



City of Palm Springs

Cannabis Related Businesses and Activities ADVISORY AND DECLARATION

The City is now accepting applications for Medical Cannabis Related Businesses and Activities under amended Chapter 5.45 of the Palm Springs Municipal Code (PSMC), and applications from Adult-Use Cannabis Related Businesses and Activities under PSMC Chapter 5.55. These businesses and activities may include dispensaries, cultivation, manufacturing, testing facilities, and transportation and distribution facilities.

The City Council introduced these ordinances on July 19, 2017, and adopted them on July 26, 2017. The first business day upon which these ordinances will be effective is August 28, 2017. The City will not issue any permits pursuant to these ordinances unless the Palm Springs cannabis business taxation ballot measure, to be considered by the City's qualified voters on November 7, 2017, passes. If the ballot measure passes, the City will commence issuance of permits under these ordinances on the first business day after the effective date of the new cannabis business tax, anticipated to be December 18, 2017.

APPLICATIONS WILL BE REVIEWED TO DETERMINE THEIR COMPLETENESS IN THE ORDER RECEIVED, ACCORDING TO TIME STAMP, AND REVIEWED FOR APPROVAL IN THE ORDER DETERMINED COMPLETE.

Applicants are advised that prior to the issuance of any permits under these ordinances, the City of Palm Springs will undertake, complete and approve a fee study related to the City's processing of applications and issuance of permits for cannabis related businesses and activities, as well as the City's compliance monitoring, administration, and enforcement work in relation to permits issued. Prior to receipt of any permit issued under these ordinances, each applicant will be required to make full payment to the City of all fees determined to be applicable pursuant to the fee study and adopted by the City Council. The fees to be paid will depend upon the scope and nature of the business and activity proposed by each applicant, and the necessary City services, before, during and after the issuance of the corresponding permit. Before commencing this application process, please anticipate that these fees will be significant, and could exceed \$10,000.

The City will not accept any application without the applicant's payment of an Initial Cannabis Related Business and Activity Application Filing Fee in the amount \$202 per person reflected in the application as an owner, supervisor or employee of a cannabis related business or activity, to cover the cost of the City's background check (\$164/person) and fingerprinting (\$38/person). The amount of the fee paid equals \$202 multiplied by the number of people you must list in your application. A "SUPPLEMENTAL INFORMATION #1 AND INITIAL FEE CALCULATION WORKSHEET" form should be submitted with each application.

Above and beyond any permit that the City may issue to an applicant, each applicant approved to operate a cannabis related business and activity in the City must secure a business license and register to pay the City's cannabis tax. Applicants will secure that license and registration through a process that is separate from the submittal of this application.

Applicants are placed on notice that any application submitted prior to the City Council's consideration and adoption of special standards for specified adult-use cannabis facilities shall be "at-risk." These standards will provide zoning restrictions applicable to the location and operation of adult-use cannabis related businesses and activities. Such standards shall be effective on or before December 18, 2017. Any application for a permit as to a cannabis business or activity that the Council determines will not be allowed based upon location or zoning will be denied.

Engaging in any cannabis related business or activity in the City of Palm Springs without a permit issued either under Chapter 5.45 or 5.55 is illegal, and the City will take aggressive legal action against any party that does so.

Applicants shall submit information required by this application in a clear, complete and truthful manner. The City Manager may recommend denial of any application that remains incomplete beyond the time allowed by the City for the purpose of completing the application. Further, the City Manager may recommend denial of any application in which an applicant makes a misstatement or omits relevant information from any response, regardless of an applicant's intent regarding the misstatement or omission in question, and whether the misstatement or omission occurs in a written document submitted to the City, in connection with a background investigation, or otherwise. In addition, any misstatement or omission may also subject an applicant to administrative, civil or criminal liability.

Once this application is submitted and the Initial Cannabis Related Business and Activity Application Filing Fee is paid, applicants should contact the Police Department at (760) 323-8166 to schedule an appointment for LiveScan fingerprinting. Regardless of the lack of any defect in an application filed, the City will not deem any application complete until all owners, supervisors or employees having a twenty percent (20%) or more financial interest in that applicant's proposed cannabis related business or activity have completed the LiveScan process.

Once the City verifies that an application is complete, staff will notify the applicant of that fact by electronic mail, and that applicant's background check will commence. Provided that an applicant passes the City's background check, that applicant's application will be reviewed and considered for approval.

Please submit all materials, with the exception of site or building plans, as standard, single-sided, 3-hole punched, 8-1/2 x 11 sized pages, in a simple 3-ring binder. No applications in a "Spiral" or "Comb" type of binding, or stapled documents will be accepted. For larger size materials such as site or buildings plans, submit sheets no greater than 30x42, folded, collated, unstapled, and secured together with rubber bands. Include in your submittal package a complete electronic copy (i.e. PDF's) of all submittal materials on a compact disk or thumb drive.

Applicants are cautioned that there will be no refunds of any money paid for the Initial Cannabis Related Business and Activity Application Filing Fee will be given. This filing fee covers the cost of a background check and fingerprinting that will take place with respect to each application.

MATERIALS TO BE SUBMITTED

- A. Use Cannabis Related Businesses and Activities – ADVISORY AND DECLARATION (3 pages)
- B. Cannabis Related Businesses and Activities, PERMIT APPLICATION (4 pages)
- C. Cannabis Related Businesses and Activities, INDEMNIFICATION, ACKNOWLEDGMENT re PUBLIC RECORDS & COPYRIGHT MATERIALS RELEASE (2 pages)
- D. Cannabis Related Businesses and Activities, APPLICATION SUBMITTAL CHECKLIST (11 pages)
- E. Cannabis Related Business and Activities, SUPPLEMENTAL INFORMATION #1 AND INITIAL FEE CALCULATION WORKSHEET.

DECLARATION

State of California)
County of Riverside) ss.
City of Palm Springs)

I solemnly state, under penalty of perjury, under the laws of the State of California, that all information I provide arising from and related to my application for a permit to engage in cannabis related businesses and activities in the City of Palm Springs shall be the truth, the whole truth, and nothing but the truth.

Print Name

Signature

STAFF WITNESS:

APPLICATION CASE NO. _____

PROJECT INFORMATION38. TYPE OF PERMIT(S) REQUESTED COMMERCIAL MEDICAL ADULT-USE

39. PROJECT/BUSINESS DESCRIPTION (INCLUDE ALL PROPOSED ACTIVITIES AND PRODUCTS TO BE SOLD, ATTACH SEPARATE SHEET IF NECESSARY)

40. PROPOSED HOURS OF OPERATION

41. WASTE DISPOSAL PLAN
ATTACHED
 YES NO42. SECURITY PLAN ATTACHED
 YES NO

43. CANNABIS-RELATED PROCEDURES TO BE UTILIZED AT THE LOCATION OF THE PROJECT, INCLUDING A DESCRIPTION OF THE STORAGE, HANDLING, USE, AND DISPOSAL OF CHEMICALS, PESTICIDES AND FERTILIZERS, AND IF APPLICABLE, THE MANUFACTURING METHODS, THE TRANSPORTATION PROCESS, THE INVENTORY PROCEDURES, AND THE QUALITY CONTROL PROCEDURES? (ATTACH SEPARATE SHEET IF NECESSARY)

44. STATE LICENSE(S) THAT WILL BE REQUIRED FOR PROPOSED PROJECT OPERATIONS PER CA BUS. & PROF. CODE SECTION 26000 *ET SEQ.*

45. APPLICANT'S SELLER'S PERMIT NUMBER ISSUED PURSUANT TO CALIFORNIA'S SALES AND USE TAX LAW CODIFIED AT DIVISION 2, PART 1 OF THE CALIFORNIA REVENUE AND TAXATION CODE, STARTING AT SECTION 6001, OR INDICATE THAT THE APPLICANT IS CURRENTLY APPLYING FOR A SELLER'S PERMIT.

 PERMIT NUMBER PROVIDED _____ CURRENT APPLICATION FOR "SELLER'S PERMIT" PENDING

46. IN SUBMITTING THIS APPLICATION, IN MY AUTHORIZED CAPACITY TO DO SO ON BEHALF OF THE APPLICANT IDENTIFIED ABOVE IN SECTION 11, I HEREBY
- a. AUTHORIZE THE CITY OF PALM SPRINGS, ITS AGENTS AND ITS EMPLOYEES TO ENTER THE LOCATION IDENTIFIED ABOVE IN SECTIONS 1 AND 2 IN ORDER TO SEEK VERIFICATION OF ANY OF THE INFORMATION CONTAINED IN HEREIN, SUBMITTED HERewith, AND/OR SUBMITTED AS A SUPPLEMENT HERETO;
 - b. WARRANT THAT THE ABOVE-REFERENCED APPLICANT HAS THE ABILITY TO COMPLY WITH ALL LAWS REGULATING BUSINESSES IN THE STATE OF CALIFORNIA AND THAT IT SHALL MAINTAIN COMPLIANCE DURING THE TERM OF ANY PERMIT ISSUED BY THE CITY OF PALM SPRINGS UPON THIS APPLICATION;
 - c. AGREE TO PROVIDE THE CITY OF PALM SPRINGS WITH ANY SURETY BOND REQUIRED IN RELATION TO THE ISSUANCE OF THE PERMIT AND/OR OTHER APPROVALS RELATED TO THIS APPLICATION;
 - d. TENDER THE "TO SCALE" DIAGRAM OF THE PREMISES RELATED TO THIS PROJECT SHOWING, WITHOUT LIMITATION, PARKING IF A MULTI-TENANT BUILDING DENOTE THE USES IN EACH ADJACENT TENANT SPACE OR DENOTE "VACANT" AND SQURE FOOTAGE OF EACH TENANT SPACE PER PSZC 93.06.00 (B)(6), A SITE PLAN, BUILDING LAYOUT, ALL ENTRY WAYS AND EXITS TO THE FACILITY, LOADING ZONES AND ALL AREAS, IN WHICH CANNABIS AND CANNABIS PRODUCTS WILL BE STORED, GROWN, OR DISPENSED;
 - e. SUBMIT OPERATIONAL PLANS DETAILING HOW COMPLIANCE WITH FEDERAL ENFORCEMENT PRIORITIES;
 - f. [FOR CULTIVATION ACTIVITIES] SUBMIT WATER CONSERVATION MEASURES; PROJECTED ENERGY DEMAND AND PROPOSED RENEWABLE ENERGY GENERATION FACILITIES; UNIQUE IDENTIFIER, INVENTORY, AND QUALITY CONTROL PROCEDURES; AND A FLOOR PLAN IDENTIFYING THE LOCATION, DIMENSIONS, AND BOUNDARIES OF ALL PROPOSED CANOPY AREAS TAKING INTO ACCOUNT SPACE NEEDED FOR ONGOING CARE OF PLANTS AND A DESCRIPTION OF THE PROPOSED METHOD OF PHYSICALLY DELINEATING THOSE BOUNDARIES AT THE SITE;
 - g. [FOR MANUFACTURING ACTIVITIES] (1) SUBMIT INFORMATION ON PRODUCTS USED IN THE MANUFACTURING PROCESS INCLUDING THE CANNABIS SUPPLY CHAIN, LIQUIDS, SOLVENTS, AGENTS, AND PROCESSES, A STORAGE PROTOCOL AND HAZARD RESPONSE PLAN;QUALITY CONTROL MEASURES; AND (2) WARRANT THAT CANNABIS USED IN ANY MANUFACTURING PROCESS SHALL BE OBTAINED FROM A LICENSED CULTIVATOR OR LICENSED DISTRIBUTOR OPERATING IN COMPLIANCE WITH ALL LOCAL AND STATE LAWS;
 - h. [FOR TESTING FACILITIES] SUBMIT AN OPERATIONS PLAN DETAILING HOW CANNABIS WILL BE RECEIVED, SECURED, TESTED, AND DESTROYED UPON COMPLETION; A CERTIFICATE OF ACCREDITATION; PROPOSED PROCEDURES FOR RECORD KEEPING, INCLUDING CHAIN OF CUSTODY CONTROL AND CERTIFICATE ISSUANCE;
 - i. [FOR TRANSPORTATION AND DISTRIBUTION FACILITIES] SUBMIT AN OPERATIONS PLAN DETAILING HOW, AND FROM WHERE, CANNABIS AND CANNABIS PRODUCTS WILL BE RECEIVED, HOW ANY STORAGE, DISTRIBUTION, AND TRANSPORTATION OPERATIONS WILL BE SECURED TO PREVENT THEFT AND TRESPASS, AND TO WHOM THE PRODUCT WILL BE DISTRIBUTED; A QUALITY CONTROL INSPECTIONS AND REQUIREMENTS PLAN; AN IDENTIFICATION OF VEHICLE PARKING AND LOADING AREAS; AND STORAGE AND HANDLING PLANS; AND
 - j. AFFIRM MY UNDERSTANDING THAT I WILL BE REQUIRED TO PAY SIGNIFICANT CITY PROCESSING FEES IN RELATION TO THE CITY'S CONSIDERATION AND ISSUANCE OF THE PERMIT REQUESTED, AND COMPLIANCE MONITORING, ADMINISTRATION, AND ENFORCEMENT WORK IN RELATION TO THAT PERMIT.

_____ AUTHORIZED SIGNATURE

FOR CITY USE ONLY						
	DATE APP. DEEMED COMP.	DATE APPROVED	Application Case No: _____		DATE APP. DEEMED COMP.	DATE APPROVED
PLANNING				POLICE		
BUILDING				FIRE		
ENG. SERVICES				BUSINESS LICENSE		
CITY MANAGER				CITY ATTORNEY		



**Cannabis Related Businesses and Activities
INDEMNIFICATION,
ACKNOWLEDGMENT re: PUBLIC RECORDS
& COPYRIGHT MATERIALS RELEASE**

Application Case No: _____

Project Name and Address: _____

INDEMNIFICATION

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Palm Springs, its agents, officers, councilmembers, employees, boards, commissions and Council ("City") from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void, or annul any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the issuance of any permit pursuant to this application, and/or any City approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorneys' fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, councilmembers, employees, boards, commissions and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The City of Palm Springs shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney or the City's outside counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree to all of the above.

Applicant (please print name)

Applicant (please sign name)

**ACKNOWLEDGMENT THAT COPYRIGHTED REPORTS
SUBMITTED TO THE CITY SHALL BE CONSIDERED PUBLIC RECORDS**

The applicant acknowledges, understands, and agrees that any soils, seismic hazard, landslide, geologic, natural hazard, or geotechnical report, study, or information submitted to the City by, or on behalf of, the applicant in furtherance of this application submitted by the applicant will be treated by the City as public records pursuant to the California Public Records Act which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.

I have read and agree to all of the above.

Applicant (please print name)

Applicant (please sign name)

COPYRIGHT MATERIALS RELEASE

To the extent that this application submittal packet includes plans or drawings prepared by a licensed, registered or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the City of Palm Springs must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws.

The City of Palm Springs hereby requests permission to reproduce and publish plans and drawings submitted with your application packet for purposes of more effectively and efficiently facilitating the entitlement review process, including making plans and drawings available on the City's website for public review and providing electronic reproductions to the City's review boards. The purpose of this request is limited solely to the purpose of facilitating the timely review of this application, and the plans and drawings will not be utilized by the City for other purposes. To assist the City in this process, please provide below the signatures of all of those who have prepared plans and drawings to be submitted with this application.

Engineer Name: _____

Phone: _____ Email Address: _____

ENGINEER/SURVEYOR'S SIGNATURE: _____

Architect Name: _____

Phone: _____ Email Address: _____

ARCHITECT/DESIGNER'S SIGNATURE: _____

LANDSCAPE ARCHITECT/DESIGNER

SIGNATURE: _____

APPLICATION CASE NO. _____



Cannabis Related Businesses and Activities APPLICATION SUBMITTAL CHECKLIST

Applicant:

Application Case No.:

Address of Project:

Date Deemed
Complete

Application Process

	Requirement	Conforms or Comments
_____	Submit eight (8) copies of Cannabis Related Businesses and Activities – ADVISORY AND DECLARATION	
_____	Submit eight (8) copies of Cannabis Related Businesses and Activities, PERMIT APPLICATION with all backup documentation	
_____	Submit eight (8) copies of Cannabis Related Businesses and Activities, INDEMNIFICATION AND ACKNOWLEDGMENT re PUBLIC RECORDS	
_____	Submit eight (8) copies of Cannabis Related Businesses and Activities, APPLICATION SUBMITTAL CHECKLIST	
_____	Pay the Initial Cannabis Related Business and Activity Application Filing Fee (\$202/person); see Section 20 of application for number of people	
_____	Complete LiveScan (for all persons)	
_____	Provide proof of the Medical Cannabis Business’s organizational status, such as articles of incorporation, by-laws, organizational minutes, partnership agreements, etc.	

Date Deemed Complete	Building Review	
	Requirement	Conforms or Comments
_____	Submit eight (8) copies of Site Plan/Floor Plan – including exiting and fire protection information, mechanical, electrical and plumbing information and sufficient architectural and structural information to determine conformance to the applicable State and local regulations.	
_____	Plans must identify the proposed use of all rooms and classification according to Chapter 3 of the California Building Code (CBC). a. Sales / Retail Areas – M b. Offices / Extraction Areas – F-1 or H (depending upon Haz-Mat quantities) c. Cultivation / Processing – F-1 (Exception for stand alone, may be U occupancy).	
_____	Verify that the plans denote building height and area calculations and limits per CBC Chapter 5, Construction Type per CBC Chapter 6, fire rated assemblies and separations identified per CBC Chapter 7, information on room finishes per CBC Chapter 8, identification of whether any structure has Fire Sprinklers per CBC Chapter 9, occupant load for means of egress identified per CBC Table 1004, information on the number of exits and exiting widths per CBC 1005, 1006, 1009, 1011, 1015, and 1021, and applicable accessibility requirements based on CBC Chapter 11B (access per ADA must be provided throughout the building for persons with disabilities).	
_____	Operations plan must show entrances and windows must be illuminated during evening hours.	
_____	Operations plan must show floors, walls, and ceilings to be of a non-absorbent cleanable material and finish.	
_____	Submit two (2) copies of structural calculations, energy forms, CalGreen forms as applicable.	
_____	Have any electrical services which are 400 amps or greater been designed by licensed California Electrical Engineers?	

Date Deemed
Complete**Building Review**

Requirement	Conforms or Comments
<p>Electrical systems must be designed and installed per the requirements of the California Electrical Code (CEC), including without limitation, (A) all electrical equipment must be labeled and listed per CEC 110.3, (B) a single line diagram and panel information shall be provided in the electrical drawings per CEC 215.5, and (C) flexible electrical cords may not be utilized in the drawings per CEC 400.8.</p>	
<p>New and altered plumbing systems must meet the minimum requirements of the California Plumbing Code (CPC) and any local amendments, including without limitation, (A) provide single line diagrams for water supply lines, drain vent and waste systems and all gas lines, (B) all waste and indirect waste lines must meet the provisions of CPC Chapter 5, (C) all hose bibs and water delivery systems must have proper air gaps and back flow prevention, and (D) all plumbing components and systems must be properly listed and labeled for their appropriate uses.</p>	
<p>Energy documents will be required to be in conformance with the California Energy Conservation Code (CECC), including without limitation, (A) mechanical equipment must be certified and may require field verification per CECC 110.2, (B) all areas, other than lighting used for plant growth, must meet the mandatory requirements for lighting controls per CECC 110.9, and (C) lighting wattage for exclusive use in plant growth is not counted toward building lighting load if controlled by a multi-level astronomical time-switch control that complies with the provisions of the CEC section 110.9.</p>	

Date Deemed
Complete**Building Review**

Requirement	Conforms or Comments
<p>_____</p> <p>The provisions of the California Mechanical Code (CMC) apply to all new and modified mechanical systems, including without limitation: (A) the mechanical ventilation of exhaust systems shall be installed to control, capture and remove emissions or other odors generated from product use or handling where required in the CBC and or CMC, (B) provide an exhaust system designed and constructed to capture sources of contaminants to prevent spreading of contaminants to other parts of the occupied portions of the building per CMC Chapter 4, (C) building elements separating the cannabis agricultural area from other occupied portions of the building must be air sealed to prevent odor migration into other adjacent spaces, (D) all mechanical systems shall be listed and labeled for their appropriate uses, (E) the inlet for ventilation systems must be located per CMC 505.4, (F) provide ventilation by either natural or mechanical means per CMC 402.2 or 402.3, (G) condensate drain systems shall be provided in accordance with CMC 307.2, (H) mechanical systems shall be provided with manual or automatic controls that will operate such systems whenever the spaces are occupied, CMC 402.3, and (I) structural calculations must be provided when new HVAC systems are added to existing roof systems, new roof mounted units must be screened from public view. CBC Chapter 16.</p>	
<p>_____</p> <p>Submit proof of Riverside County Health approval for any business incorporating edible products, prior to the issuance of any Building Permit.</p>	
<p>_____</p> <p>Submit a list of Licensed California Contractors who will be working on the project.</p>	
<p>_____</p> <p>Submit a copy of “will serve” letters from all utilities.</p>	
<p>_____</p> <p>Submit a copy of the waste disposal plan.</p>	

Date Deemed
Complete**Building Review**

Requirement	Conforms or Comments
<p>FOR CULTIVATION – (A) Mixed use grow facilities are to meet CBC Chapter 3 requirements based upon Use and Occupancy Classification for F-1, Moderate Hazard. CBC 306.2, (B) Grow Facilities for the exclusive use of plant production may be classified as a U occupancy and shall be consistent with the requirements of CBC Appendix C, (C) Grow Rooms are considered wet locations and all electrical systems shall meet the requirement of CEC 300.6, (D) Grow lights must be installed per the manufacturer’s installation instructions and wired per CEC 410, (E) NM Electrical Cable is not allowed for use in damp or wet locations (grow rooms) per CEC 334.10, (F) Cultivation facility exhaust outlets must be located 10 feet from the property lines, and operable openings into the buildings and mechanical air intakes. CMC 506.0), (G) Odor control must be provided on all cultivation room exhaust vents and shall be Charcoal filters, Ionizers or other approved methods to reduce objectionable odors, and (H) CO2 enrichment systems shall be identified and each room that is being enriched shall have an alarm and monitoring system that complies with the requirements of the Fire Department.</p>	

Date Deemed
Complete**Building Review**

Requirement	Conforms or Comments
<p>FOR CULTIVATION, MANUFACTURING OR TESTING - Submit a City of Palm Springs Waste Water Discharge Form that identifies all chemicals utilized in the grow, manufacturing or testing facility, and how those chemicals are being discharged into the wastewater system or are contained on site (See Palm Springs Municipal Code Sections 15.28.070); NOTE: <i>(i)</i> this form must be completed and filed prior to permit issuance, but must also be delivered to a City field inspector at the time of final inspection, and <i>(ii)</i> there shall be no discharge of any material into the sewer system without proof submitted to the City that the discharge in question does not include pollutants that are prohibited, e.g., filing of plans illustrating the effective interception and pretreatment of discharge in accordance with the preliminary treatment requirements associated with a City approved preliminary treatment facility. (See PSMC 15.28.090 – 15.28.139)</p>	
<p>FOR MANUFACTURING/EXTRACTION – (A) Identify if the extraction process is a closed or open system, (B) Provide information on the extraction chemicals utilized and provide MSDS sheets on each, showing quantities and locations for the following: Alcohol, Naphtha, Ether, Butane, Acetylene, and Hydrogen, and (C) Identify all Class 1 division 1 and 2 areas based on chemicals present for extraction. CEC 500.5.</p>	
<p>For any facility that utilizes hydrocarbons or otherwise flammable solvents, submit a waste disposal plan that operates in a closed system, or in such a way that all solvent material is recovered in the process. All hazardous material must be disposed of in a manner which is compliant with all local, State, and federal guidelines for the disposal of hazardous materials.</p>	

CITY USE
APPLICATION CASE NO. _____

Date Deemed Complete

Planning Review		
	Requirement	Conforms or Comments
_____	Submit eight (8) copies of dimensioned Site Plan/Floor Plan and Exterior Elevations . Label the proposed use and square footage of each room and/or area within the premises and on the site plan (e.g., office, storage, cultivation, restrooms, parking, trash enclosure, etc.). If the cannabis business is proposed in a multi-tenant building, label the type of use for each adjacent tenant space on the parcel (e.g. office, warehouse, manufacturing, retail, or “vacant”. Dimension the parking spaces, elevations, setbacks, etc.)	
_____	Submit a separate sign application for exterior signage pursuant Palm Springs Zoning Code Section(s) (PSZC) 93.20 and Municipal Code Section(s) 5.45.200(A)(12) and/or 5.55.200(A)(11).	
_____	Per PSZC 93.23.15 (C) Demonstrate on the site plan that the proposed location of the cannabis facility is not less than 250 feet from Palm Canyon Drive or any residentially zoned property (Note: This criterion does not apply to cultivation facilities).	
_____	Per Municipal Code 5.45.205 (C)(1)(b) and/or 5.55.205(C)(1)(b), if the proposed use is a cannabis manufacturing facility, accompany the submittal with a completed Land Use Permit application from the Planning Department. Include the proposed square footage as per Municipal Code Section 5.45.205 (C)(2)(i) and/or 5.55.205(C)(2)(i).	
_____	Per PSZC 93.23.15 (C) Demonstrate on the site plan that the proposed cannabis location is not less than 500 feet from a school, public playground or park, child or day care center or youth center by showing all parcels within 500 feet and listing the address, APN, and current active uses on each parcel (Note: This criterion does not apply to cultivation).	
_____	Per PSZC 93.23.15 (C) If the application is for MCD facility, demonstrate on the site plan that the proposed site is not less than 500 feet from another MCD or MCCC by showing all parcels within 500 feet and listing the address, APN, and current active uses on each parcel.	

CITY USE
APPLICATION CASE NO. _____

Date Deemed Complete

	Planning Review	
Requirement	Conforms or Comments	
_____	Per PSZC 93.23.15 (C) If the application is for an MCMF that is in excess of 10,000 gsf, verify that it is located in the E-1 or M-2 zone only.	
_____	Per PSZC 93.23.15 (D) (yes/no) The facility(ies) is/are not proposed as an accessory use to any other use permitted by the Palm Springs Zoning Code.	
_____	Per PSZC 93.23.15 (D) (yes/no) will the proposed facility be occupied by both an MCCC and a MCCF on the same parcel?	
_____	Per PSZC 93.23.15 (E) Show on the site plan that there is 1 off-street parking space for every 250 GSF of office use associated with the proposed cannabis facility on the same parcel.	
_____	Per PSZC 93.23.15 (E) Show on the site plan that there is 1 off-street parking space for every 800 GSF of warehouse or cultivation space on the same parcel.	
_____	Per PSZC 93.06.00 (B)(6) In the case of mixed uses or occupancies, the total number of required off-street parking spaces shall be the sum of the requirements for the various uses computed separately. Off-street parking facilities provided for one use shall not be considered as providing the required parking facilities for any other use, unless a joint use of parking facilities has been approved by the planning commission as specified in this section. For each tenant spaces on the parcel, denote on the site plan the current use, (i.e. office, retail, manufacturing, warehouse, etc), the square footages of each, and show that adequate off-street parking spaces for each use is provided on site pursuant to the standards of 93.06.00. If a tenant space is vacant denote as such on the site plan.	
_____	If an existing building is proposed for occupancy, verify that all portions of the subject building are/were legally permitted at the time of their construction.	

CITY USE
APPLICATION CASE NO. _____

Date Deemed Complete

Police Department Review		
	Requirement	Conforms or Comments
_____	Submit data re: Applicant representatives sufficient to allow background checks.	
_____	Security Plan that fully addresses and complies with the provisions of Section 5.45.200(A)(21) [commercial medical] and/or Section 5.55.200(A)(20) [adult- use] of the Palm Springs Municipal Code.	
_____	Security cameras to be installed and maintained in good working condition, and used in an on-going manner with at least 240 continuous hours of digitally recorded documentation in a format approved by the City Manager. The cameras shall be in use 24 hours per day, 7 days per week. The areas to be covered by the security cameras include, but are not limited to, the storage areas, cultivation areas, all doors and windows, and any other areas as determined by the City Manager.	
_____	Site plan includes secured and locked safe room, safe or vault, for storage of cannabis and cannabis products, in a manner to prevent diversion, theft, and loss, except for limited amounts of cannabis used for display purposes, samples, or immediate sale.	
_____	The lease/business space shall be alarmed with a reliable, commercial alarm system that is operated and monitored by a security company or alarm business that is operating in full compliance with Chapter 5.02.	
_____	The business entrance(s) and all window areas shall be illuminated during evening hours. The applicant shall comply with the City's lighting standards regarding fixture type, wattage, illumination levels, shielding, etc., and secure the necessary approvals and permits as needed. Provide a photometric site plan conformance with the PSZC 93.21 (outdoor lighting).	
_____	All windows on the building shall be appropriately secured, with bars allowed only in the interior of a building.	

CITY USE
APPLICATION CASE NO. _____

Date Deemed Complete _____

Police Department Review	
Requirement	Conforms or Comments
<p>Security Alarm Systems – Minimum Requirements:</p> <p>a. Each location shall have a security alarm system, installed by an alarm installment company, on all perimeter entry points and perimeter windows.</p> <p>b. Each permittee must ensure that its location is continuously monitored. Permittees may engage the services of a monitoring company to fulfill this requirement.</p> <p>c. The permittee shall maintain up to date and current records and existing contracts on the location that describe the location and operation of each security alarm system, a schematic of security zones, the name of the alarm installation company, and the name of any monitoring company.</p> <p>d. Upon request, permittees shall make available to the City Manager or any state or local law enforcement agency, for a purpose authorized by this chapter or any state or local law enforcement purpose, all information related to security alarm system, monitoring and alarm activity.</p>	
<p>Operations plans that incorporate video surveillance in accord with Palm Springs Municipal Code 5.35.310 and lock standards consistent with the use of commercial-grade, nonresidential door locks at all points of ingress and egress.</p>	

CITY USE
APPLICATION CASE NO. _____

	Fire Department Review	
Date Deemed Complete	Requirement	Conforms or Comments
_____	CULTIVATION AND MANUFACTURING – Submit proof of compliance with Palm Springs Fire Department Technical Policy No. TP 16-002 re Plant Processing and Extraction Facilities.	
_____	CULTIVATION – Submit proof of compliance with Palm Springs Fire Department Technical Policy No. TP 16-001 re Carbon Dioxide (CO2) Gas Enrichment Systems in Plant Growing (Husbandry) Applications.	
_____	Fire department permits are required for all construction, tenant improvements, fire sprinklers, fire alarm systems, gas enrichment and extraction processes.	
	Cannabis businesses and activities conducting CO ₂ enrichment and/or extraction processes must obtain a County of Riverside Environmental Health Hazardous Material Permit.	

FOR CITY USE
APPLICATION CASE NO. _____ RECEIVED BY _____



City of Palm Springs
Cannabis Related Businesses and Activities
SUPPLEMENTAL INFORMATION #1 AND
INITIAL FEE CALCULATION WORKSHEET

This worksheet provides additional information to prospective applicants for cannabis related business and activity permits.

Applicants are on notice and directed that a City determination that an application is complete is NOT the same as a City determination that the application in question will be approved. The City's completeness determination is the first milestone in the application process, and is based upon whether an applicant has submitted documentation to the City consistent with the requirements expressed in the application. No documentation submitted with any application will be reviewed for compliance with any applicable code or standard unless and until that application is deemed complete by the City.

Any applicant wishing to submit an application to the City should do so at the Office of the City Clerk. Each application will be time-stamped. Applications will be reviewed for completeness in the order that they are received. No application will be processed until determined complete, and payment of the Initial Cannabis Related Business and Activity Application Filing Fee is received.

Each applicant must complete sections 21-29 for each and every person who is an owner, supervisor or employee of a cannabis related business or activity. *However, the only individuals who "count" when an applicant calculates his/her/its Initial Cannabis Related Business and Activity Application Filing Fee, i.e., the fee that covers initial background checks, are owners, supervisors or employees having a twenty percent (20%) or more ownership/financial interest in that applicant's proposed cannabis related business. Applicants need not initially pay the fee for a background check for employees who do not have a twenty percent (20%) or more interest in the proposed business or activity. However, each applicant is on notice that after the submittal of a complete application, but prior to the issuance of a permit, the City will require and charge a fee for a background check for every employee of the proposed business or activity.*

INITIAL FEE CALCULATION WORKSHEET

TOTAL NUMBER OF PEOPLE LISTED AS REPRESENTATIVES (SEE BOX 20)	(LESS/MINUS) TOTAL NUMBER OF EMPLOYEES WHO DO NOT OWN A 20% INTEREST IN THE PROPOSED BUSINESS/ACTIVITY	MULTIPLIED BY \$202	INITIAL CANNABIS RELATED BUSINESS AND ACTIVITY APPLICATION FILING FEE
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(_____ - _____) x \$202 = \$ _____