



City of Coalinga  
Community Development Department

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## Commercial Cannabis Permit Application Checklist Information

### Completed Commercial Cannabis Regulatory Application Form (Section 9-5.128[e])

- Commercial Cannabis Regulatory Permit: No person or entity shall operate a Commercial Cannabis Facility within the City of Coalinga without first completing the Commercial Cannabis Regulatory Permit Application packet from the City. The Commercial Regulatory Application shall be site specific and shall specifically identify the commercial cannabis activity that will be allowed at that site. No commercial cannabis activity will be allowed unless specifically identified in the Regulatory Permit Application. The applicant/owner named on the original application shall be any and all persons with 20% or more financial interest in the entity applying. **Please provide two (2) hard copies and an electronic version of the application by compact disc or flash drive.**
  
- Requirements for Cultivation Applicants:
  - For an applicant seeking a cultivation license, provide a statement declaring the applicant is an “agricultural employer,” as defined in the Alatorre-Zenovich-Dunlap-Berman Agricultural Labor Relations Act of 1975 (Part 3.5 (commencing with Section 1140) of Division 2 of the Labor Code), to the extent not prohibited by law.
  - Detailed Lighting Diagram
  - Cultivation Applicant(s) shall not apply for more than one (1) 10,001 – 22,000 Indoor License.
  - Canopy is determined by the area of Mature Plants (propagation area does not count towards canopy). Multi-level cultivation is calculated at surface area of each level.
  
- Attestations:
  - Labor peace agreements for employers with 20 or more employees. “Labor peace agreement” means an agreement between a licensee and any bona fide labor organization that, at a minimum, protects the state’s proprietary interests by prohibiting labor organizations and members from engaging in picketing, work stoppages, boycotts, and any other economic interference with the applicant’s business. This agreement means that the applicant has agreed not to disrupt efforts by the bona fide labor organization to communicate with, and attempt to organize and represent, the applicant’s employees. The agreement shall provide a bona fide labor organization access at reasonable times to areas in which the applicant’s employees work, for the purpose of meeting with employees to discuss their right to representation, employment rights under state law, and terms and conditions of employment. This type of agreement shall not mandate a particular method of election or certification of the bona fide labor organization.

### Land Use Entitlements (Section 9-5.128[f])

- Conditional Use Permit, Site Plan Review and Environmental Review (CEQA Compliance): Prior to, or concurrently with, applying for a Regulatory Permit, the Applicant shall seek approval of the required land use entitlements. Conditional Use Permit, Site Plan Review, and Environmental Review Applications shall be submitted to the Community Development Department with any other applicable land use applications as required by the Community Development Director. Information in these applications may be duplicative in the two applications (regulatory permit vs. land use entitlements) can be incorporated by reference.

### Completed Employee Permit Application Form (Section 9-5.128[h])

- Employee Permit: Every employee or independent contractor working at a Licensed Commercial Cannabis Operation shall obtain an Employee Permit. It shall be the duty of the Applicant to ensure that Employee Permits are obtained from the Police Department prior to the employee or independent contractor commencing work. (Note: Employee permit forms for an existing operation are also included).

### Completed Indemnification Agreement Form (Section 9-5.128[v])

- Limitations on City's Liability; Disclaimer and Indemnity: In the permitting of a Commercial Cannabis operation, the City makes no guarantees or promises as to the lawfulness of the approved activity under State or Federal law, and the permittee is obligated to comply with all applicable laws. To the fullest extent permitted by law, the City shall not assume any liability whatsoever with respect to approving the operation of any Commercial Cannabis Operation approved pursuant to this section. As a condition of approval of the Commercial Cannabis Operation, the applicant or its legal representative shall:
  - Agree to defend, hold harmless, release, and indemnify the City, its agents, officers, and employees, from any liability associated with the approved use or adverse determinations made by the State or Federal government. An adverse determination could include cessation of operations.
  - Maintain insurance in the amounts and of the types that are acceptable to the City Manager or his or her designee. The City shall be named as additional insured on all City required insurance policies.
  - Agree to reimburse the City for any court costs and attorney fees that the City may be required to pay as a result of any legal challenge related the City's approval of a Commercial Cannabis Operation. The City may, at its sole discretion, participate at its own expense in the defense of any such action, but such participation shall not relieve the permittee of its obligation hereunder.
  - The permittee shall execute an agreement memorializing the requirements of this subsection.

### Fees and Taxes (Section 9-5.128[s])

- Fees and Taxes: The following fees and taxes shall be applicable to any person or entity who hold a commercial cannabis permit within the City of Coalinga. These fees and taxes are separate from application fees.

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- (1) An **annual regulatory license fee** is to cover the costs of the ongoing monitoring of the Commercial Cannabis Operations. The amount of the fee has been set by a Resolution of the City Council and supported by the estimated additional costs of enforcement and monitoring associated with the Cannabis Operations. The fee shall be payable prior to certificate of occupancy and prorated to coincide with the calendar year. Thereafter, the total annual license fee will be due no later than January 1<sup>st</sup> of the following year. The fee may be amended from time to time based upon actual costs.
- (2) An **annual revenue raising fee** (voter approved tax, November 8, 2016) is charged for the privilege of having the right to operate in the City. The Fee shall be payable in advance, in not less than quarterly installments, with the first quarterly payment due prior to issuance of a certificate of occupancy. The second payment shall be prorated so that future payments coincide with calendar year quarters, but in no event shall the first payment be less than the equivalent of one full quarterly payment. Except for the first quarterly payment, all quarterly payments shall be received by the City before the end of the quarter.

|                             |                         |
|-----------------------------|-------------------------|
| Quarter 1 Payment Due Date: | April 1 <sup>st</sup>   |
| Quarter 2 Payment Due Date  | July 1 <sup>st</sup>    |
| Quarter 3 Payment Due Date  | October 1 <sup>st</sup> |
| Quarter 4 Payment Due Date  | January 1 <sup>st</sup> |

- (3) Any **other taxes** on Cannabis Operations approved by City voters and/or by resolution of the City Council.

### Application Fees (Section 9-5.128[i])

- **Application Fee(s):** Every application for a Commercial Cannabis Regulatory Permit, Employee Permit shall be accompanied by a nonrefundable fee, as established by resolution of City Council. This fee shall be in addition to any other business license fee or permit fee imposed by this Code or other governmental agencies. The fee shall include an amount to cover the costs of fingerprinting, photographing, background checks as well as general review and processing of the application.

### Site Diagram and Floor Plan (Section 9-5.128[e][1][I])

- **Site Diagram.** The site plan should include the following plans for the premises and attached drawings should be 8.5x11 or 11x17 inches in size. Use the checklist below as a guide of elements to illustrate on your site plan. Also include a site plan drawing of all buildings on the property of where the premise is located.
  - North Arrow
  - Standard Scale
  - Use of Land and Structures
  - Address (APN Number)
  - Size of property in acres
  - Preparation date
  - Name of project
  - Dimensions of property
  - Ingress and Egress

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- Parking (ADA, Employee, Vendors)
    - 1 stall per 1,000 square foot floor area
  - Loading Zones for Transportation/Distribution Pick up and Drop Off
  - Employee Access point onsite & from public right of way
  - Total Floor Area of building(s)
  - Conceptual Landscape Plan and Fencing Plan
  - Security Camera Locations
- Floor Plan. An interior plan denoting all the use of all areas proposed for Cannabis Operations, including, but not necessarily limited to, cultivation, processing, manufacturing, testing, transportation, deliveries, security camera locations, access control, employee breakrooms, vacant unused space, exclusive office space and secured storage. The floor plan must show how the floor space will be used. This includes the dimensions (including square footages) and use of every room and space. Please include detail as to what floor area will be devoted to each use. The floor plan shall also identify the canopy area for any cultivation activity.

#### Proof of General Liability and Auto Insurance

The Business Owner shall at all times carry a comprehensive general liability and auto policy in the minimum amount(s) of One Million Dollars (\$1,000,000) combined single limit policy, as shall protect the Business Owner and City from claims for such damages, and which policy shall be issued by an "A" rated insurance carrier. Such policy or policies shall be written on an occurrence form. The City Manager, in consultation with City's Risk Manager, may allow the Business Owner to obtain lesser amounts of insurance where multiple Business Owners are operating on the Premises, provided at all times the minimum insurance set forth herein is applicable to the Cannabis Operations.

The Business Owner shall furnish a notarized certificate of insurance countersigned by an authorized agent of the insurance carrier on a form approved by City setting forth the general provisions of the insurance coverage. This countersigned certificate shall name City and its respective officers, agents, employees, and volunteers, as additionally insured parties under the policy, and the certificate shall be accompanied by a duly executed endorsement evidencing such additional insured status. The certificate and endorsement by the insurance carrier shall contain a statement of obligation on the part of the carrier to notify City of any material change, cancellation or termination of the coverage at least thirty (30) days in advance of the effective date of any such material change, cancellation or termination.

Coverage provided hereunder by the Business Owner shall be primary insurance and not be contributing with any insurance maintained by City, and the policy shall contain such an endorsement. The insurance policy or the endorsement shall contain a waiver of subrogation for the benefit of City.

For the application process, a letter of intent from your insurance company guaranteeing coverage will suffice and proof of insurance shall be provided prior to certificate of occupancy or the license will be revoked.

### Bond Requirement

- Each applicant shall provide a surety bond \$25,000 for the enforcement of this program and/or in the case of future destruction of product due to non-compliance.

### Security Plan (Section 9-5.128[d])

- *Minimum Operating Requirements:* The following are the minimum operating requirements for Cannabis Operations in the City. All Cannabis Operations shall meet any additional operating procedures and measures as may be imposed as conditions of approval by the Police Chief to ensure that operation of the Cannabis Operation is consistent with protection of the health, safety and welfare of the community and will not adversely affect surrounding uses.

**Secure Building.** All Cannabis Operations shall occur entirely inside of a building that shall be secure, locked, and fully enclosed, with a ceiling, roof or top. The building shall include a burglar alarm monitored by an alarm company or private security company. The building, including all walls, doors, and the roof, shall be of solid construction meeting the minimum building code requirements for industrial structures (including, without limitation, commercial greenhouse structures), and include material strong enough to prevent entry except through an open door. Notwithstanding the foregoing, the roof may be of solid translucent material provided other security measures exist to ensure that the Cannabis Operation cannot be seen, heard or smelled beyond the property line. The precise building construction and material to be used shall be identified and provided to the City prior to construction and provided with the application.

**Security.** All Cannabis Operations shall comply with the security requirements set forth by the Police Chief. The security requirements will specify at a minimum provisions for perimeter fencing, lighting, locks, windows, security cameras, security personnel, alarms, transportation, remote monitoring, electronic track and trace, and record keeping. Below is a list of required items that must be submitted with the application package. They need not be separate as long as the information is included in the application package:

- Alarm System Details (Company name, provide perimeter, fire and panic details)
- Full exterior perimeter and interior security camera layout including fields of view and equipment specifications. (Provide on floorplan)
  - Equipment specifications may be provided as an attachment.
- Fencing Plan – Buildings may be used as perimeter fencing so that that they meet construction requirements preventing entry.
- Fire Suppression Plan
- Security Team Plan (personnel, protocols, security guards (must be licensed by the State of CA), and equipment)
- Interior and Exterior Lighting Plan - Plans shall show conceptual type of light fixtures including base, location, fixture height, source, and surface illumination. Lighting plans shall demonstrate that the lighting fixtures are capable of providing adequate illumination for security and safety, including, without limitation, one and a half (1.5) foot-candles maintained across the surface of the parking area.
- Access Control Plan (include equipment specifications).



**City of Coalinga  
Community Development Department**

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**Commercial Cannabis Regulatory Permit  
Application Form**

The Civil Code, Section 1798.17, requires that this notice be provided when collecting personal information from individuals. Providing the individual and identifying information requested on the form is voluntary. The purpose of completing and submitting this form is for the City of Coalinga to assess the level of interest of persons to engage in any of the various types of commercial cannabis activities pursuant to the Medicinal Adult-Use Cannabis Regulation and Safety Act, Business and Professions Code section 19300, et seq. (the "MAUCRSA") within the City of Coalinga. The information that you provide in this application may be released as required by law, judicial order, or subpoena, and could be used in a criminal prosecution.

You have the right to access records containing your personal information which are maintained by the City of Coalinga Police Department.

**SECTION 1**

**APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_

(If a corporation, please identify corporation/Business name above and the name(s) of the person(s) responsible for the license(s). Each additional applicant shall complete all information in SECTION 1.

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Applicant's Tax Identification Number \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

**Note: A photograph of the applicant shall be taken by the Coalinga Police Department for identification purposes.**

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Applicants Home Address: \_\_\_\_\_

Previous addresses for the five (5) years immediately preceding the present address of the applicant.

#1: \_\_\_\_\_ Duration: \_\_\_\_\_

#2: \_\_\_\_\_ Duration: \_\_\_\_\_

#3: \_\_\_\_\_ Duration: \_\_\_\_\_

Previous business, occupation, or employment of the applicant for the five (5) years immediately preceding the date of the application.

#1: \_\_\_\_\_  
\_\_\_\_\_ Duration: \_\_\_\_\_

#2: \_\_\_\_\_  
\_\_\_\_\_ Duration: \_\_\_\_\_

#3: \_\_\_\_\_  
\_\_\_\_\_ Duration: \_\_\_\_\_

Previous Cannabis Operation Business License History

The information here shall include business name, address, whether the applicant, while previously operating in this or another City, County or State has had a cannabis related license revoked or suspended, the reason therefore, and the business or activity or occupation subsequent to such action of suspension or revocation.

#1: \_\_\_\_\_  
\_\_\_\_\_ Duration: \_\_\_\_\_

#2: \_\_\_\_\_  
\_\_\_\_\_ Duration: \_\_\_\_\_

#3: \_\_\_\_\_  
\_\_\_\_\_ Duration: \_\_\_\_\_

Property Location: \_\_\_\_\_

Parcel Number of Proposed Location: \_\_\_\_\_  
Also known as "Fee Number" on your property tax bill.

Name of Property Owner: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

**Note: If the applicant is not the legal owner of the property, the application must be accompanied with a notarized acknowledgment from the owner that Cannabis Operations will occur on his or her property and copy of a lease/rental agreement shall be provided.**

**SECTION 2**

**BUSINESS PLAN**

Please describe the business plan for the proposed Cannabis Operation, including a detailed list of all Cannabis Operations proposed to occur on the premises and their processes including but not limited to standard operating procedures, detailed security plan, number of employees, training program, inventory control procedures, waste management plan, transportation and distribution of product processes, testing and quality control practices and procedures, pest management plan (product names and active ingredients), estimated water usage, list of products, chemicals, solvents, active ingredients that will/could be diverted into the waste stream, visitor and vendor protocols (logs, non-disclosures, ect.), and the track and trace method being proposed.

**CHECK BOX BELOW TO INDICATE LOCAL PERMIT TYPES(S) SOUGHT.**

- Indoor Cultivation – (Up to 5,000 S/F Canopy)
- Indoor Cultivation – (5,001 to 10,000 S/F Canopy)
- Indoor Cultivation – (10,001 to 22,000 S/F Canopy)
- Manufacturing – nonvolatile
- Manufacturing – volatile
- Testing Laboratory (cannot combine this permit with any other permit)
- Distributor
- Nursery

An applicant may apply for and be issued more than one license under this division, provided the permitted premises are separate and distinct as prescribed by State Law.

*I declare under penalty of perjury that the foregoing information is true and correct, and I am aware that if I present any material matter as true which I know to be false, I may be subjected to penalties prescribed for perjury under the Penal Code of the State of California in accordance with Section 11054 of the Welfare and Institutions Code.*

Executed at \_\_\_\_\_ California, this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Applicant’s Signature \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_