

## **Concurrent Processing – Land Use Entitlement & Business License Applications**

On August 27, 2019, the Board voted to amend the Cannabis Business License Ordinance (County Code – Chapter 50) to allow for the concurrent processing of a Land Use Entitlement and Business License application. Prior to submittal of a Business License application, applicants must first submit a Land Use Entitlement application that is accepted for processing by the Planning & Development Department. Submittal of a Business License application before obtaining a final approved and issued Land Use Entitlement may result in additional processing fees, especially if there are any changes to the project from the time of submitting the Business License application to issuance of a final approved Land Use Entitlement, and the applicant shall be responsible to pay all fees incurred in the processing of the business license. It is the applicant's responsibility to notify the County Executive Office of all changes to the project and provide the County Executive Office a copy of the final issued Land Use Entitlement.

**For projects that propose cannabis cultivation**, the County has adopted limitations on the maximum amount of cannabis cultivation acreage allowable and that to be placed on the County's Eligibility List(s) based on these limits, a Business License applicant must have an approved land use entitlement. It is the applicant's obligation to notify the County Executive Office - Cannabis Business Licensing Division when a Land Use Entitlement has been approved and request to be added to the County's Eligibility List by completing and submitting the [Eligibility List Placement Request Form](#).

### **Eligibility List Requirements**

For a commercial cannabis operator to be placed on the Eligibility List the operator must: 1) have an approved land use entitlement, and 2) request placement on the list by submitting the Eligibility List Placement Request Form to the County Executive Office, 3) submit a complete cannabis business license application that has been accepted by the County Executive Office, and 4) pay all required cannabis business licensing fees/deposits. Any operator who has already been issued a cannabis business license prior to the establishment of the cap will automatically be placed on the appropriate eligibility list. Once a commercial cannabis operator is on the Eligibility List their spot is nontransferable and the operator will be required to annually renew their interest in remaining on the List using the process outlined by the County Executive Office.

### **Definition of a Complete Business License Application:**

Applicants that have submitted a Cannabis Business License Application must also submit a required deposit fee of \$3,250 before County staff will commence their review and processing of the Application. Submitted Applications are first subject to a review by the County Executive Office's Business License Review Coordinator (Business License Review Coordinator) to determine completeness. The Business License Review Coordinator shall review each application to ensure that the application sufficiently meets the requirements set forth in the Cannabis Business License Ordinance (County Code – Chapter 50). Based on the license type that is being applied for, the Business License Review Coordinator shall ensure that all required information and/or

## **Concurrent Processing – Land Use Entitlement & Business License Applications**

documentation is submitted as part of the Application. The Business License Review Coordinator shall identify and provide findings to the applicant (or agent, if applicable) on the following: 1) required information or supporting documentation that was not initially provided as part of the application, and 2) inadequate information or supporting documentation that was initially provided as part of the application and that requires clarification or revisions to the materials that were submitted. After the applicant (or agent) has adequately addressed all findings identified by the Business License Review Coordinator, the Business License Review Coordinator shall deem the application complete. Please note: due to the concurrent processing of a Land Use Entitlement and Business License Application, information or supporting documentation that is submitted as part of the Business License Application may require revision based on Planning & Development Department's approved permit project description. Please be advised that additional charges may be incurred as a result of concurrent processing and the need for staff to perform any additional review, if applicable.