



CITY OF LOS ANGELES DEPARTMENT OF
**CANNABIS
REGULATION**

Application Instructions for Proposition M Priority Processing

The Department of Cannabis Regulation (DCR) has begun accepting applications for Proposition M Priority Processing from qualifying Existing Medical Marijuana Dispensaries (EMMD). The DCR will not accept or process any applications for Proposition M Priority Processing submitted after March 4, 2018.

To be eligible for Proposition M Priority Processing, an EMMD must possess:

1. a 2017 L050 Business Tax Registration Certificate (BTRC) **and** be current with all City-owned business taxes; or,
2. a L050 BTRC from 2015 or 2016 **and** a 2007 BTRC **and** have registered with the City of Los Angeles Office of the City Clerk (City Clerk) by November 13, 2007 (in accordance with the requirements under Interim Control Ordinance 179027) **and** submit payment for all City-owned business taxes before the license application is deemed complete.

Applicants will need a valid 2017 L050 BTRC or temporary BTRC number issued by DCR to submit an application. If an applicant **does not** have a 2017 L050 BTRC and is eligible for Proposition M Priority Processing, then the applicant must email cannabis@lacity.org to obtain a one-time use temporary BTRC. The email must include the following information:

1. Subject Line: **Proposition M Priority Processing**
2. Body of the Email:
 - a. 2015 or 2016 L050 BTRC number;
 - b. 2007 BTRC number;
 - c. Business name registered with the City Clerk;
 - d. If your business name appears differently on the BTRC and the City Clerk registry, you must provide supporting documentation demonstrating that the businesses are legally the same entity;

- e. Current business name;
- f. Physical business address;
- g. Business mailing address, if different from physical address; and,
- h. Any supporting information that may assist staff in determining if the business is eligible for Proposition M Priority Processing.

DCR staff, with the assistance of other City Agencies, will review the submitted information. If staff determine that an applicant may be eligible, then a one-time use temporary BTRC number will be emailed to the applicant which will allow the applicant to submit their application. Any application submitted with a one-time use temporary BTRC number will be administratively locked and require back office review prior to further processing.

In making its determination of eligibility for Proposition M Priority Processing, DCR may request additional information from the EMMD Applicant. EMMD Applicants determined to be eligible for Proposition M Priority Processing will receive an email from DCR containing an invoice with further instructions on how to submit payment to the City of Los Angeles Office of Finance (Office of Finance) for related fees and how to retrieve their Temporary Approval(s).

The invoice must be brought to an Office of Finance Public Counter location along with payment before provisional license(s) and corresponding 2018 BTRC(s) can be issued. Provisional licenses will only be issued to an owner registered with the DCR and with the original form of identification used for registration. Additionally, original copies of the BTRC(s) must be surrendered to the Office of Finance prior to issuance of 2018 BTRC(s).

Cash payments require an appointment to be made at the Office of Finance City Hall location at least **three (3) business days** in advance. Appointment times can be obtained by emailing: finance.licenseappt@lacity.org

DCR will not accept or process any applications for Proposition M Priority Processing submitted after March 4, 2018.

Applicants are encouraged to visit cannabis.lacity.org to review the City's Cannabis Ordinances and relevant Information on Proposition M Priority Processing before applying for Proposition M Priority Processing.

To apply, an Applicant must first register for an account on the DCR online licensing system. To apply for Proposition M Priority Processing visit: <https://aca.accela.com/LADCR/Welcome.aspx>

Applicants should select “Register to Apply for a License” from the DCR online licensing System. Applicants will need to create a User Name and Password to Log-In. Applicants will also be prompted and required to provide an Email Address, Security Question and Answer. Applicants will be further prompted to enter relevant Contact Information.

The screenshot shows the 'Account Registration Step 2: Enter/Confirm Your Account Information' page. The page is titled 'Login Information' and contains the following fields and sections:

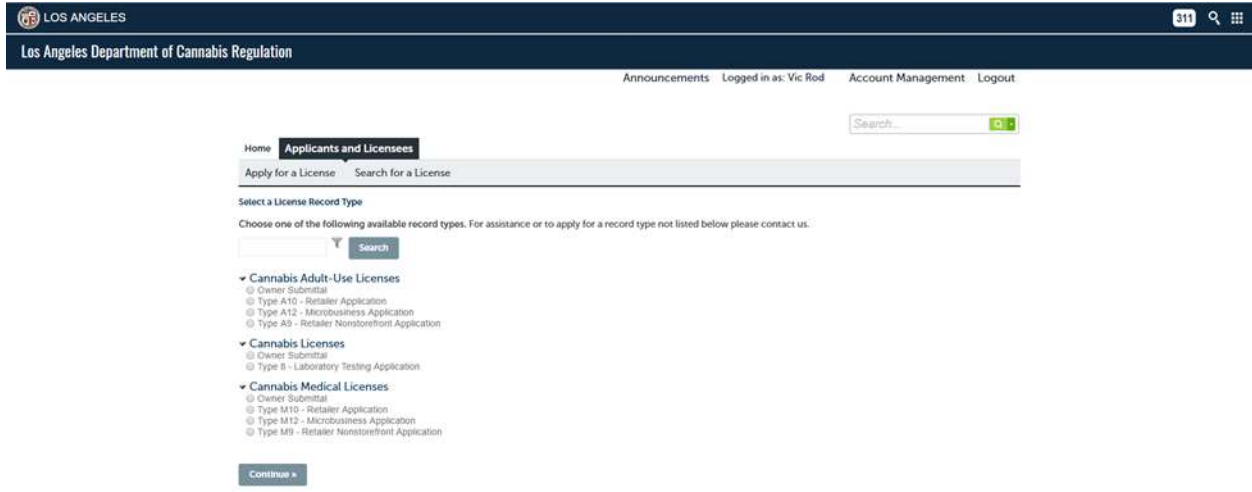
- Search:** A search bar with a magnifying glass icon.
- Home Applicants and Licensees:** A navigation bar with 'Home' and 'Applicants and Licensees' links.
- Advanced Search:** A link for advanced search.
- Account Registration Step 2: Enter/Confirm Your Account Information:** The main heading for the registration process.
- Login Information:** A section header for the login information fields.
- Enter your User Name and Password. You must also enter a unique email address:** A sub-heading for the login information fields.
- * User Name:** A text input field.
- * E-mail Address:** A text input field.
- * Password:** A text input field.
- * Type Password Again:** A text input field.
- Password Strength:** A section header for the password strength requirements.
- * Enter Security Question:** A text input field.
- * Answer:** A text input field.
- Contact Information:** A section header for the contact information fields.
- Personal contact and identification information which is required for owners of a cannabis business. This information will be used for all licenses you apply for. You may update your personal contact information through the DCR online portal which will update all licenses and current applications:** A sub-heading for the contact information fields.
- Add New:** A button for adding new information.
- Enter the words below:** A CAPTCHA section with the words 'PEMPY' and 'TELEPHONE'.
- Continue Registration >:** A button for continuing the registration process.

After registering for an account on the DCR online licensing system, the Applicant may apply for Proposition M Priority Processing. To apply for Proposition M Priority Processing, Log-In using your previously created User Name and Password and select “Apply for a License”.

The screenshot shows the login page of the Los Angeles Department of Cannabis Regulation website. The page is titled 'Please Login' and contains the following fields and sections:

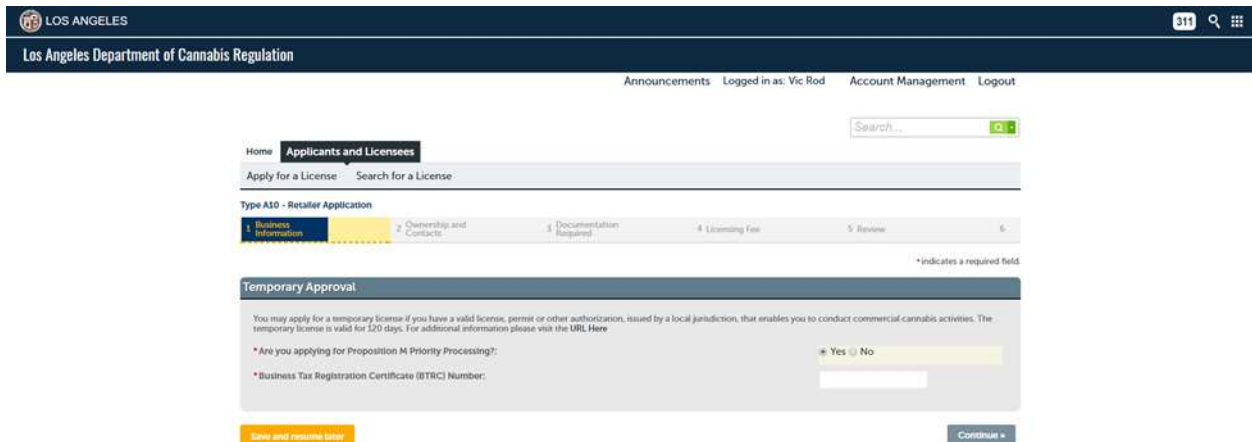
- Search:** A search bar with a magnifying glass icon.
- Home Applicants and Licensees:** A navigation bar with 'Home' and 'Applicants and Licensees' links.
- Advanced Search:** A link for advanced search.
- User Name or E-mail:** A text input field.
- Password:** A text input field.
- Login >:** A button for logging in.
- Remember me on this computer:** A checkbox.
- Forgot my password:** A link for forgotten password.
- New Users: Register to Apply for a License:** A link for new users.
- Please Login:** A section header for the login page.
- Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.** A sub-heading for the login page.
- New Users:** A section header for the new users section.
- If you are a new user you may register for a free online account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.** A sub-heading for the new users section.
- Register Now >:** A button for registering now.

Applicants will be prompted to choose an available “record type”.



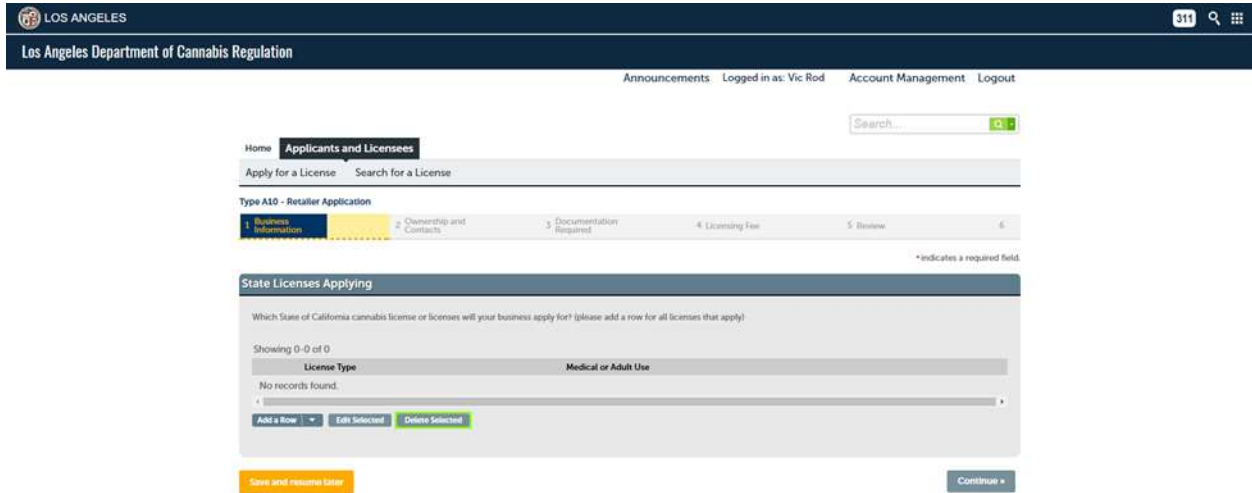
Please review Information on Proposition M Priority Processing at <http://cannabis.lacity.org/business-licensing> to see the permissible combinations of activity and license types.

Applicants should first select their License Type (Adult-Use or Medical) and then the associated commercial cannabis activity: Retailer, Microbusiness, Retailer Non-Storefront, or Testing Lab. Applicants engaging in Adult-Use and Medical activities must submit one application for Adult-Use and one application for Medical.

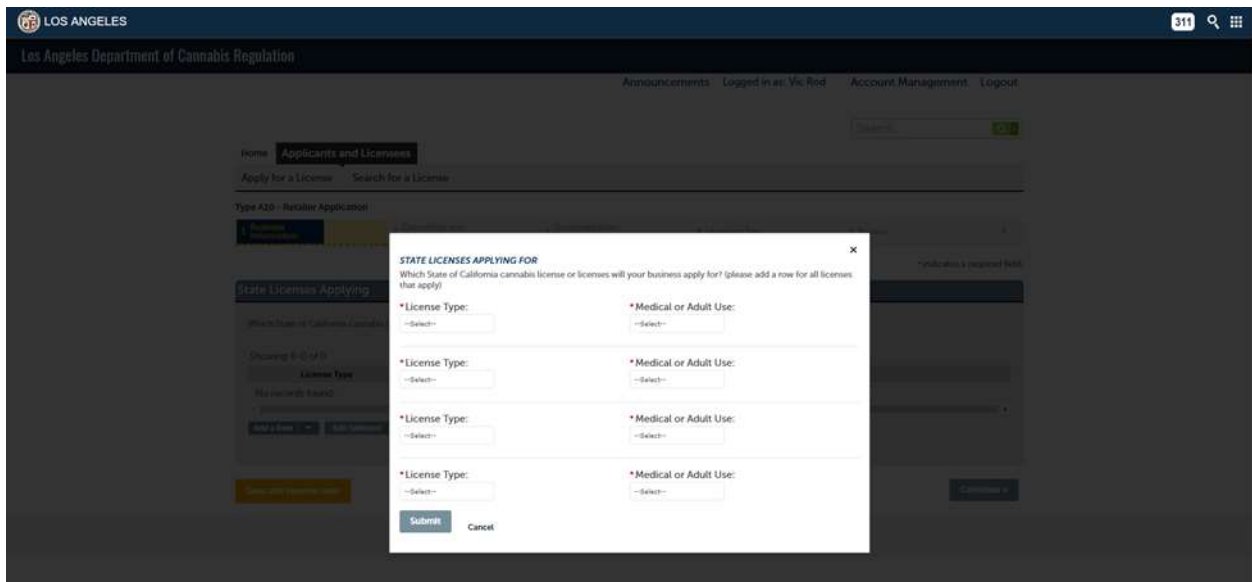


Please review Information on Proposition M Priority Processing at <http://cannabis.lacity.org/business-licensing> to see the permissible combinations of activity and license types.

Applicants will later be prompted to provide the associated commercial cannabis activity associated with the State License(s) which Applicants are seeking. Here Applicants may select various combinations of Cultivation, Manufacturing and Distribution activity. Please review Information on Proposition M Priority Processing at <http://cannabis.lacity.org/business-licensing> to see the permissible combinations of activity and license types.



The Applicant will need to add as many rows as necessary for any additional licenses that are associated with the State License(s).



After submitting Proposition M Priority Processing Application information, Applicants are encouraged to add Owner Information. When submitting Owner Information, please enter the Application ID number provided. Please note that only Owner-Applicants who submit a Scan or Photograph of a Government ID will be allowed to physically retrieve the Temporary Approval if the application is determined eligible for Proposition M Priority Processing.

Existing Medical Marijuana Dispensaries (EMMDs) seeking Proposition M Priority Processing must submit the following information for Department consideration:

Applicant and Business Information

- The name of the applicant. For Applicants who are individuals, the Applicant shall provide both the first and last name of the individual. For Applicants who are business entities, the Applicant shall provide the legal Business name of the Applicant. If Applicable, the business trade name (“DBA”) of the Applicant must be disclosed.

- Scan or Photograph of a Government-Issued Identification Card.

- To confirm the identity of a EMMD applicant, DCR will require at least one Owner-Applicant to submit a Scan or Photograph of a Government issued ID. Only Owner-Applicants who submit a Scan or Photograph of a Government ID will be allowed to physically retrieve the Temporary Approval if the application is determined eligible for Proposition M Priority Processing.

- Federal Employer Identification Number or Social Security Number.

(By providing your social security number or FEIN number, you agree to waive any legal or privacy interest in the requested information maintained by the City of Los Angeles’ Office of Finance, under any provision of law, including, but not limited to LAMC Section 21.17 and to indemnify the City against any associated claims.)

(EMMD Applicants must provide the FEIN or SSN associated with the Applicant’s BTRC Account Number to allow DCR to confirm the Applicant’s identity)

- Business Tax Registration Certificate (BTRC) Account Number issued by the City of Los Angeles’ Office of Finance.

- The Commercial Cannabis Activity and License type the Applicant is applying for and whether the proposed Commercial Cannabis Activity will involve medical (MType) and/or adult use (A-Type).

(EMMD applicants should refer to Information on Prop M Priority Processing for the permissible combinations of activity and license types)

- Business Premises and Information. The physical address of the Business Premises where the Commercial Cannabis Activity will be conducted. The address of record for the applicant. The telephone number for the Business Premises. The website address of the Applicant’s Commercial Cannabis Activity business, if applicable. The email address for the Applicant’s Commercial Cannabis Activity businesses, if applicable.

- Business Organizational Structure
- Premises Diagram
 - Applicants must submit a complete and detailed diagram of the proposed Business Premises, as provided below.
 - The Department of Cannabis Regulation requires Business Applicants to provide a diagram of the premises, which must be drawn to scale and clearly identify the items below:
 - Boundaries of the property. If only a portion of the property is used for the cannabis business, the applicant must label the other areas and state what they are being used for.
 - Dimensions, entrances, and exits.
 - Interior partitions, walls, rooms, windows, doorways, and common or shared entryways.
 - Breakrooms, changing facilities/bathrooms, which must be separate from storage areas.
 - Type of cannabis activity that will be conducted in each area.
 - Numbering and location of all cameras.
- Evidence of Legal Right to Occupy and Use
 - If the applicant owns the property, a copy of title or deed must be provided. If the applicant does not own the property, a statement from the property owner that the applicant has the legal right to occupy the property to perform commercial cannabis activities and a copy of the applicant's rental agreement must be provided.

Primary Contact Information

- Contact information for the Applicant's designated primary contact persons including the name, title, address, phone number and email address of the individual.

Agent of Service Information

- Contact information for designated agent of service of process including the name, title, address, phone number and email address of the individual.

Neighborhood Liaison Information

- Contact information for the Applicant's employee designated as the official Neighborhood Liaison including the name, phone number and email to receive and address complaints 24 hours a day.

Owner Information

- An owner is defined as a person with an aggregate ownership interest in commercial cannabis business of 20 percent or more, unless the interest is solely a security, lien or encumbrance. An owner includes:
 - A person with an aggregate ownership interest of 20 percent or more in the person applying for a license or a licensee, unless the interest is solely a security, lien or encumbrance.
 - The chief executive officer of a nonprofit or other entity (i.e. corporation).
 - A member of the board of directors of a nonprofit.
 - An individual who will be participating in the direction, control, or management of the person applying for a license.
 - An owner who is an individual participating in the direction, control, or management of the commercial cannabis business includes any of the following:
 - A partner of a commercial cannabis business that is organized as a partnership.
 - A member of a limited liability company of a commercial cannabis business that is organized as a limited liability company.
 - An officer or director of a commercial cannabis business that is organized as a corporation.