



Revised 7/7/21

Community Development Department  
Attn: Cannabis Program  
501 Poli Street  
Ventura, CA 93001  
Phone: 805.654.7717

## APPLICATION PROCEDURES & GUIDELINES FOR A CANNABIS BUSINESS PERMIT

### Application Period 1

**OPENS: Monday, June 28, 2021**

**CLOSES: ThursdayWednesday, August 11, 2021 @ 4:00 PM**

The first application period will only allow for businesses in the non-Coastal Zone. Up to 3 retail and 10 industrial-type permits may be awarded during Application Period 1.

### Application Period 2

**Open and close date tbd**

Once a final decision is received from the CA Coastal Commission regarding whether commercial cannabis businesses will be permissible in the Coastal Zone, Application Period 2 may be opened for 2 additional retail permits and any unfilled retail or industrial-type permits, for a cumulative maximum of 5 retail and 10 industrial permits.

---

Information on the Cannabis Business Permit process will be available online at the City of Ventura (City) website at <https://www.cityofventura.ca.gov/2015/Cannabis-Information> and includes the following:

- [Chapter 6.420 - Cannabis Regulatory Ordinance](#)
- [Chapter 24.105.200 - Zoning Ordinance](#)
- [Cannabis Business Permit Application](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [Ownership Acknowledgement Form](#)
- [Financial Responsibility, Indemnity and Consent to Inspection Terms](#)
- [Agreement on Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City](#)

To be considered for issuance of a Cannabis Business Permit, final applications must be submitted to the Community Development Department located at the address listed on these procedures by the deadline. There will be no exceptions. This application process is adopted pursuant to the San Buenaventura Municipal Code (SBMC) Chapter 6.420 and Section 24.105.200.

Applicants should monitor the City's webpage for any additional information, FAQs, or updates. It is the responsibility of the applicant to stay informed of any updates.

### **ORIENTATION "KICK OFF" MEETING**

The City will hold a virtual Orientation "Kick Off" Meeting on Wednesday, June 23, 2021 at 3:00 pm. Pre-registration for the Orientation Meeting is required., however, attendance at the Orientation Meeting is not required to apply for a Cannabis Business Permit. The registration link is available on the City's website at <https://www.cityofventura.ca.gov/2015/Cannabis-Information>.

**AMENDMENTS TO THE APPLICATION**

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

During Phase I, City staff will conduct a preliminary evaluation of the applications for completeness and will reject any application that is missing a major component (for example. a Security Plan), notifying the applicant by email that they have been disqualified. In addition, the City will be notifying applicants by email if their applications are found to be missing minor requirements (for example, signatures/dates on forms, proof of payment receipts, scanned pages in one of the scoring criteria documents, or incorrect formatting or organization of files). If this is the case, 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 make an attempt to notify the primary contact by phone in case the email went into the recipient's spam folder unnoticed. 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. Furthermore, you may not submit any additional information other than what was requested to cure the minor requirements. Finally, an applicant will be notified if their application is incomplete or if there is any other reason for which they will not be moving forward in the application process.

**LIMITATIONS ON MULTIPLE APPLICATIONS**

Applicants possessing an ownership interest of five percent (5%), or more, in a retail or microbusiness cannabis permit application shall be limited to submitting only one retail application during this initial process. However, there will be no limitations on any other permit type which are permitted in the City, such as manufacturing, distribution, and testing labs. In addition, the City will only accept two retail or microbusiness application Zoning Verification Letters (ZVL) per property (APN). Every owner on the application will be required to complete the Ownership Acknowledgement form which is provided on the City's website.

**CITY'S RESERVATION OF RIGHTS**

The City reserves the right to reject any, and/or all proposals, with or without any cause or reason. The City may modify, postpone, or cancel the request for a Cannabis Business Permit application 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 candidate submitting a proposal.

Late proposals WILL BE REJECTED. Applications must be received by the Community Development Department by 4:00 pm on August 11, 2021.

Furthermore, a proposal RISKS BEING REJECTED for the following reasons:

1. It is not responsive to this request for a Cannabis Business Permit application and the Procedures & Guidelines for a Cannabis Business Permit.
2. The issuance of the Cannabis Business Permit for the proposed location is inconsistent with State law and SBMC Chapter 6.420 and Section 24.105.200.

**APPLICATION PROCESS**

This application process is adopted pursuant to SBMC Chapter 6.420. Review the information regarding the Cannabis Business Permit application process and which documents you will need for the type of permit for which you will be applying. Before submitting your application, review your application in its entirety to ensure that it is complete and accurate.

## Revised 7/7/21

The following procedures outline the application submittal requirements, evaluation, and selection process, required materials, and other information necessary to apply for a Cannabis Business Permit to operate in the City of Ventura.

### APPLICATION SUBMITTAL REQUIREMENTS

The Application must respond to all requirements outlined in the Application Procedures & Guidelines for a Cannabis Business Permit. Applicants must submit the following complete application package by August 11, 2021, at 4:00 pm.

Application packages should include the following:

- A complete comprehensive application on a USB flash drive in PDF format. See requirements for documents and PDF file organization below in the section titled Flash Drive Contents.
- A paper hardcopy of the documents listed below with original, wet signatures:
  - City of Ventura Cannabis Business Permit Application (pages 1-3)
  - Financial Responsibility, Indemnity and Consent to Inspection Terms form (pages F1-F3)
  - Agreement on Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City form (pages F4-F6)
  - Ownership Acknowledgement form
- A deposit payment for the initial application fee of \$8,844. See requirements for deposit payments in the section below titled Fees.

The application packet may be submitted by the following methods during the designated dates and timeframes:

#### **June 28-August 11, 2021 – by mail**

An application packet may be submitted by FED EX, UPS, or any other common carrier delivery service. Note: A postmark will not be accepted as a timely submission.

#### **July 26-August 11, 2021 – by appointment**

An application packet may be delivered in person, by appointment only. Contact [yanderson@cityofventura.ca.gov](mailto:yanderson@cityofventura.ca.gov) to schedule an appointment.

#### **August 10 and 11, 2021 – Drop off**

An application packet may be delivered in person between 2-4:00 pm on August 10, and also between 2-4:00 pm on August 11, 2021, at the front door of the Ventura City Hall.

The delivery of the application by any of the methods listed above must be received by the deadline of August 11, 2021 at 4:00 pm.

### FLASH DRIVE CONTENTS

Responses to the Evaluation Criteria (Sections A-H found in Appendix A of this document) shall be limited to 200 pages. Responses pertaining to Backgrounds, Proof of Capitalization, Zoning Verification Letter, and Property Owner Consent shall not be included in the 200-page limitation. Those responses should be saved in PDF files separate from the Evaluation Criteria (see below).

All materials must be submitted on a USB flash drive in a PDF format in the following files. 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), and Agreement on Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City (pages F4-F6), and proof of insurance or a letter of insurability, and Ownership

## Revised 7/7/21

Acknowledgment form. All copied documents shall display required signatures to be considered 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, Board of Directors and person(s) who will control, direct or manage the operations of the facility). 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 (current bank statements, loan documents, promissory notes, financial and commitment letters).
- **PDF File #5** – Zoning Verification Letter.
- **PDF File #6** – A signed Property Owner Consent form, Lease Agreement, or a Letter of Intention to Lease.

### FEES

All applicants will be required to submit an initial deposit of \$8,844.00 for Phases I-III in which they will be charged for City staff and the Consultant's time for 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. It is anticipated based on the preliminary cost analysis that the total fee for all four phases will be approximately \$10,326.00 plus a background check fee of \$377.00 per background check (covers provisional and Live Scan), and a Zoning Verification Letter fee of \$331.52 per site verification.

The breakdown of costs per phase is as follows:

Phase I	\$ 3,137
Phase II	\$ 3,362
Phase III	\$ 2,345
Phase IV	<u>\$ 1,482</u>
Total	\$10,326

Payments must be made by a certified check, cashier's check, or money order made payable to the City of Ventura. The City will not accept cash or credit cards and application fees are non-refundable, however, any remaining balance not used from the fees resulting from an applicant not participating in any phase of the process will be returned to the applicant. Reimbursements will not be processed until completion of Phase III, regardless of whether the applicant participates in Phases I, II, and/or III. Anyone moving on to Phase IV will be required to submit payment for Phase IV after Phase III is completed.

### CRIMINAL HISTORY CHECK

At the beginning of the application process, each Owner must undergo a criminal history background check to demonstrate they do not provide "good cause" for denial per SBMC Section 6.420.200 (c). This will consist of a provisional background check by means of an online portal at [https://hdlcompanies.formstack.com/forms/bcp\\_venturacity](https://hdlcompanies.formstack.com/forms/bcp_venturacity). This link can also be found on the City's website.

Upon completing the online background check form, each applicant will be required to print an online receipt which must be submitted with the application as proof of completion. Owners who do not meet the criminal history eligibility requirements of SBMC Section 6.420.200(c) will be disqualified.

In the final stages of the application process, each successful applicant selected by the City Manager will need to submit to a Live Scan at a time determined by the Ventura Police Department. Each applicant's

**Revised 7/7/21**

primary contact will be notified by email with the instructions on how to schedule the Live Scan appointment when the City Manager determines which applicants will be awarded a permit.

**APPLICATION REVIEW, SCORING AND SELECTION PROCESS**

**SELECTION 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 based on the criteria outlined in these procedures and as described in Appendix A. However, the criteria will be evaluated and scored with the process adopted in these procedures in accordance with SBMC Chapter 6.420 and may be amended as provided in SBMC Section 6.420.230 (a) & (f) in writing for clarification to application submittal questions which will be posted in the FAQ section of the Cannabis Information webpage and shall go into full effect immediately prior to the closing of the application process.

**PHASE II: CRITERIA EVALUATION AND SCORING (1,200 POINTS)**

During Phase II, the City’s consultant will review and score each application using a merit-based system. The top applicants as determined by the City which score a minimum of 90% or higher (1,080 points) in Phase II may be eligible to advance to Phase III. However, the decision as to how many applicants will be interviewed will be determined by the quantity of applicants and the overall quality the City receives. 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 description of the evaluation criteria to be scored in this phase:

- Section A - Business Plan (400 Points)
- Section B - Labor, Diversity, and Inclusion Plan (200 Points)
- Section C - Safety Plan (200 Points)
- Section D - Security Plan (400 Points)

**PHASE III: FURTHER EVALUATION, INTERVIEWS AND SCORING (2,000 POINTS)**

During Phase III, the Staff Selection Committee will conduct an interview using the evaluation criteria Sections E-H in Appendix A of this document.

See APPENDIX A for a description of the evaluation criteria to be scored in this phase:

- Section E - Qualifications of Owners (500 Points)
- Section F - Neighborhood Compatibility (500 Points)
- Section G - Community Benefits and Investments Plan (500 Points)
- Section H - Proposed Location (500 Points)

Upon the completion of Phase III, the City Manager’s designees will tabulate the aggregate scores of all applicants from Phase II and Phase III to create a preliminary final ranking which will form the basis for determining who will be invited to participate in the Public Meeting. Should there be a tie in any scoring, the Selection Committee shall force rank each of the applicants who participated in Phase III, in order to establish an eligibility list.

The City staff shall then conduct a public meeting pursuant to SBMC Section 6.420.230 (a)(4) prior to making a final recommendation. Those applicants selected to participate in the public meeting will be invited to attend the meeting in order to address any concerns from the public and therefore should be

## Revised 7/7/21

prepared to attend to answer questions and/or make a presentation.

### **PHASE IV: CITY MANAGER'S FINAL SELECTION**

When the City Manager receives the report from City staff on the final applicants, including feedback from the public meeting, he/she will use this information to make a final decision pursuant to SBMC Section 6.420.230 (a)(5). Prior to the City Manager's final selection of permittees, the City reserves the right to request and obtain additional information from any candidate who advanced to Phase IV. The City Manager will review the totality of the information received and the final applicants' documents in order to determine which applicants are to receive Cannabis Business Permits.

Although the City Manager will select the most suitable applicants to be awarded a Cannabis Business Permit as allowed by SBMC Section 6.420.220(b), the City Manager reserves the right to award a lesser number of Cannabis Business Permits than there are available permits, or to award no permits at all. In addition, only those applicants on the final list will be eligible to be issued a Cannabis Business Permit from the initial permit process.

### **APPEAL RIGHTS**

After the City Manager selects those applicants who will potentially be granted a Cannabis Business Permit, any applicant wishing to appeal the City Manager's final selection may appeal to the appointed hearing officer within ten (10) days from receiving a notice that they will not move forward in the application process or be issued a permit. Such appeals shall comply with the requirements of SBMC Sections 6.420.290-300. Any applicant may also appeal any phase in the process where it is determined that the applicant will not advance to the next phase.

### **ZONING VERIFICATION LETTER**

Applicants will be required to obtain a Zoning Verification Letter (ZVL) from the Community Development Department as part of the selection process. The letter will verify if the submitted site is eligible for a Cannabis Business Permit for the type of license they are applying for as permitted in SBMC Section 24.105.200. All locations shall be subject to a ZVL to confirm that the proposed location is properly zoned and meets all the minimum sensitive buffer requirements. Please be advised that the City will only accept up to two ZVL per property (APN). Once it receives the maximum number for each location it will no longer accept requests to review them. When requesting a ZVL, the applicant will need to show that it either owns the property, signed a lease agreement, or received a Letter of Intention to Lease from the property owner.

ZVL requires a request submitted to the Community Development Department through the web portal at: <https://www.cityofventura.ca.gov/1856/Submit-Your-Application>. The application type is "Permit Application". ZVL will not be completed over the counter in order to allow for research and review. The review process typically takes approximately ten (10) working days. The ZVL will cost \$331.52 per site and payment is due at the time of the request.

The issuance of a ZVL does not constitute written evidence of permission given by the City of Ventura or any of its officials to operate a Cannabis Business, nor does it establish a "permit" within the meaning of the Permit Streamlining Act, nor does it create an entitlement under the Zoning or Building Codes.

### **PROOF OF INSURANCE AND INDEMNITY**

The applicant shall provide proof of insurance in the form of a certificate of insurance with the appropriate minimum coverage specified in SBMC Section 6.420.380 (b) or in lieu of the Insurance Certificate an applicant can provide documentation from an insurance agency that the cannabis business is insurable for the type of activity applied for at the location listed in the application in the City of Ventura. Furthermore, all Applicants are required to sign the application, and by so doing they confirm their indemnification of the City and thereby release the City from liability for any claim arising from commercial cannabis activity generally, any repeal or amendment of the City Code regarding

**Revised 7/7/21**

commercial cannabis activity, or any related violation of state or federal laws.

**LAND USE & BUILDING PERMIT PROCESS**

The final selected applicants with a Cannabis Business Permit are then required to submit all applicable planning and building permits which will be reviewed by the Community Development Department for required approvals and may require a CEQA review. After planning permits or land use entitlements are obtained, if applicable, the applicant may then submit for building permits for renovation or construction.

Furthermore, being awarded a Cannabis Business 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 permits or reviews, and any other permits, licenses, or reviews as may be required by the relevant departments or governmental entities in charge of said permits. Nor does it guarantee that the plans submitted via the application process meet the standards or requirements in Chapter 6.420, Chapter 24.105, or any other permit requirements from other City departments or agencies.

**CONTACT INFORMATION**

If you have any questions or would like an update on the status of your application, please call Yesania Anderson, Management Analyst II, in the Community Development Department at (805) 654-7717 or by email at [yanderson@cityofventura.ca.gov](mailto:yanderson@cityofventura.ca.gov).

**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 Applicant 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 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.

**THE FOLLOWING SECTIONS A-D ARE CRITERIA WHICH ARE TO BE EVALUATED AND SCORED IN PHASE II (1,200 points).**

**SECTION A: BUSINESS PLAN (400 points)**

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.
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.
  - 2.1 Describe the day-to-day operations if you are applying for a RETAIL permit. This should include at a minimum the following criteria:
    - A. Describe customer check-in procedures.
    - B. Identify location and procedures for receiving deliveries during business hours.
    - C. Identify the name of the Point-of-sale system to be used and the number of Point-of-Sale locations.
    - D. Estimate the number of customers to be served per hour/day.
    - E. Describe the proposed product line to be sold and estimate the percentage of sales of flower and manufactured products.
    - F. If proposed, describe delivery service procedures, number of vehicles and product security during transportation.
    - G. How the Cannabis Business will conform to local and state laws. See SBMC 6.420.060, and Chapter 24.105 as they pertain to retail establishments in the City of Ventura.
    - H. 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.
  - 2.2 Describe the day-to-day operations if you are applying for a DISTRIBUTION permit. This should include at a minimum the following criteria:
    - A. Identify the number of delivery drivers, hours of delivery and vehicles to be used.
    - B. Describe the transportation security procedures.
    - C. Describe how inventory will be received, processed, stored, and secured in the permitted premises.



## Revised 7/7/21

- D. Describe the quality control procedures designed to ensure all cannabis is properly packaged, labeled and tested.
- 2.3 Describe the day-to-day operations if you are applying for a MANUFACTURING permit. This should include at a minimum the following criteria:
- A. Identify all cannabis products manufactured within the permitted premises.
  - B. Describe quality control procedures.
  - C. Describe inventory control procedures.
  - D. Describe the extraction process, equipment and room in which extractions will be conducted.
  - E. Provide detail as to whether the extraction equipment has been reviewed and certified by a Professional Engineer or Certified Industrial Hygienist.
  - F. Describe the sanitation procedures.
- 2.4 Describe the day-to-day operations if you are applying for a TESTING permit. This should include at a minimum the following criteria:
- A. Describe the sampling standard operating procedures.
  - B. Describe procedures for transporting cannabis field samples.
  - C. Describe the chain of custody for field samples.
  - D. Describe the quality control procedures.
  - E. Describe the Laboratory Supervisor/Manager responsibilities and qualifications.
  - F. Identify location and procedures for storing cannabis products.
  - G. Describe how the cannabis business will conform to local and State laws. See SBMC 6.420.060 and Chapter 24.105.200 as they pertain to retail establishments in the City of Ventura.
  - H. Describe how cannabis and cannabis products will be tracked and monitored to prevent diversion.
  - I. Describe the Point-of-Sale system to be used and how it will interact with the State's mandated track and trace system.
- 2.5 Describe the day-to-day operations if you are applying for a MICROBUSINESS permit. This should include at a minimum the following criteria:
- A. A microbusiness license engaged in retail shall describe all the requirements in subsection 2.1 of Appendix A, Section A in accordance with CCR §5500 and applicable requirements in SBMC chapter 6.420.
  - B. A microbusiness license engaged in distribution shall describe all the requirements in subsection 2.2 of Appendix A Section A in accordance with CCR §5500 and applicable requirements in SBMC chapter 6.420.
  - C. A microbusiness license engaged in manufacturing shall describe all the requirements in subsection 2.3 of Appendix A, Section A in accordance with CCR §5500 and applicable requirements in SBMC chapter 6.420.

### **SECTION B: LABOR, DIVERSITY & INCLUSION PLAN (200 points)**

1. The application should describe to what extent the cannabis business will adhere to heightened pay and benefits standards and practices, including recognition of the collective bargaining rights of employees.
2. Identify number of employees at initial opening and the maximum number of employees when the business is at full capacity.
3. Describe any diversity and inclusion programs that will be developed as part of the business model which embraces a rich and diverse work force with a diverse set of perspectives, work and life experiences, as well as religious and cultural differences that provide equal opportunities for employee development.
4. Identify all positions and their responsibilities.
5. Describe compensation to and opportunities for continuing education and training for employees.
6. Describe whether the cannabis business is committed to offering employees a Living Wage.

## **Revised 7/7/21**

7. Briefly describe benefits provided to employees such as health care, vacation, and medical leave, to the degree they are offered as part of employment.
8. Describe to the extent to which the cannabis business will be a locally owned enterprise and the owner(s) reside within the City of Ventura. In order to qualify for this criteria, an owner must have lived in the City of Ventura for at least one year ~~and/or before Nov 1, 2019.~~

### **SECTION C: SAFETY PLAN (200 points)**

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.

### **SECTION D: SECURITY PLAN (400 points)**

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 (in Section H of Appendix A), a separate Premises Diagram must be included in this Security Plan section (Section D) of the application. The diagram must meet the requirements of the Bureau of Cannabis Control CCR Title 16, Division 42, §5006 Premises Diagram.
  - 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 should be accurate, dimensioned and to-scale (minimum scale of 1/4").
  - E. 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.
5. Identify transportation techniques and security procedures.
6. Description of employee training and general security policies.

### **THE FOLLOWING SECTIONS E-H ARE CRITERIA WHICH ARE TO BE EVALUATED AND SCORED IN PHASE III (2,000 points).**

#### **SECTION E: QUALIFICATION OF OWNERS (500 points)**

1. Experience – Demonstrate the business owner’s experience in owning, managing, and operating a retail cannabis business. For purposes of this section, owner shall mean the State definition of owner in the State Business and Professions Code Section 26001 and all persons, companies,

## **Revised 7/7/21**

and entities that will be directing, controlling, and/or managing the day-to-day operations of the business. Evidence that prior experience was from legally permitted activities.

2. Cannabis Industry Knowledge – Demonstrate overall knowledge of the cannabis industry (as demonstrated throughout 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 Ventura.
3. Ownership Team – Describe the involvement of the ownership team in day-to-day operation of the business. Owner is defined based upon the State definition of owner, see Business and Professions Code Section 26001.

### **SECTION F: NEIGHBORHOOD COMPATIBILITY PLAN (500 points)**

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 SBMC sections 6.420.340 and 24.105.200.
  - 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. Evidence that the location has access to public transportation for employees or customers.

### **SECTION G: COMMUNITY BENEFITS AND INVESTMENTS PLAN (500 points)**

The cannabis business 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.

(Section H on next page)

**Revised 7/7/21**

**SECTION H: PROPOSED LOCATION (500 points)**

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. The CBP applicant must have the appropriate zoning and meet all the locational requirements as described in SBMC sections 6.420.340 and 24.105.200.
2. The application shall include 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.