submitted for the Proposed Location (required by Section H of this Appendix A), a separate Premises Diagram must be included in this Security Plan section of the application. The diagram must meet the requirements of the Bureau of Cannabis Control as set forth in 4 CCR § 15006, Premises Diagram. (See also

https://cannabis.ca.gov/wp-content/uploads/sites/2/2021/12/Premises-Diagram-Checklist_211022.pdf and https://bcc.ca.gov/clear/premises_diagram.pdf.)

- a. The diagram shall show the boundaries of the property and the proposed location to be licensed, showing all boundaries, dimensions, entrances and exits, interior partitions, walls, rooms, windows, and doorways, and shall include a brief statement or description of the principal activity to be conducted therein.
 - b. The diagram shall show and identify commercial cannabis activities that will take place in each area of the premises and identify all limited-access areas.
 - c. The diagram shall show where all cameras are located and assign a number to each camera for identification purposes.
 - d. The diagram shall show the location of any low-voltage fencing on the site.
 - e. The diagram should be accurate, dimensioned and to-scale (minimum scale of 1/4").
 - f. If the proposed location consists of only a portion of a property, the diagram must be labeled indicating which part of the property will be used for the licensed premises and what activities will be used for the remaining property.
3. Description of operational security, including but not limited to general security for access/visitor control, inventory control, and cash handling procedures.
4. Description of perimeter security, on-site security guards, lighting, and parking (must specifically state that site meets 100% or more of the parking requirement).
5. Identify transportation techniques and security procedures.
6. Description of employee training and general security policies, including employee safety and cannabis education training programs.
7. State whether the proposed business will be within an existing building or facility, and whether the applicant anticipates that the business can be opened for operations within 6 months of approval of the cannabis regulatory permit by the City.
8. Inclusion of enhanced security measures, including at least three of the following: panic buttons, dye packets, bullet-resistant window film (with break strength of 400 lbs. per inch or better), an Underwriters Laboratory (UL)-approved safe with a fire rating that is 2-hour 1700 degrees Fahrenheit or better with a complex locking device; motion sensing lighting; or other enhances security measures acceptable to the City.
9. Proposal includes a comprehensive documented process for 24-hour minimum response time to cannabis product recall notifications.
10. Proposal includes one or more on-site security guard(s) during business hours.
11. If the business involves admitting customers to the facility, proposal includes a separate lobby area where identification is checked to ensure that only qualified individuals gain access to separate, locked areas where cannabis products are displayed.
12. Proposal includes electronic storage of required records of sales, delivery, manifests, patient information (if medicinal and required by State), inventory, etc., which can be provided to City personnel upon request.

13. Proposal includes secure loading/unloading area for deliveries.

SECTION E: QUALIFICATIONS OF OWNERS

1. Experience – Demonstrate the business owner's experience in owning, managing, and operating a cannabis business. For purposes of this section, "owner" shall have the same meaning as AMC section 5.70.060(V). Evidence will of prior experience will only be accepted if it stemmed from legally permitted activities. If applicable, applicants should submit documentation evidencing a combined prior ownership experience of at least 6 months in terms of verified successful management of a legal cannabis business, or at least 3 years in terms of verified successful management of any non-cannabis business.
2. Cannabis Industry Knowledge – Demonstrate overall knowledge of the cannabis industry (as also supported by 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 Atwater, if applicable.
3. Ownership Team – Describe the involvement of the ownership team in day-to-day operation of the business.

SECTION F: PROPOSED LOCATION AND SITE PLAN

In addition to the location related details required in the Security Plan section of this application, the application shall include 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. Description of floor plans and interior design are not a requirement of this section. In addition to the narrative description of the proposed locations, applicants shall also include the following items.

1. Demonstration that the applicant meets all zoning and setback requirements applicable at the time of submitting the application.
2. Photographs of the front (street-facing) side of the building. In the event the proposed location is undeveloped land, photographs shall depict the property from all vantage points of the property.
3. The application must include 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.
4. Show location and general dimensions of any existing irrigation facilities, natural drainage ways and storm drainage facilities on the site, including proposed modifications.
5. Show size and species of all trees 6 inches and greater in diameter at 3 feet. Indicate whether to be removed or retained.
6. Show location of curb cuts on neighboring properties; and, in commercial and industrial zones, within 300 feet of adjacent properties and properties across the street.



City of Atwater

Police Department
750 Bellevue Rd.
Atwater, CA 95301
P: 209-357-6384
E: police@atwater.org
http://atwater.org/police/

CANNABIS BUSINESS EMPLOYEE/OWNER BACKGROUND APPLICATION

CANNABIS BUSINESS INFORMATION							
CANNABIS BUSINESS NAME				IN THE BUSINESS, ARE YOU AN: (CHOOSE ONE) ☐ Owner/Principal ☐ Employee			
APPLICANT INFORMATION							
Social Security Number 	LAST NAME ON SOCIAL SECURITY CARD 	FIRST NAME ON SOCIAL SECURITY CARD 	MIDDLE NAME ON SOCIAL SECURITY CARD 	Driver's License #/State 	LAST NAME ON DRIVER'S LICENSE 	FIRST NAME ON DRIVER'S LICENSE 	MIDDLE NAME ON DRIVER'S LICENSE
CRIMINAL HISTORY							
<u>List all arrests or convictions other than infractions for traffic violations.</u>							
IF ADDITIONAL SPACE IS NEEDED, ATTACH EXTRA SHEETS TO THIS APPLICATION. PLEASE READ THE APPLICATION CAREFULLY. ANY FALSE OR MISLEADING STATEMENTS, OR OMISSIONS ON THIS APPLICATION OR ON THE COMMERCIAL CANNABIS BUSINESS APPLICATION, SHALL BE GROUNDS FOR DISQUALIFICATION.							
1	ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME	REASON FOR ARREST / VIOLATION CODE				
	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)						
2	ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME	REASON FOR ARREST / VIOLATION CODE				
	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)						
3	ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME	REASON FOR ARREST / VIOLATION CODE				
	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)						
CITY STAFF USE ONLY							
DATE / TIME	\$ FEE AMOUNT PAID	RECEIPT #	COUNTY STAFF NAME	COUNTY DEPARTMENT			

CRIMINAL HISTORY (cont.)

4	ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME	REASON FOR ARREST / VIOLATION CODE
	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)		
5	ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME	REASON FOR ARREST / VIOLATION CODE
	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)		

PRIOR REGULATED CANNABIS EMPLOYERS

BUSINESS NAME	CITY / STATE	PHONE	START DATE	END DATE

STATEMENT OF PERJURY

I DECLARE UNDER THE PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

APPLICANT SIGNATURE	JOB TITLE (POSITION ON THE APPLICATION)	DATE
x		

CRIMINAL BACKGROUND & CREDIT HISTORY INVESTIGATION RELEASE

To Whom It May Concern:

I am an applicant/employee of a Commercial Cannabis Business in the City of Atwater. I desire and request the City Manager, or the Chief of Police, and/or his/her agents, employee or lawful representative(s) to take my photograph and fingerprints or use the information in this application for the purpose of conducting a criminal background check to verify that I meet the qualifications required to obtain a Commercial Cannabis Business Permit to operate or to be employed with such business as required by the Atwater Municipal Code and State Law.

I agree to provide any information requested or deemed necessary to provide to the State of California Department of Justice and the Federal Bureau of Investigation, or any other law enforcement agency or third-party consultant authorized by the City manager or Chief of Police.

I understand this will serve to disclose any record of arrests to which I have been the subject that resulted in conviction. I further agree to hold the City of Atwater, its officers, agents, or lawfully delegated representatives, harmless from any action(s) or damages whatsoever or at all which may result from the taking of such fingerprints or forwarding them to the appropriate law enforcement agency for a record check and/or obtaining access to any other documentation which pertains to meeting the qualification for a Commercial Cannabis Business Permit or Employee Permit.

Furthermore, I hereby authorize the City Manager or Chief of Police and/or his/her agents, employee or lawful representative(s) to obtain and review my consumer credit report and/or any other credit related information pertaining to me.

By signing this form, I acknowledge and agree to comply with all the conditions and terms of this application. I also understand that falsifying and/or omitting any information on this application may be grounds for denial of a permit or is grounds for termination of employment per the Atwater Municipal Code.

APPLICANT SIGNATURE	APPLICANT NAME (PRINT)	DATE

REQUEST FOR LIVE SCAN SERVICE

BCII 8016 (3/07)

Applicant Submission

ORI: _____ Type of Application: _____
Code assigned by DOJ
Job Title or Type of License, Certification or Permit: _____

Agency Address Set Contributing Agency:

Agency authorized to receive criminal history information

Mail Code (five-digit code assigned by DOJ)

Street No. Street or PO Box

Contact Name (Mandatory for all school submissions)

City State Zip Code

()
Contact Telephone No.

Name of Applicant: _____
(Please print) Last First MI

Alias: _____ Driver's License No: _____
Last First

Date of Birth: _____ Sex: ☐ Male ☐ Female Misc. No. BIL - _____
Agency Billing Number

Height: _____ Weight: _____ Misc. Number: _____

Eye Color: _____ Hair Color: _____
Street No. Street or PO Box

Place of Birth: _____
City, State and Zip Code

Social Security Number: _____

Your Number: _____
OCA No. (Agency Identifying No.)

Level of Service: ☐ DOJ ☐ FBI

If resubmission, list Original ATI
Number: _____

Employer: (Additional response for agencies specified by statute)

Employer Name

Street No. Street or PO Box

Mail Code (five digit code assigned by DOJ)

City State Zip Code

()
Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____
Name of Operator Date

Transmitting Agency ATI No. Amount Collected/Billed

7. Location of buildings on adjacent properties (side and rear) within 25 feet of the project site.
8. Include development-phasing schedule (if proposed and/or applicable), including those portions of the project included in each phase, and estimated start and completion dates.
9. Include a table of impervious areas showing pre and post development values.
10. Location of anti-vehicle intrusion barriers.
11. Location of any low-voltage fencing on-site.
12. Location of any other security fencing and KNOX box for police access
13. Proposal includes climate-controlled environment.
14. Proposal includes plan for disposal of all solid waste based on best practices of the State.
15. Proposal includes any proposed "green" business practices relating to energy and climate, water conservation, and materials/waste storage.

SECTION G: NEIGHBORHOOD COMPATIBILITY PLAN

1. Describe how the business will proactively address and respond to complaints related to noise, light, odor, and vehicle and pedestrian traffic.
2. Describe how the business will be managed to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community.
3. Describe odor mitigation practices:
 - a. Identify potential sources of odor.
 - b. Describe odor control devices and techniques employed to ensure that odors from cannabis are not detectable beyond the licensed premises.
 - c. Describe all proposed staff training and system maintenance plans.
4. Describe the waste management plan. The plan shall include waste disposal locations, security measures, methods of rendering all waste unusable and unrecognizable, and the vendor in charge of disposal.
5. The application should include the following information about the proposed location:
 - a. Physical address and a detailed description of the proposed location, including the overall property, building, and interior floor plan.
 - b. Description of all known nearby State and local sensitive use areas. The cannabis business must have the appropriate zoning and meet all the locational requirements as described in the AMC.
 - c. List any nearby well-traveled paths to schools and describe how the cannabis business will proactively protect the youth on these paths from exposure to the cannabis business.
 - d. Describe how the business will proactively take steps about community concerns to protect the youth generally from the impacts of the cannabis business.
 - e. Proof of ownership, lease agreement, or a Letter of Intent to Lease.
 - f. Vicinity map.
 - g. Photographs of existing site and buildings.
 - h. Discussion of whether the location has access to public transportation for

employees or customers.

6. State whether proposed location is within 1,200 feet of local public transportation.
7. Proposal includes a process and schedule for at least two public outreach meetings per year that meet City approval.
8. Proposal includes a schedule for communication and receiving feedback from all entities within 300 feet of business at least two times a year.
9. Proposal includes the appointment of an employee as a designated liaison with the neighborhood (designated liaison should be a City resident).

SECTION H: COMMUNITY BENEFITS AND INVESTMENT PLAN

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 meet the revenue goals expected by the City Council.

Proposal should discuss proposed benefits to the community, such as defined monetary contributions to local community organizations, or donating time to local community organizations, or any other proposed community benefit acceptable to the City.

SECTION I: CONCENTRATION EVALUATION

As part of its analysis of the overall application package, staff will also consider the level of market saturation in terms of nearby cannabis businesses and the concentration that the regional and Citywide market will reasonably support. For instance (and for illustrative purposes only), a general assumption might be that the market can reasonably support one retail cannabis business for every 18,000 to 20,000 people, which would guide staff's determination as to whether a retail application would result in an over-concentration of that business type within the City.