



300 First Street, Woodland CA 95695

**CANNABIS BUSINESS PERMIT APPLICATION - DISTRIBUTION**

New: \_\_\_\_\_ Renewal: \_\_\_\_\_ Modification: \_\_\_\_\_ Relocation: \_\_\_\_\_

Cannabis Business Permit: CBP # \_\_\_\_\_

**A. Information on Distribution Site**

Distribution Site/Business Name: \_\_\_\_\_

Location Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Assessor Parcel Number: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_ Sq. Ft: \_\_\_\_\_

Characteristics of the neighborhood or surrounding area:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Contact: \_\_\_\_\_

Email Contact: \_\_\_\_\_

**24-Hour Emergency Contact Information:**

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

## B. Applicant Information

Applicant Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Primary Phone No: \_\_\_\_\_ Alt. Phone No: \_\_\_\_\_

Email address: \_\_\_\_\_

Preferred method of contact (check one): Mail \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

All application forms must submit proof that a Live Scan has been completed for ALL interested parties. To complete this you may either make an appointment with the City of Woodland Police Department, or you may obtain Live Scan service from an approved vendor. The location of local services that provide a Live Scan service may be found at the State web site: <https://oag.ca.gov/fingerprints/locations?county=Yolo>.

*\*Interested parties, as defined under **section 13A-1-02** of the Woodland Municipal Code, is any individual that has at least 20% interest in the cannabis business, which includes partners, officers, directors, and stockholders of every corporation, limited liability company, or general limited partnership that owns at least 20% of the stock, capital, profits, voting rights, or Membership interest of the cannabis business or that is one of the partners in the cannabis business; the managers of the cannabis business; and the staff of the cannabis business.*

## C. Information on Owner(s)

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Primary Phone No: \_\_\_\_\_ Alt. Phone No: \_\_\_\_\_

Email address: \_\_\_\_\_

Preferred method of contact (check one): Mail \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ DOB: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Primary Phone No: \_\_\_\_\_ Alt. Phone No: \_\_\_\_\_

Email address: \_\_\_\_\_

Preferred method of contact (check one): Mail \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

*Please attach additional sheets if necessary*

### D. Information on Management

Name: \_\_\_\_\_

Title: \_\_\_\_\_ DOB: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Primary Phone No: \_\_\_\_\_ Alt. Phone No: \_\_\_\_\_

Email address: \_\_\_\_\_ Fingerprinted: Yes \_\_\_ No \_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ DOB: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Primary Phone No: \_\_\_\_\_ Alt. Phone No: \_\_\_\_\_

Email address: \_\_\_\_\_ Fingerprinted: Yes \_\_\_ No \_\_\_

### E. Information on Property Owner or Landlord

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

*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 cannabis manufacturing business on the property.*

### F. Conditional Use Permit

Conditional Use Permit Application Number: \_\_\_\_\_

Final Notice of Decision received: Yes \_\_\_ No \_\_\_

Have all conditions of the CUP been met: Yes \_\_\_ No. \_\_\_

### Operating Agreement

I, the applicant agree to abide by the requirements of the Code of the City of Woodland and any other operating terms and conditions as mutually agreed by the parties to ensure that the community benefits derived from the proposed cannabis business adequately addresses potential adverse impacts.

## G. Required Submissions

Please attach the following documents to your application pursuant to Section 13A-3-04 of the Woodland Municipal Code: Please attach the following documents to your application:

### **Applicant:**

**Business Structure:** 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.

**Interested Parties:** The name, address, telephone number, title, and function of each of the interested parties described in Section 13A-1-02 and 13A-3-04 (a)(2)

### **All Owners and Managers Must Be Fingerprinted**

### **Business Site:**

**Description:** A general description of the proposed cannabis business site, including street address, parcel number, total square footage of the site, and the characteristics of the surrounding area. Describe other cannabis uses (license types) that may be collocated on the site.

**Floor Plan:** A scaled floor plan for each level of each building that makes up the cannabis business site, including the entrances, exits, walls and operating areas. The floor plan must be professionally prepared by a licensed civil engineer or architect. Designate the specific defined premises for each use on site by license type.

**Site Plan:** A scaled site plan of the cannabis business 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.

**Conditional Use Permit:** A copy of a valid conditional use permit Resolution approved by the City for the proposed location, including all conditions and related documents, such as neighborhood responsibility plans.

**Statement of Owner's Consent:** Written consent of the owner or landlord of the proposed site to operate a cannabis business, specifying the street address and parcel number.

**Security Plan:** A detailed security plan outlining the measures that will be taken to ensure the safety of persons and property on the business site. The security plans must be prepared by a qualified professional.

**Lighting Plan:** A detailed lighting plan showing existing and proposed exterior and interior lights that will provide adequate security lighting for the use.

**Odor control Plan:** A detailed plan describing the air treatment system, or other methods that will be implemented to prevent cannabis odors from being detected outside the buildings on the business site.

**Business Operations:**

**Business plan:** A plan describing how the cannabis business will operate in accordance with this code, state law, and other applicable regulations. The business plan must include plans for hours of operation, handling cash and transporting cannabis and cannabis products to and from the site. The plan must include the following:

- Technology for product inventory controls
- Point of Sale Systems
- Financial Management
- Track-and-trace software
- Electronic Shipping Manifests

**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. The plan must include a description of the community benefit the business will provide, or proposes to provide, to the surrounding community. (If multiple businesses are located on one site, the Community Relations Plan may encompass all together)

**Operating Agreement:** Include a copy of the proposed Operating Agreement.

**State Licenses:** Copies of the state licenses relating to cannabis that the applicant holds. If the applicant applies for a Cannabis Business permit prior to the state issuing appropriate licenses, the applicant shall specify which state license(s) will be obtained.

**Tax Compliance:** A copy of the following:

- Applicant's city business registration
- State sales tax seller's permit
- Most recent year's financial statement – Income and/or Profit and Loss statement
- Most recent year's tax return

**Insurance Certificate:** The applicant's certificate of commercial general liability insurance equal to or more than \$2,000,000 plus \$1,000,000 for each loss, endorsements, and certificates of all other insurance related to the operation of the cannabis business.

**Budget:** A copy of the applicant's most recent annual budget for operations.

**Price List:** A list of the most recent prices for all products and services provided.

**Transport Vehicle Information:**

**Security Plan:** Detailed vehicle security plans outlining the measures that will be taken to ensure the safety of persons and property.

**Proof or Documentation Showing:**

- Motor carrier permit;
- Proof of ownership or lease for all vehicles and trailers.
- Year, make, model, license plate number, and VIN for all vehicles and trailers;
- Proof of insurance for all vehicles.

**H. License Revocation**

Has the applicant or any of its managers been associated with a business that has had its cannabis permit revoked:

Yes \_\_\_\_\_ (if yes, please provide the following information) No \_\_\_\_\_

City or County: \_\_\_\_\_ Date: \_\_\_\_\_

*Please attach additional sheets if necessary*

**I. City Authorization**

I, the applicant, provide authorization and consent for the Community Development Director or his/her designee to seek verification of the information contained on this application

**J. Indemnification**

I, the applicant:

A. Release the City of Woodland, its agents, officers, elected officials, and employees from any and all claims, injuries, damages, or liabilities of any kind arising from:

(i) any repeal or amendment of chapter 13A-3-04(a)(9) of the Woodland Municipal Code or any provision of the Zoning Code relating to the cannabis business, and;

(ii) any arrest or prosecution of the applicant or its managers, employees, or members for violation of state or federal laws; and

B. Defends, indemnifies, and holds harmless the city and its agents, officers, elected officials, and employees from and against any and all claims or actions:

(i) 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 cannabis business site; and

(ii) brought by any party for any problems, injuries, damages, or other liabilities of any kind arising out of the distribution of marijuana produced or processed by the cannabis business site.

**K. 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: \_\_\_\_\_

Print Name: \_\_\_\_\_

*The information contained in this document is subject to disclosure under the Public Records Act*

**Terms of the Cannabis Business Permit.**

Pursuant to Section 13A-3-07 the applicant agrees to the following terms of the Cannabis Business Permit:

- a. A cannabis business permit is valid for one year from the date that the permit is issued, unless suspended or revoked sooner.
- b. A cannabis business permit is only valid for the operator of the cannabis business(es) identified on the cannabis business permit for that particular cannabis business site. In the event of multiple operators located on a single cannabis business site, each operator shall obtain and maintain a separate cannabis business permit to operate the operator's cannabis business(es).
- c. A cannabis business permittee shall not allow cannabis or cannabis products on the business site to be visible from the public right of way, the unsecured areas surrounding the building(s) on the site, or the site's main entrance and lobby.
- d. The permittee shall notify the Community Development Director of any change in the information provided on the application to obtain the cannabis business permit within 30 days of the change.
- e. Conditions placed on the conditional use permit issued under the Zoning Code are also conditions of the cannabis business permit. Any violation of the conditions of the conditional use permit is grounds for suspending or revoking the cannabis business permit.
- f. The Community Development Director may impose additional conditions on the cannabis business permit, including the maximum amount of cannabis and cannabis products allowed on the site, number and types of equipment allowed, and security features.