

PHASE 3: CANNABIS PLANNING APPLICATION CHECKLIST

The following items shall be provided for review in addition to submittal materials required in the "Required Application Materials" handout. Please note some items in the "Required Application Materials" handout may not be applicable. If you have questions about the applicability of items in the checklist, please contact the Planning Division.

Ten (10) 11"x17" plan sets, two (2) 24"x36" plan sets, twelve (12) copies of associated documents, 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 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.

WRITTEN BUSINESS DESCRIPTION

A summary of the project proposal should include such things as the project proposal, the design concept, and the relation to existing conditions on and off the site.

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, the number of anticipated employees and deliveries anticipated, a parking and loading calculations, and delivery plans.

Clearly summarize the proposal's compliance with the City Code.

NEIGHBORHOOD CONTEXT

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 map shall also note all existing uses adjacent to the proposed business and all other approved cannabis businesses in Mountain View. (Provide in plan set.)

POLICE DEPARTMENT CANNABIS DISPENSARY PRE-BACKGROUND QUESTIONNAIRE

Provide three (3) copies of the completed questionnaire.

SECURITY PLAN

Provide three (3) copies of a written security plan and incorporate any applicable information into the plan set. The security plan must comply with the Police Department Rules and Regulations and all applicable sections of the City Code.

WASTE HANDLING PLAN

Provide six (6) copies of the waste handling plan and incorporate any applicable information into the plan set.

EVIDENCE OF LEGAL RIGHT TO OCCUPY

Provide two (2) copies of proof of ownership, a signed lease agreement, or intent to lease agreement authorizing the cannabis business to occupy the property or tenant space.

OTHER CANNABIS BUSINESSES

Provide two (2) copies of a written description and location (address) of all cannabis businesses operated or owned by any of the cannabis business owners.