



City of Marysville

COMMUNITY DEVELOPMENT & SERVICES DEPARTMENT | 526 C STREET MARYSVILLE, CA. 95901

COMMERCIAL CANNABIS BUSINESS PERMIT APPLICATION GUIDELINES

Applications for Commercial Cannabis Business Permit may be submitted in person at:

**Community Development & Services Department
526 C Street
Marysville, Ca. 95901**

Commercial Cannabis Business Permit Types:

- Permit Application A- Up to 5,000 square feet
- Permit Application B- Up to 10,000 square feet
- Permit Application C- Up to 22,000 square feet
- Permit Application D- Over 22,001 square feet

For the purposes of these guidelines, an application is considered **COMPLETE**, if it contains **ALL** items in the following this checklist:

- Completed application packet, which includes:
 - Commercial Cannabis Business Permit Application
 - Criminal History/Background Check Forms to be completed by **ALL** interested parties (forms are available and to be completed in person at Police Department)
 - Review MMC 5.10.060 for background check requirements
- Conditional Use Permit Application Number (or Final Notice of Decision, if available)
 - Concurrent filing of CUP is required
- Neighborhood Responsibility Plan
- Commercial Cannabis Business Performance Agreement
 - Detailed time-line /Benchmarks / Performance Measures
- Business Operations Plan
 - Business Plan
 - Community Relations Plan
 - State Licenses
 - Tax Compliance
 - Insurance
 - Budget
 - Price List
- Floor Plan
- Site Plan
- Security Plan
- Water Efficiency Plan

- Lighting Plan
- Odor Control Plan
- Energy Efficiency Plan
- Owner's Statement of Consent
- **Non-refundable** Permit Fees

If an application is incomplete, it will be returned to the applicant and their position in the processing order will be lost. Resubmitted applications will be processed according to the date it was resubmitted, and not on the original date of submission.

A Commercial Cannabis Business permit is valid for one (1) year from the date that the permit is issued, unless suspended or revoked sooner. The guidelines specified above also apply to applications for permit renewals.

CONDITIONAL USE PERMIT PROCESS

All applications for Commercial Cannabis Business permits require a Conditional Use Permit (CUP) application number, or Final Notice of Decision, if available. Business permits will not be issued until after the final approval of the CUP.

A Conditional Use Permit will need to be filed concurrently with this application. Applicants shall provide separate documents which are required with the CUP package. If the CUP requires duplicate information that is required with commercial cannabis business permit application, the application shall ensure that each of those documents are filed separately.

Once the CUP application is submitted, the applicant will receive a CUP number which is required in the Commercial Cannabis Business Permit Application.

COMMERCIAL CANNABIS BUSINESS DURING THE APPLICATION PROCESS

Please be advised that Commercial Cannabis Business on non-residential properties is prohibited without a valid Conditional Use Permit and Business Permit.

REQUIRED SUBMISSIONS

Please see the attached application form for a description of the required documents.



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New Application Renewal

Cultivation Manufacturing Testing / Laboratory

All interested parties must also pay a non-refundable fingerprinting fee of \$83.00 per person and a Conditional Use Permit fee of \$550. As approved in the Marysville Fee Schedule (06-14-2018).

A. Information on Commercial Cannabis Business Location

Commercial Cannabis Site/Business Name: _____

Property Location: _____

Assessor Parcel Number: _____ Zoning Designation: _____

Characteristics of the neighborhood or surrounding area:

____ Class A (Up to 5,000 sq. ft.)

____ Class C (Up to 22,000 sq. ft.)

____ Class B (Up to 10,000 sq. ft.)

____ Class D: (Over 22,001 sq. ft.)

B. Information on Applicant

Name of Person Completing the Application: _____

Title: _____ DOB: _____

If applicant is a not for profit, corporation or other business entity, please identify:

Name of Business Entity: _____

Type of Ownership: _____

Mailing Address: _____

Primary Phone No: _____ Alt. Phone No. _____

Email address: _____

Preferred method of contact (*check one*): Mail _____ Phone _____ Email _____

C. Information on Co-Applicant(s)

Name: _____

Title: _____ DOB: _____

Mailing Address: _____

Primary Phone No: _____ Alt. Phone No. _____

Email address: _____

Preferred method of Contact (*check one*): Mail _____ Phone _____ Email _____

Please attach additional sheets if there are more than 2 applicants.

D. Information on Property Owner or Landlord

Name: _____

Mailing Address: _____

Telephone Number: _____

If the applicant is not the legal owner of the property, the application must be accompanied by a notarized Owner's Statement of Consent to operate a commercial cannabis business on the property.

E. Conditional Use Permit

Conditional Use Permit Application Number: _____

Final Notice of Decision received: Yes _____ No _____

(if Final Notice of Decision has been received, please attach a copy with application)

F. Required Submissions

Please attach the following documents to your application.

Proof of Non-Profit Status: A description of the statutory entity or business form that will serve as the legal structure for the applicant and a copy of its formation and organizing documents, including but not limited to articles of incorporation, certificate of amendment, statement of information, articles of association, bylaws, partnership agreement, operating agreement, and fictitious business name statement.

- Neighborhood Responsibility Plan:** A plan to address the adverse impacts of cannabis cultivation / manufacturing on the surrounding area, as required for a Conditional Use Permit (CUP), including how the exterior areas and surrounding public areas will be managed to avoid becoming a nuisance and having adverse impacts on neighbors and the surrounding community. Specifically, how the applicant will contribute to the surrounding community.
- Security Plan:** A detailed security plan outlining the measures that will be taken to ensure the safety of persons and property on the cultivation site. The security plan must be prepared by a qualified professional.
- Commercial Cannabis Business Performance Agreement:** A detailed plan outlining a schedule for beginning operation, including a narrative outlining any proposed construction and/or improvements and a timeline for completion showing major milestones.
- Floor Plan:** A scaled floor plan for each level of each building that makes up the cultivation / manufacturing site, including the entrances, exits, walls and cultivation / manufacturing areas. The floor plan must be professionally prepared by a licensed civil engineer or architect.
- Site Plan:** A scaled site plan of the cultivation / manufacturing site, including all buildings, structures, driveways, parking lots, landscape areas and boundaries. The site plan must be professionally prepared by a licensed civil engineer or architect.
- Lighting Plan:** A detailed lighting plan showing existing and proposed exterior and interior lights that will provide adequate security lighting for the cultivation/ manufacturing site.
- Water Efficiency Plan:** A detailed plan describing how the cultivation / manufacturing site will conform to all design guidelines, promote water conservation, and avoid or minimize any potential adverse environmental effects of operating a cultivation / manufacturing site.
- Odor Control Plan:** A detailed plan describing how the applicant will prevent all odors generated from the cultivation / manufacturing and storage of cannabis from escaping from the buildings on the cultivation / manufacturing site, such that the odor cannot be detected by a reasonable person of normal sensitivity outside the buildings.
- Energy Efficiency Plan:** Documentation that the applicant has contacted PG&E for help finding the best way to provide reliable and efficient energy solutions for their business. The applicant must provide the date they contacted PG&E and the name of the PG&E representative.
- Business Operations Plan**

- **Business Plan:** A plan describing how the commercial cannabis business will operate in accordance with this code, state law, and other applicable regulations. The business plan must include plans for transporting cannabis and cannabis products to and from the cultivation / manufacturing site.
- **Community Relations Plan:** A plan describing who is designated as being responsible for outreach and communication with the surrounding community, including the neighborhood and businesses, and how the designee can be contacted.
- **State Licenses:** Copies of the state licenses relating to marijuana, including cultivation licenses, the applicant holds (when available).
- **Tax Compliance:** A current copy of the applicant's city business operations tax certificate, state sales tax seller's permit, and the applicant's most recent year's financial statement and tax returns (for first time applicants, the business operations tax account will be set up in-house after the application has been submitted).
- **Insurance:** The applicant's certificate of commercial general liability insurance and endorsements and certificates of all other insurance related to the operation of the cultivation business.
- **Budget:** A copy of the applicant's most recent annual budget for operations (if available).
- **Price List:** A list of the most recent prices for all products and services provided by the applicant.
- Statement of Owner's Consent:** A notarized written consent form signed by the owner or the landlord of the proposed site to operate a commercial cannabis business, specifying the street address and parcel number.
- Schedule of Fees as follows:**

Permit Type	Initial/Start-Up Permit	Renewal
Class A (Up to 5,000 sq. ft.)	\$8,000	\$6,500
Class B (Up to 10,000 sq. ft.)	\$12,000	\$10,000
Class C (Up to 22,000 sq. ft.)	\$16,000	\$14,000
Class D (Over 22,001 sq. ft.)	\$20,000	\$18,000

G. License Revocation

The applicant or any of its managers has been associated with a business that has had its cultivation permit revoked.

Yes No (If yes, please provide the following information)

City or County: _____ Date: _____

Please attach additional sheets if necessary.

H. City Authorization

- I, the applicant, provide authorization and consent for the City Manager or his/her designee to seek verification of the information contained on this application.

I. Indemnification

- I, the applicant, release the City of Marysville, its agents, officers, elected officials, and employees from any and all claims, injuries, damages, or liabilities of any kind arising from (a) any repeal or amendment of chapter 5.10 of the Marysville Municipal Code or any provision of other codes relating to medical marijuana dispensaries and cultivation, and (b) any arrest or prosecution of the applicant or its managers, employees, or members for violation of state or federal laws; and I will defend, indemnify, and hold harmless the city and its agents, officers, elected officials, and employees from and against any and all claims or actions: (a) brought by adjacent or nearby property owners or any other parties for any damages, injuries, or other liabilities of any kind arising from operations at the dispensary location, and (b) brought by any party for any problems, injuries, damages, or other liabilities of any kind arising out of the distribution of medical marijuana produced at the location.

J. Applicant's Certification

I certify under penalty of perjury under the laws of the State of California, that I have personal knowledge of the information contained in this application, and that the information contained herein is true and correct.

Signature: _____ Date: _____

The information contained on this document, with exception to the safety and security plan is subject to disclosure under the Public Records Act.



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OWNER'S STATEMENT OF CONSENT

If the applicant is not the owner of record of the subject site, the following Statement of Consent must be completed by the owner or the owner's authorized representative, granting the applicant permission to apply for a Commercial Cannabis Business Permit. This form must be notarized.

To: City of Marysville
Community Services & Development
Department 526 C Street
Marysville, Ca. 95901

I, the undersigned legal owner of record, hereby grant permission to:

Applicant: _____ Phone: _____

Mailing Address: _____

to operate a Commercial Cannabis Business on the property described below.

The subject property is located at: _____

Assessor's Parcel Number: _____

Printed Name of Owner of Record: _____

Address of Owner of Record: _____

Phone: _____ Email address: _____

Signature of Owner of Record: _____ Date: _____