

**CITY OF CARSON**  
COMMERCIAL CANNABIS PERMIT  
APPLICATION FORMATTING

**ORGANIZING YOUR APPLICATION**

A suggested format for completing applications is offered to assist you in completing your application in a manner which will help expedite the review process. See below “Appendix A: Itemized List of Submission Requirements per License Type” for a list of topics covered by the applications.

When responding to the various Required Submissions, please be thorough and detailed. Design your response in a manner which demonstrates overall compliance with both state and local licensing requirements.

- The overall application packet should be divided into thirteen separate Merit List Sections/ Tabs.
- Within each Section/Tab you are encouraged to consolidate your responses to the following topics listed below in the sample application format.
- **Please be aware you are not limited to the following topics. Be sure to respond to all the licensing requirements. You may add as much detail as your business model requires.**
- Applicant name on submitted applicants shall include both the individual name(s) of the applicant(s) as well as business name (if known at this time).

**PLEASE NOTE: the below suggested format does not include details specified in the actual applications which are required to be submitted. Be sure to provide complete responses to all requested information in the actual applications themselves. For example, the “site plan” referenced below in Section 2.1, pursuant to Section (C)(16) of the main application shall be “a scaled site plan of the business site, professionally prepared by a licensed civil engineer or architect, including, at minimum, all buildings, structures, walls, driveways, parking lots, landscape areas, and boundaries.”**

**SAMPLE FORMAT FOR COMPLETING APPLICATIONS**

**The factors below have scoring values associated with them which will assist with (but not determine) evaluation of the significance of each factor.**

**Section #1: Application and Documents**

- 1.1 Main Application for Commercial Cannabis Operation Permit (Cannabis Center)
- 1.2 Supplemental Application for Commercial Cannabis Operation Permit (for each license type being sought)
- 1.3 Formation and organizing documents
- 1.4 Financial and Business Information
- 1.5 Business Operation
- 1.6 Seller’s Permit Number
- 1.7 Other Licenses or Permits
- 1.8 Proposed Location Physical Description
- 1.9 Insurance

**Section #2: Operation Plan (400 pts):**

- 2.1 Site Plan
- 2.2 Floor Plan
- 2.3 Operation Visibility
- 2.4 Manufacturing Site
- 2.5 Cultivation Areas

**Section #3: Security Plan (300 pts):**

- 3.1 Should include a diagram capable of demonstrating the location of surveillance cameras, access control devices and limited access areas
- 3.2 Storage Areas
- 3.3 Storage Security
- 3.4 Cannabis Security (Safe, Vault, Locked and Secured Room)
- 3.5 Transport Plan
- 3.6 Entrance and Lobby
- 3.7 Interior/Exterior Lighting
- 3.8 Manufacturing Security
- 3.9 Cash Handing Plan

**Section #4: Health and safety plan (300 pts):**

- 4.1 Enhanced Product Safety Measures
- 4.2 Pesticides Protocols
- 4.3 Disposal of Waste Products
- 4.4 Odor Control
- 4.5 Sanitation Procedures
- 4.6 Equipment and Facilities
- 4.7 Fire Safety Plan
- 4.8 Certified Industrial Hygienist Plan
- 4.9 Devices and Equipment
- 4.10 Hazardous Material Disposal
- 4.11 Wastewater Treatment
- 4.12 Fire Sprinklers
- 4.13 Water Usage and Management

**Section #5: Impact on the Environment (150 pts):**

- 5.1 The application should state and describe the extent to which the Cannabis Business will engage in “green” business practices.
- 5.2 Describe practices designed with a focus towards renewable energy techniques, water and power conservation measures and environmentally responsible waste management.

**Section #6: Neighborhood Compatibility (200 pts):**

- 6.1 The application should state and describe the extent to which the Cannabis Business will be managed to avoid becoming a nuisance or creating negative impacts on its neighbors and the surrounding community.
- 6.2 Describe measures designed to create good neighbor policies, public relations techniques and nuisance mitigation.

**Section #7: Employment Opportunities for City of Carson Residents (150 pts):**

7.1 The application should state and describe the extent to which the Cannabis Business will be a locally managed enterprise whose owners and/or employees reside within the Carson and/or South Bay area.

**Section #8: Economic Benefits (150 pts):**

8.1 The application should state and describe the extent to which the Cannabis Business will be a direct and/or indirect economic benefit to the City of Carson.

**Section #9: Community Benefits 150 pts):**

9.1 The application should state and describe the extent to which the Cannabis Business seeks to be an integral part of the City of Carson.

9.2 Describe how the Cannabis Business proposes to develop and maintain community engagement through programs and economic incentives.

**Section #10: Experience of the Operators, Managers and Employees (200 pts):**

10.1 The application should include information concerning any special business or professional qualification or licenses of Owners that would add to the number or quality of services that the business would provide, especially (if applicable) in areas related to medicinal cannabis.

10.2 Describe background of operators, managers and employees, as well as, if applicable, industry specific training and experience.

**Section #11: Capitalization of the Business (100 pts):**

11.1 Available capital

11.2 Funding source

11.3 Terms and conditions of loans

11.4 Three-year pro forma and business plan

11.5 Proposed tenant improvements

11.6 Construction budget and timeline

11.7 Operations and Maintenance budget

11.8 Financial Projections

11.9 Operation commencement date

**Section #12: Educational Plans (100 pts):**

12.1 The application should state and describe the extent to which the Cannabis Business will develop and maintain community focused educational opportunities, possibly including general health risks associated with cannabis use, youth addiction and drug prevention programs, and measures to reduce risks associated with minors

**Section #13: Promotion of Equitable Business Ownership and Employment Opportunities (100 pts):**

13.1 The application should include a proposed plan to develop a social equity program designed to ensure the Cannabis Business is diverse and inclusive.

13.2 Describe how the Cannabis Business will engage in proactive efforts to hire partners and employees from marginalized communities and /or rehabilitated persons.

## Appendix A

### ITEMIZED SUBMISSION REQUIREMENTS PER LICENSE TYPE

#### **Main App/Cannabis Center**

Sanitation Procedures  
Cultivation Areas  
Waste Disposal  
Site Upkeep  
Entrance and Lobby  
Operation Visibility  
Cultivation Security  
Storage  
Storage Security  
Cannabis Security  
Transport Plan  
Lighting  
Training

#### **Supplemental/Cultivation**

Operation Visibility  
Entrance and Lobby  
Storage Areas  
Storage Security  
Storage Space  
Cannabis Security  
Transport Plan  
Sanitation Procedures

#### **Supplemental/Distribution**

Operation Visibility  
Entrance and Lobby  
Storage Areas  
Storage Security  
Storage Space  
Cannabis Security  
Transport Plan  
Sanitation Procedures

#### **Supplemental/Manufacturing**

Equipment and Facilities  
Fire Safety Plan  
Certified Industrial Hygienist Plan  
Devices and Equipment  
Hazardous Material Disposal  
Wastewater Treatment  
Manufacturing Site  
Fire Sprinklers  
Operation Visibility  
Entrance and Lobby  
Manufacturing Security  
Storage  
Storage Security  
Cannabis Security  
Transport Plan  
Sanitation Procedures  
Training

#### **Supplemental/Testing**

Equipment and Facilities  
Fire Safety Plan  
Certified Industrial Hygienist Plan  
Devices and Equipment  
Hazardous Material Disposal  
Wastewater treatment  
Testing Site  
Fire Sprinklers  
Operation Visibility  
Entrance and Lobby  
Testing Security  
Storage  
Storage Security  
Cannabis Security  
Transport Plan  
Sanitation Procedures  
Training