



County of Santa Barbara Cannabis Storefront Retail: Selection Application

General Information: The County currently only allows 6 licensed storefront retail cannabis operations at any time within the unincorporated area of the County based on community plan areas. (Santa Barbara County Code § 50-7.) This application is to enter the criteria-based selection process to be selected to apply for a cannabis storefront retail land use entitlement and business license.

According to the federal Controlled Substance Act, cannabis is a Schedule I drug and being selected to apply for and/or obtaining a Cannabis Retail Storefront Business License/Land Use Entitlement from the County does not protect any person from prosecution pursuant to any laws that may prohibit cannabis activities. (See Santa Barbara County Code § 50-1.) In addition, information provided in this application may be subject to disclosure as required by any federal or state laws, including the California Public Records Act.

Overview of the Selection Process: The County Executive Office (CEO) - Cannabis Division will review all timely submitted Cannabis Storefront Retail Selection Applications and will post a list of accepted applications on the County's cannabis website, <http://cannabis.countyofsb.org/>. Applications may not be accepted by the County if they are untimely, incomplete, fail to comply with the County's requirements (i.e. exceed the page limitation, etc.), do not include the required fee, fail to meet the zoning and permitting standards, applicant or owners have disqualifying felony convictions, or applicant makes false, misleading or fraudulent statements. Non-accepted applications will be notified by email and first-class mail and will have five days to file a written protest with the CEO's Office - Cannabis Division. Accepted applications will be scored and ranked by community plan area based on the scoring sheets approved by the Board of Supervisors and published with the Notice of Criteria-based Application. (See Helpful Links here: <http://cannabis.countyofsb.org/retail.sbc>) The County will create a Preliminary Ranked Storefront Retail List for accepted applications that are qualified which will be posted on the County's cannabis website. Following a five-day written scoring protest period, the County will post a Final Ranked Storefront Retail List per community plan area. The highest ranked applicant per list will be invited to start the process to obtain a land entitlement and business license. Lists will be valid for 5 years and listed applicants will need to annually renew their interest in remaining on the list by submitting a written request to the CEO's Office- Cannabis Division.

General Instructions: Pursuant to Santa Barbara County Code Chapter 50, applicants must provide all requested information in the attached Cannabis Storefront Retail Selection Application. In addition:

- All questions on this application must be answered completely and truthfully. Any incomplete or inaccurate information may result in a delayed or denied application.
- Information provided in this application must later appear in the land use entitlement and business license, if selected to apply. Applicants may not make significant changes to information, proposals, goals, or the Business Operations or Neighborhood Compatibility Plans, if selected. In addition, applications are non-transferrable.
- Application submission packets will be limited to no more than one hundred fifty (150) one-sided letter-sized (8 ½" x 11") pages inclusive of all text, graphics, document attachments, and any forms required by the County. All submitted pages must be numbered and submitted forms and documentations must be named as provided in the application instructions. All fonts, within all portions of the submitted application, are required to be 12-point or larger. Two sided applications complying with these requirements will also be accepted as long as the application packet is no longer than seventy-five (75) total pages. Any application submission that fails to meet these application submission requirements will be disqualified.

- Applications and required documentation shall be submitted on-line at cannabis.countyofsb.org Any applicant(s) requiring disability access accommodations, must contact the County prior to November 6, 2020, at cannabisinfo@countyofsb.org or (805) 568-2777 to arrange for any reasonable accommodations, including submitting the application in person at the Santa Barbara County Administration Building located at 105 East Anapamu Street, Santa Barbara, CA 93101. Please note due to the Covid-19 pandemic only the door facing Anapamu Street is accessible for dropping off of materials Monday through Friday from the hours of 8AM-5PM Pacific Standard Time (PST). All applications submitted in paper must be clearly marked on the outside sealed envelope Cannabis Retail Storefront Selection Application and must include a flash drive or CD with an electronic copy of the application and all forms/documentation being submitted.
- Regardless of the application submittal method, an application fee in the amount of **\$4,100** per application is required in order to constitute a completed application and must be submitted to the address mentioned above in the form of check or money order, and received within the application submittal period. NO cash, credit/debit cards will be accepted and fees are non-refundable. Checks or money orders must be made payable to the County of Santa Barbara and the applicant must clearly indicate the applicant name on the face of the check or money order. All costs incurred by the applicant in preparation or submittal of the application shall be borne solely by the applicant.
- Completion of this application does not grant any rights or impose any obligations. The County may amend, terminate or delay the cannabis storefront retail licensing program at any time.
- Applications and fees may be submitted to the County from **8AM (PST) on 11/2/20 to 5PM (PST) on 11/9/20**. Applications or fees received after 5PM (PST) on 11/9/20 will not be considered. Actual receipt of the application and fee must occur within the submittal period stated above – postmarks will not be honored.
- The County will only accept one application per person per proposed operation location. Furthermore, only one application will be accepted for a given street address, and if multiple units exist at the stated street address, a unique suite number must be identified for each application submitted. If more than one application is received for a given operation location, all applications will be returned to the property owner to indicate which application is in the one authorized to operate at the proposed location. If the property owner fails to timely respond to the County, no application(s) will be accepted for the location.
- Please submit any questions regarding this application to cannabisinfo@countyofsb.org. Questions received prior to 11/2/20 will be answered and all answers will be posted on the County's cannabis website at cannabis.countyofsb.org

APPLICATIONS AND FEES ARE DUE BY: 5PM (PST) on 11/9/2020.

Next Steps: If the application is approved and selected:

- A cannabis land use entitlement application must be submitted to the County Planning and Development Department within 90 days of the CEO's release of the Final Ranked Storefront Retail List.
- The selected applicant must also apply for a County Cannabis Business License, and obtain a State license from the Bureau of Cannabis Control, prior to commencement of operations.

Failure to timely apply for and receive the necessary state and local entitlements and license could result in selection of the next listed applicant.

County's Reservation of Rights: The County reserves the right to reject all applications, with or without cause or reason. The County may modify, postpone, or cancel the request for permit and/or business license applications and/or this selection process without liability, obligation or commitment to any party, firm or organization. In addition, the County reserves the right to request and obtain additional information from any applicant.

Step 1: Zoning and Community Plan Area

What is the zone type of the proposed business location:	
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Please select which community plan area the proposed business will be located in:

- Isla Vista/Goleta CPA
- Santa Ynez Valley CPA
- Toro Canyon / Summerland CPA
- Orcutt CPA
- Eastern Goleta Valley CPA
- Los Alamos CPA

Step 2: Contact Information

Business Entity

Provide information about the cannabis business entity.

LEGAL BUSINESS NAME:	
BUSINESS TYPE (i.e. Inc., LLC, Partnership):	
BUSINESS E-MAIL:	
MOBILE PHONE:	
WORK PHONE:	

Business Contact Information:

Including 24 hour designated community relations contact.

Recipient:	Mailing Address:		
City:	Zip code:	State:	County:
24 Hour Contact Name:	24 Hour Contact Phone Number:	Email Address:	

Authorized Agent/Applicant

The Authorized Agent/Applicant must have the legal authority to bind the entity. Provide information about the person who is completing this application. This information should be for a singular person, **NOT** the business name. The Authorized Agent will be considered the primary contact for the application unless another contact is identified.

NAME:	
E-MAIL:	
HOME PHONE:	
MOBILE PHONE:	

WORK PHONE:	
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Authorized Agent's Mailing Address:

Recipient:	Mailing Address:		
City:	Zip code:	State:	County:

Agent for Service of Process (if that information is different than the Authorized Agent/Applicant listed above)

NAME:	
E-MAIL:	
HOME PHONE:	
MOBILE PHONE:	
WORK PHONE:	

Agent for Service of Process Mailing Address:

Recipient:	Mailing Address:		
City:	Zip code:	State:	County:

Provide information in the table below for ALL business owners and individuals having a 10% or more financial interest in the commercial cannabis activity or entity that is the subject of the application.

Last Name:	First Name:	Business Relationship (if owner include % of ownership):	Mailing Address:	Telephone Number:

Does the applicant, business owner, or any individual with 10% or more financial ownership, have a felony conviction, as addressed in County Code Sections 50-11 or 50-17.c?

- Yes
- No

Step 3: Storefront Location

Facility Address

Enter the exact street address of the facility in which you are applying for a cannabis business license.

Street #:	Street Name:	Street Type:	Unit No:
City:	State:	Zip:	Assessor's Parcel Number:

Step 4: Business Operations Proposal

Documentation Checklist

This section summarizes the documentation requirements necessary to constitute a completed application. Please be advised, any information not submitted with this application may cause delays in processing or denial.

When submitting the required attachments applicants must adhere to the following file naming conventions. Please name each document in the following manner: **A# - Document Name – Applicant Name**.

- A1 – Proposed Activities and Products:** Business Operations Proposal plan detailing how the cannabis storefront retail business will operate in accordance with county and state law and other applicable regulations. This plan shall include a complete description of the proposed cannabis activities and products of the commercial cannabis operation. **The information provided in the proposed products section for the business must be replicated in attachment A15.**
- A2 - Applicant Cannabis Experience:** Provide a narrative and/or documentation detailing the applicant’s experience owning, operating, or managing a legally permitted cannabis related business, including the specific location of the cannabis related business and the type of business. You must list any enforcement actions (civil, criminal or administrative) taken against the cannabis related business.
- A3- Applicant Cannabis Experience in Santa Barbara County:** Provide a narrative and/or documentation that details the applicant’s experience in owning, managing, or operating a legally permitted cannabis related operations in Santa Barbara County, including the type of business. You must list any enforcement actions (civil, criminal or administrative) taken against the cannabis related business.
- A4 – California Corporate Status:** Proof of valid business registration and corporation status with certificate of good standing from the California Secretary of State, and “Doing Business As” which includes the identification of an agent for service of process.
- A5 - Standard Operating Procedures:** Documentation of step-by-step procedures that demonstrate compliance with State and local regulations for the proposed business, including a cash management plan. Please include specific examples of where the practices used in prior businesses have worked before. Standard operating procedures must include electronic tracking and storage of required records of sales, delivery manifests, and inventory. Quality and detail of cash management plan, including cash counting/reconciliation procedures, cash storage, cash transport, deposit into a banking institution (if any).

- A6 - Financial Plan:** Financial plan and proof of capitalization of \$1,000,000. Please include projected revenue and expenses and proof and level of capitalization. Please demonstrate or identify access to operational capital in the business accounts of the applicant and/or on-going line of credit once business is operational.

Proof of capitalization requires that the applicant provide verifiable documentation to demonstrate that the named individuals listed on the application as “owners” have sole and irrevocable control over sufficient liquid assets to meet the capital needs of the project and that the capital is not otherwise encumbered for any other purpose. Such documentation may be provided in the form of bank statements, a business loan, a line of credit or similar financial instruments. The applicant must allow the County (or HdL, acting on the County’s behalf) to independently verify such documentation with the individual, entity or financial institution providing the capital.

The documentation must demonstrate that the capital is in the name of and/or under the sole control of the listed owners. If capital is being provided by a third party, then documentation must be provided to demonstrate that the person or entity has such assets available and the person or entity must also provide a notarized letter or other such binding statement that the amount of capital has been made available to the named owners for their use on this specific project, at their sole discretion.

If the named owners listed on the application are a part of an LLC or other business entity that exists for purposes not limited to the specific project in question, then the LLC must provide documentation to demonstrate that any assets being made available for the project are not otherwise encumbered by the LLC’s other ventures, debts or liabilities.

- A7 - Pro forma financial statement:** Pro forma financial statement that documents the proposed business’ financial plan and/or budget to start-up and operate the business including revenue and expense projections for initial 24-month operating period.

- A8 - Product Procurement & Delivery Plan:** Documentation and narrative surrounding the Product Procurement and Delivery Plan of the proposed business. This shall include details of the procurement plan, such as due diligence performed prior to executing purchase contracts and quality control of incoming products. Quality of plan for securing product deliveries to the business (i.e. from delivery vehicles to building).

- A9 - Communication & Marketing Plan:** Provide a detailed communications/marketing strategic plan that demonstrates compliance with state and local regulations. This shall include a community engagement and local involvement plan that address specific needs within the community hosting the proposed cannabis storefront retail location. Also include who is designated as being responsible for outreach and communication with the surrounding community, including neighboring residents and businesses and how the designee can be contacted. Details of the key aspects of the marketing strategy that would be generated and executed through the marketing plan shall also be included.

- A10 – Local Employment Goals:** Provide narrative on local employment goals for the proposed business. Successful plans shall reflect a distinct methodology that contains a high likelihood of successfully sourcing a minimum of 60% of employees from within Santa Barbara County.

- A11 - Labor Protection Plan:** Labor protections for retailers with more than fifteen (15) employees. Successful plans will reflect specific actions that will be taken by the applicant towards achieving a Labor Peace Agreement. There must be a high likelihood of an Agreement being signed prior to the commencement of

operations. Demonstrate that the plan will be in place at the time the applicant applies for renewal of the license at the end of Year 1.

- A12 - Local Supply Chain Support:** Provide a detailed plan that demonstrates the applicant's ability to source a significant volume of products from the unincorporated and incorporated areas of Santa Barbara County. **The County's definition of Supply Chain Support is: all components of the supply chain, i.e. nursery operations, cultivators, distributors, manufacturing, testing. The supply chain begins with cannabis seeds, ends with the final sale to the consumer, and encompasses all steps in between.**
- A13 - Quality Control Plan:** Plan demonstrating that cannabis products are maintained in appropriate storage to ensure consumer health and safety.
- A14 - Site Security Plan:** Site Security Plan specific to a retail storefront operation. The plan shall include the use of cameras, including number of cameras, locations, resolution, and how long footage is saved. The plan shall detail a separate check-in area where customer identification is checked to ensure that only qualified customers gain access to where cannabis products are displayed and sold.
- A15 - Inventory Control Plan:** Inventory Control Plan demonstrating the capacity for tracking the location of all cannabis-related products and ability to reconcile on-hand inventory with the records in the track and trace database. The plan shall also include a list and description of the products the business will provide. Quality and extensiveness of employee theft reduction measures, including audits and check in/out. Plan details a separate check-in area where identification is checked to ensure that only qualified employees gain access to where cannabis products are stored. **The information provided in the proposed products section for the business must be replicated in attachment A1.**
- A16 - Employee Training:** Documentation and narrative of an employee training program for the proposed business. A successful plan will be of high quality, including examples on training on differences in products, potency of products, customer service, and/or laws governing personal use. Quality of employee safety education plan, including training regarding product handling, burglary protocols, robbery protocols, and other potential hazards of the cannabis business will also be assessed.
- A17 - Premise Diagram:** A dimensioned site plan of the business site, including all buildings, structures, driveways, parking lots, landscape areas and boundaries. Also, provide a dimensional floor plan for each level of each building that makes up the business site, including entrances, exits and walls. The plans shall also include the following information about the site: current zoning, parking requirements, consistency with development standards for the zone.
- A18 - Authority to Operate:** Attach documentation demonstrating property ownership (i.e. the deed for the proposed location), written permission to conduct cannabis activities from property owner with owner's notarized signature, or a letter of intent to lease signed by the property owner and lessee. If providing a lease or letter of intent to lease, please include a written statement from the owner acknowledging that the property may be used for cannabis retail; this must be notarized.
- A19 - Indemnification Agreement:** Submit signed Indemnification Agreement.

Step 5: Neighborhood Compatibility Plan:

This section summarizes the documentation necessary for the neighborhood compatibility plan component of the Cannabis Storefront Retail: Selection Application. Please be advised, any information not submitted with this application may cause delays in processing or denial.

The County's Internal Selection Committee will conduct a site visit as part of the neighborhood compatibility plan scoring. The site visit will evaluate various components of the proposed retail site's compatibility with the neighborhood, including the characteristics of the surrounding neighborhood, ingress & egress to the site (both vehicular and pedestrian), proximity to other cannabis operations, residences, schools, day care, and youth center, etc. You must provide a contact to establish a date and time for the site visit.

When submitting the required attachments applicants must adhere to the following file naming conventions. Please name each document in the following manner: **B# - Document Name – Applicant Name**. The names of each document are bolded below.

Required Application Information and Attachments (All Applicants)

- B1 - Customer education plan:** Provide a detailed plan for educating customers regarding cannabis products, including the potency and effects of products, as well as variety of the product. Aspects of this plan should consider signage within the facility, informational marking on packages, health warnings, etc.
- B2 - Community education plan:** Provide a detailed plan describing the type of cannabis education and outreach efforts that the proposed business will provide to the community. The ideal plan will refer to ongoing efforts for outreach and education.
- B3 - Community involvement plan:** Provide a detailed plan that demonstrates how the retail operation will be consistent with community plan area standards, articulates specific community benefits, and the ability of the community to communicate concerns (e.g. an appointed community liaison) to the proposed business operation. This shall include the operations proposed response plan.
- B4 - Neighborhood design compatibility:** Provide a detailed plan demonstrating the quality and detail of design which reflects the best of the County's architectural traditions, the use of quality materials, landscaping, signage, lighting, entry experience, parking, etc. which fit within the community plan area. A description and examples of how the business would enhance the exterior of the building is encouraged.
- B5 - Odor control plan:** Provide a detailed plan demonstrating implementation of ventilation and air purification systems, including demonstrated effectiveness. To demonstrate effectiveness, applicants may include examples of where a similar system has worked effectively.
- B6 - Parking plan:** Provide a detailed plan that demonstrates, in addition to compliance with the zoning ordinance parking standards, that the site will have adequate parking to accommodate employees and visitors and will not disrupt the neighborhood in which the proposed business will be located.

Step 6: Declarations & Acknowledgements:

By signing this application, the Applicant hereby declares and acknowledges:

- The proposed premise(s) location is at least a 750-foot radius from a prohibited location (including, but not limited to, schools, day care centers, and youth centers).
- The business has the ability to comply with all laws regulating businesses in the State, as well as all requirements of the Santa Barbara County Code, including, but not limited to, Chapter 22, 35, 50, and 50A.
- Applications are non-transferrable. If an applicant is selected to proceed with a land use entitlement and business license application, the applicant must comply with the Business Operations Plan and the Neighborhood Compatibility Plan, including, but not limited to all parking plans, odor control plans, site security, labor projections and hiring goals, etc., submitted as part of this application.
- The business agrees to indemnify, defend and hold harmless the County, its officers, officials, agents, and employees from any claim, action, or proceeding against the County, its officers, officials, agents or employees arising from the operation or to attack, set aside, void or annul, in whole or in part, an approval or selection of the application by the County or issuance of a license or land use entitlement.
- The applicant and business entity authorize the County, its agents and/or employees, to access all premises, during standard operating hours, upon which cannabis operations are occurring or intend to occur.
- The business shall not sell, store or allow consumption of alcohol or tobacco or nicotine products on or at any licensed premises. If the business has 15 or more employees on payroll at any one time, the business is required to enter into, or demonstrate that the business has already entered into, and will abide by the terms of a labor peace agreement.
- The business based on this application complies with all Santa Barbara County Codes and California laws and regulations applicable to commercial cannabis activities and/or operations, including, but not limited to, the Medicinal and Adult-Use Cannabis Regulation and Safety Act, the California Code of Regulations and Santa Barbara County Code, including, but not limited to, Chapters 22, 35, 50, and 50A. The business shall be responsible for compliance with subsequent updates to laws and regulations effecting its cannabis activities and/or operations.
- I hereby declare, under penalty of perjury, the information contained within and attached to this application is complete, true, and accurate. I understand a misrepresentation of fact is cause for rejection of this application, denial of a business license, and/or revocation of an issued license.

Print Name:	
Authorized Agent Signature:	Date: