



PHASE 1: CANNABIS BUSINESS SCREENING APPLICATION CHECKLIST

The following items shall be provided in the Cannabis Business Screening Application. Two (2) hard copies and one (1) digital copy (flash drive or CD) of the application packet shall be submitted to the Planning Division.

Incomplete application packages may not be accepted and failure to complete an application in the period established by the Zoning Administrator shall result in disqualification.

COMPLETED APPLICATION FORM

One copy of a completed, signed Cannabis Business Phase I Application Form shall be submitted. All business owners and the property owner shall sign the application. All signatures shall be original. No copies will be accepted.

BACKGROUND CHECK CLEARANCE LETTER

All cannabis business owners shall submit to a Live Scan background check by the Mountain View Police Department. The Live Scan background check can take up to thirty (30) days to complete. The Police Department will review the background check per Section 9.95.c. of the Municipal Code. If a business owner is not disqualified, a Clearance Letter shall be issued to the business owner and the Planning Division. New Live Scan background checks must be completed for each new Phase 1 application period.

WRITTEN BUSINESS DESCRIPTION

A written description of the proposed business should include the business organizational structure, business formation documents, and ownership information (described in the Cannabis Business Permitting Guide), operational characteristics (type of retail business, products, etc.), hours of operation, general security protocol, and the number of anticipated employees and customers anticipated.

EVIDENCE OF LEGAL RIGHT TO OCCUPY

Provide proof of ownership, a signed lease agreement, or intent to lease agreement authorizing the cannabis business to occupy the property or tenant space.

VICINITY MAP

Provide a map indicating the location of the proposed cannabis business. Indicate all child-oriented uses within 600' of the proposed cannabis business and demonstrate the proposed cannabis business is not within the prohibited proximity to a school, child-care center, or facility. The Vicinity Map shall also note all existing uses adjacent to the proposed business.

WRITTEN SUMMARY OF PROPOSED BUILDING AND SITE MODIFICATIONS

Provide a written description of all proposed modifications to the building and site. Include information such as total parking required and provided, visual material and color changes, landscape modifications, parking lot modifications, equipment enclosures, basic site and building information (zoning district, lot area, floor area of building, number of on-site parking spaces), any site and building aspects out of conformance with the development standards of the zoning district.

EXISTING AND PROPOSED (CONCEPTUAL) SITE PLANS AND FLOOR PLANS

Provide dimensioned existing and proposed site plans and floor plans. The level of detail on the site plan shall include property lines and adjacent streets, all buildings and tenants on-site, and parking lot details. The level of detail on the floor plans shall include walls, doors, and labels for all areas in the tenant's space. Plans shall be submitted and formatted to 11" x 17" paper.

OTHER CANNABIS BUSINESSES

Provide a written description and location (address) of all cannabis businesses operated or owned by any of the cannabis business owners.

FEE

An application will not be accepted without payment of applicable fees. Fees are not refundable.