



# County of San Benito

## RESOURCE MANAGEMENT AGENCY

2301 Technology Parkway, Hollister, CA 95023

(831) 637-5313 • FAX: (831) 637-5334

## Application Overview

### Cannabis Business and Use Permit Application Procedures

Cannabis Business and Use Permit application forms will be available at the Resource Management Agency located at 2301 Technology Parkway, Hollister, CA 95023 or online at <https://www.cosb.us/departments/cannabis-regulatory-program>. To be considered complete, applicants must provide all required materials.

The following procedures outline the Cannabis Business and Use Permit application procedures, required materials, and other information necessary to apply for a Cannabis Business and Use Permit and enter into the process to operate a cannabis business in **the unincorporated area of San Benito County**.

- You should first read through this entire document and study the cannabis regulations to determine your eligibility and requirements that apply to your specific project.
- See last page of this overview document for links to the regulations and other useful resources.
- If you cannot find an answer to your specific question after reviewing the regulations and resources, you can contact our office at 831-902-2289 or email: [Cannabis@cosb.us](mailto:Cannabis@cosb.us).

Information regarding the cannabis business permit application process can be found on the County's website: <https://www.cosb.us/departments/cannabis-regulatory-program> and may include the following:

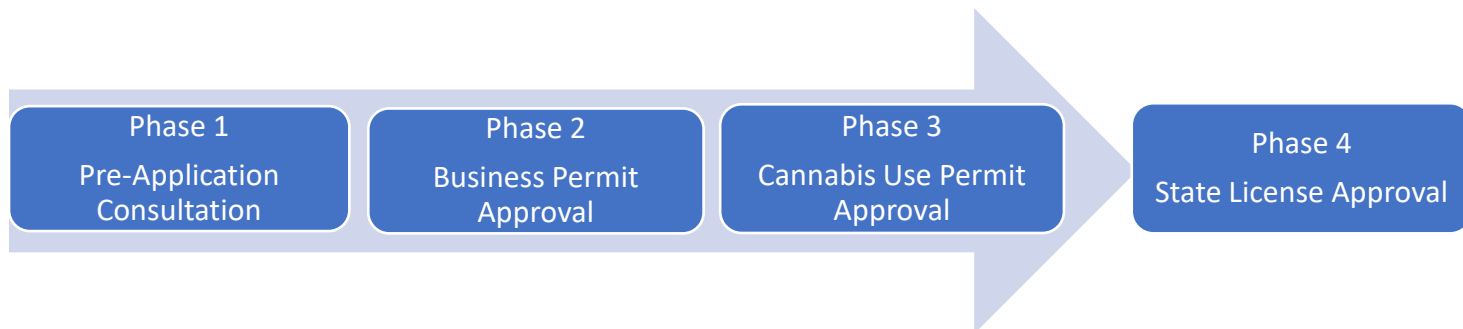
- San Benito County Code Article V of Ch. 5.03 (Cannabis Business Activities Tax), Ch. 7.02 (Cannabis Businesses), Ch. 19.43 (Cannabis Business Land Use Regulations), and Title 25 (Zoning)
- Cannabis Business Application Fee Schedule and Tax Rates
- Cannabis Business Pre-Application
- Cannabis Business Permit Application Form and Procedures
- Non-Retail Commercial Cannabis Business Best Management and Operational Practices (BMOP) Requirements.
- Cannabis Permit Owner/Employee Background/LiveScan Forms
- Commercial Cannabis Use Permit List of Required Information (CANNA-LORI)

### County's Reservation of Rights

The County reserves the right to reject any and /or all applications, with or without cause or reason. The County may also modify, postpone, or cancel the term of any application period.

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.

Those seeking a Cannabis Business Permit in the unincorporated County of San Benito must obtain BOTH a **Cannabis Business Permit** and a **Use Permit** from the Resource Management Agency (RMA). Once both a Business Permit and Use Permit have been issued locally, State annual cannabis business licenses must also be obtained. The business permit, use permit, and state license must be obtained prior to commencing cannabis business activities or expanding existing operations.



**The Cannabis Business Permit Application and Use Permit process is a three-phased process for County review:**

**1. Pre-Application (Phase 1):**

One (1) electronic copy of all required materials must be submitted to [cannabis@cosb.us](mailto:cannabis@cosb.us) and one (1) original copy of all required materials must be submitted in one package at the RMA Office, together with the fee. Applicants MUST schedule an appointment to drop off their application and fee, contact Stephanie Reck, Assistant Planner for appointment inquiries at [cannabis@cosb.us](mailto:cannabis@cosb.us) or call (831) 902-2289.

At the end of the Pre-Application consultation, if a project site appears to meet basic eligibility requirements, the applicant will be e-mailed a “Canna-Clearance” that allows them to apply for a Business Permit and a Commercial Use Permit. The applicant will receive, via e-mail from RMA, a pre-application evaluation letter highlighting any identified “threshold issues” and a “CANNA-LORI” (Cannabis Use Permit “List of Required Information”) describing the required plans and supporting documents necessary for Phase 2 and 3.

Be advised that while RMA staff will solicit all known requirements in preparation for Phase 2 Business Permit Application submittal, additional information may be requested by the RMA office or other County departments.

No prospective permit holder may submit a Business Permit application for cannabis related development or activities without a Canna-Clearance.

**Pre-Application and License Application At-Cost Deposit Fee**

Pre-application applicants for cannabis business projects are required to pay an initial deposit of \$1,500 for the consultation. Expenses for pre-application processing are billed at hourly staff rates against the initial deposit. Applicants will be notified, as needed, to refresh the account to cover the cost of anticipated permit processing

**2. Cannabis Business Permit Application (Phase 2):**

Applicants will be provided clearance by RMA to apply for the cannabis business permits pertaining to their project. Required permit fees are flat fees and will be due at the time of application. To be completed in this phase is a Background check, live scan, and financial history.

**Cannabis Business Permit Application Fee**

All applicants will be required to pay a \$10,650.00 fee, against which County staff time is charged for reviewing applications, concurrently with submission of a Cannabis Business Permit Application. Applicants are advised that they may be required to pay additional amounts as required for the sole purpose of the County's completion of the application review process.

*Applicants cannot operate their business without the Commercial Use Permit approval and appropriate cannabis license from the State of California Department of Cannabis Control.*

**3. Cannabis Use Permit Application (Phase 3):**

Following completion of Cannabis Business Permit review by Planning staff, The Canna-Clearance e-mail from RMA will authorize applicants to receive the CANNA-LORI specific to their proposed Cannabis Business in order to begin the Commercial Use Permit review. Phase 3 applicants will apply for a "Discretionary" commercial use review ("Use Permit").

**Cannabis Use Permit Application Fee**

Applicants will be required to pay an additional \$6,260 fee into the existing account established with the RMA for project/plan review by Planning staff, other County Departments, and responsible agencies. At this stage, engineered plans, architectural renderings, biotic reports, grading plans, and similar items may be required, depending on the scope of the proposal. All Cannabis Use Permits must be approved by the Planning Commission at a regularly scheduled public hearing.

## **General Advice and Instructions for the Applicant**

The information you provide in all phases of the application process will be used to determine your eligibility for eventual cannabis business licensing and land use permits, under County Code 7.02, 19.43 and Title 25.

The Cannabis Ordinances may be viewed on the Cannabis Regulatory Program Website: (<https://www.cosb.us/departments/cannabis-regulatory-program>).

- The application requirements listed herein are the minimal requirements. Any additional information you believe will assist us in understanding your proposed operation may help your case and more effectively move you through the review process.
- Be advised that you will need the help of professionals at some point in the application process, either based upon a County requirement or to help you more efficiently navigate the licensing and use permit process. Such professionals may include: Land-use consultants familiar with County planning and review procedures; County-approved biologists to review sensitive sites; Licensed professionals (architects, civil engineers, traffic engineers, surveyors, engineering geologists) to prepare grading plans, design commercial buildings, roads, and parking plans.
- It is your responsibility to provide all required information and cooperate with all required field investigations. Discovery of any false or misleading information is grounds for license denial or revocation.
- If you are filling out the application questionnaire by hand, neatly print in blue or black ink. Illegible writing will not be accepted.
- You must respond to all items and questions. If a question does not apply to you, write "N/A" (not applicable) in the space provided for your response.
- If you need more space for any response, attach additional sheets and identify the additional information by the application form number and question number.
- The reviewing agencies may ask for additional information to process your application.

## Fee Schedule

The following fees are based on actual cost (minimum charge/deposit), which means each applicant will be change actual staff time (to be charged against the deposit). For example, an applicant will be charged actual staff time spent processing a cannabis business application (3 phases of county review), as well as, actual costs of consultants and /or any applicable DOJ/FBI costs; Applicants will be refunded any excess funds.

<b>Cannabis Business Regulatory Program Fee Schedule</b>	
<b>Pre-Application</b>	<b>Per Application</b>
Pre-application with County Design Review Committee	\$1,500
<b>Cannabis Business Permit Application Fee Deposit</b>	<b>Per Application</b>
Initial Application: Phases 1-4 (7.02.051, subd. (B); 7.02.090, subd. (C))	10,650.00
Renewal Application (7.02.054, subd. (C))	TBD
Amended Application (7.02.055)	TBD
Background/LiveScan (7.02.052, subd. (B); 7.02.090, subd. (C); 7.02.110, subd. (L))	\$354.49
Appeal (7.02.080, subd. (A))	\$3,453.99
Application for Employee (7.02.061, subd. (E))	TBD
Renewal Application for employee (7.02.064; see, 7.02.054, subd. (C))	TBD
<b>Cannabis Commercial Use Permit</b>	<b>Per Application</b>
Commercial Use Permit	\$6,260
CEQA Review	TBD
<b>Annual Permit</b>	<b>Per Permit</b>
Cannabis Business Permit (7.02.053, subd. (C); 7.02.090, subd. (D))	TBD
Cannabis Business Employee Work Permit (7.02.063; See, 7.02.061)	TBD