Cannabis Retail Application
Process Map - 2019

Step 1: PRE-APPLICATION
On-going
CUP Application support materials
Pre-application staff consultation
Pre-app neighborhood meeting

Step 2: SCHEDULE APPOINTMENT
Begins May 20th; then on-going
Portal will assign day and time
One application per appointment

Step 3: SUBMIT APPLICATION
Begins June 3rd then on-going
Adhere to CUP submittal checklist
Payment of processing fees
Application is time/date stamped

Step 4: REVIEW FOR OVERCONCENTRATION
Begins June 3rd then on-going
Application is mapped.
Is the parcel set back at least 600 feet from another pending or approved cannabis retail parcel?

If YES; or If NO, BUT it is first in line per time/date stamp, then it proceeds to Steps 5, 6, & 7

If NO, AND it is not first in line per time/date stamp, then application is voided once competing application is deemed complete in Step 5

Step 5: COMPLETENESS REVIEW
1 to 3 months*
Staff reviews for completeness; applicant has one opportunity to respond and resubmit; staff concludes with a determination

Step 6: CONDITIONAL USE PERMIT PROCESS & HEARING
6 to 9 months*
Staff conducts analysis, public notice, and prepares item for Planning Commission hearing

Step 7: IMPLEMENTATION
Approved CUP valid for 24 months unless time extensions are granted
Applicant obtains building occupancy permit and state license, and initiates the use

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* or longer as needed to comply with the California Environmental Quality Act