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CANNABIS NON-RETAIL BUSINESS LICENSE SUPPLEMENTAL APPLICATION MATERIALS

Cannabis Business License Supplemental Application Materials may only be submitted by businesses previously approved through the Registration process. The purpose of the Supplemental Application Materials is to ensure that businesses demonstrate full compliance with regulations outlined in EMC Chapter 9.25 and state law prior to obtaining a Business License.

SECTION A – CANNABIS NON-RETAIL REGISTRATION ACTIVITY*

Please select the commercial cannabis activity type for which you are applying:

- Cultivation Type 1A: Specialty Indoor (501 – 5,000 sq. ft. of total canopy)
- Cultivation Type 1B: Specialty Mixed Light (501 – 5,000 sq. ft. of total canopy)
- Cultivation Type 1C: Specialty Cottage Indoor (500 sq. ft. or less of total canopy)
- Cultivation Type 2A: Small Indoor (5,001 – 10,000 sq. ft. of total canopy)
- Cultivation Type 2B: Small Mixed Light (5,001 – 10,000 sq. ft. of total canopy)
- Cultivation Type 3A: Medium Indoor (10,001 – 22,000 sq. ft. of total canopy)
- Cultivation Type 3B: Medium Mixed Light (10,001 – 22,000 sq. ft. of total canopy)
- Manufacturer Type 6: Non-Volatile Solvent or Mechanical Extraction*
- Manufacturer Type N: Infusion*
- Manufacturer Type P: Packaging and Labeling*
- Distribution Type 11: Distributor

*If you selected a Manufacturing license type above, please provide a brief description of the type(s) of cannabis goods that you will be manufacturing, in order to determine whether the business qualifies as a “Product Manufacturer” or “Cannabis Kitchen” pursuant to the Encinitas Municipal Code. In your description, specifically state whether the business will be manufacturing edible and/or non-edible cannabis goods.

SECTION B – BUSINESS ENTITY INFORMATION*

Please check only one box:

- | | |
|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Company (LLC) |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Partnership (LLP) |
| <input type="checkbox"/> General Partnership | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Other (Please Specify): _____ | |

Legal Business Name: _____

Last Name (Sole Proprietorship Only) _____

First Name (Sole Proprietorship Only) _____

Doing Business As (DBA): _____

Place and Date of Filing Fictitious Business Name (DBA): _____

Taxpayer Identification Number: _____ Secretary of State Registration Entity ID: _____

Applicant/Business Phone: (____) ____ - ____ Applicant/Business Email Address: _____

Mailing Address*: _____

City *State* *ZIP*

SECTION C – PROPERTY INFORMATION (LOCATION OF PROPOSED USE)*

Assessor Parcel Number(s): _____

Property Address: _____
Street

City *State* *ZIP*

* Note: Sections A, B and C must match the information provided in the original Registration materials submitted by the Applicant.

SECTION D – Business Plan:

Applicants are required to submit the following documents as part of the Supplemental Application package:

- **Operational Plan**
- **Neighborhood Plan**
- **Site Security Plan**

At minimum, the documents shall include the following information. Sections shall be ordered and numbered in the format outlined below.

1. Operational Plan

The operating plan shall include the following components for all business types:

- 1.1 Overall day-to-day operations of the site.
- 1.2 Hours of operation and opening/closing procedures.
- 1.3 Areas and procedures for cannabis waste management.
- 1.4 Cash handling procedures.
- 1.5 Inventory control procedures, including how cannabis is received, processed, stored, and secured in the licensed premises.

The operating plan shall also provide the following information for each proposed business type:

1.6 Manufacturing

- i. Identify all cannabis products manufactured within the licensed premises.
- ii. Extraction process, equipment and room in which extractions will be conducted.
- iii. Provide detail as to whether the extraction equipment has been reviewed and certified by a Professional Engineer or Certified Industrial Hygienist.
- iv. Employee safety and hygiene.

1.7 Distribution

- i. Identify the number of drivers, hours of transportation and vehicles to be used.
- ii. Transportation security procedures.
- iii. Quality control procedures designed to ensure all cannabis is properly packaged, labeled, and tested.

1.8 Cultivation

- i. Description of specific cultivation processes performed at the business, which may include growing, drying, curing, trimming, packing, storing, etc.
- ii. Employee safety and hygiene.
- iii. Canopy size and location(s).

1.9 Testing

- i. Sampling standard operating procedures.
- ii. Procedures for transporting cannabis field samples.
- iii. Chain of custody for field samples.

2. Neighborhood Plan

The Neighborhood Plan shall include all of the following components:

- 2.1 Describe how the cannabis business will proactively mitigate, address, and respond to complaints related to noise, light, odor, loitering, and vehicle and pedestrian traffic.
- 2.2 Air Quality/Odor Mitigation practices:
 - i. Identify potential sources of odor and/or odor emitting activities.
 - ii. Describe odor control devices and techniques employed to ensure that odors from cannabis are not detectable from beyond the licensed premises.
 - iii. Describe odor control related maintenance activities, frequency and role/title(s) of personnel performing such activities.
 - iv. Describe administrative controls such as staff training procedures and recordkeeping systems associated with the odor control system.
 - v. Provide detail as to whether the odor control system has been reviewed and certified by a Professional Engineer or Certified Industrial Hygienist as sufficient to effectively mitigate odor sources relative to the license type being sought.
- 2.3 Waste management plan, including waste disposal locations, security measures, and methods of rendering all waste unusable and unrecognizable.

3. Site Security Plan

The security plan shall consider all access control, inventory control, and cash handling procedures.

Complete policy/procedure manuals are not required at this point of the application process. Please only provide a detailed response to each criteria described below:

- 3.1 Include at least one (1) photograph of the front (street facing) side of the building. In the event the proposed location is undeveloped land, the photograph shall depict the property from the street view.
- 3.2 Provide a Premises (Site) Diagram for the proposed location that includes all of the following:
 - i. The diagram shall be accurate, dimensioned and to scale (minimum scale 1/4"). The scale may be smaller if the proposed location exceeds more than a 1/2 acre parcel, but must not be printed on larger than an 11" x 17" sheet of paper. (Blueprints and engineering site plans are not required at this point of the application process).
 - ii. 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.
 - iii. 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 premise and what activities will be used for the remaining property.
 - iv. The diagram shall show and identify commercial cannabis activities that will take place in each area of the premises. Commercial cannabis activities that must be identified on the diagram include, but are not limited to, customer sales, customer wait rooms, loading/unloading of shipments, storage, batch sampling, packaging and labeling, extractions, infusions, processing, testing, and other cannabis-related activities as applicable.
 - v. Identify all limited-access areas, defined as areas in which cannabis goods are stored or held and only accessible to a licensee, its employee or contractors. Limited-access areas also include areas used for video surveillance monitoring and storage devices.
 - vi. The diagram shall identify the number and location of all video surveillance cameras.
- 3.3 Identify and describe any intrusion alarm and monitoring systems, including the name and contact information for the monitoring company.
- 3.4 Discuss whether the cannabis business will utilize the services of on-site security guards. Include in the discussion:

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- i. The number of guards.
- ii. The hours guards will be on-site.
- iii. The locations guards will be positioned.
- iv. Security guard roles and responsibilities.