



## OVERVIEW OF PHASE 1 ANNUAL LICENSE APPLICATION

This document provides important information and instructions for Phase 1 Proposition M Priority Processing Applicants going through DCR's annual licensing process. Applicants should carefully review this document to ensure that they are prepared to efficiently move through the licensing process. Questions regarding the licensing process may be submitted to [DCRLicensing@lacity.org](mailto:DCRLicensing@lacity.org).

### A. Required Application Information and Documents

An Applicant can find a full description of required application information and documents in Regulation No. 3 of the City's Rules and Regulations for Cannabis Procedures. Additionally, in the Accela Civic Platform, an Applicant will be prompted to provide relevant information and documents. Below is a description of the most significant information and documents required as part of an application.

#### 1. Ownership and Financial Interest Holder Disclosure Form

Each of an Applicant's owners must complete an ownership submittal on Accela. In addition, DCR requires an Applicant to complete the Ownership and Financial Interest Holder Disclosure Form (DCR-LIC-001). This form will allow DCR to review an Applicant's ownership and financial interest holder structure in an organized manner that will expedite application processing.

DCR will not begin processing an annual license application until an Applicant has submitted a complete Ownership and Financial Interest Holder Disclosure Form. If DCR determines that an Applicant's disclosure is incomplete, it will contact the Applicant and provide instructions on submitting a complete disclosure. If the Applicant fails to submit a complete disclosure within the time provided by DCR, DCR will deem the application abandoned and revoke any Temporary Approval that the department has granted. After all owners have been identified, DCR will provide a Live Scan form for each individual owner.

#### 2. Premises Diagrams

An Applicant must submit a complete and detailed diagram of its business premises. For each commercial cannabis activity, the diagram shall include all information required by the relevant state licensing agency. The diagram must accurately reflect the current layout of the business premises or expected layout after ongoing or upcoming renovations are complete. The Applicant shall not submit additional diagrams containing extraneous information about the business premises, such as electrical and plumbing systems.



### 3. Operation Plans

DCR requires an Applicant to submit commercial cannabis activity operation plans as described in Regulation No. 3 of the City of Los Angeles' Rules and Regulations for Cannabis Procedures. All Applicants must submit a Security and Limited-Access Area Plan (DCR-LIC-002), a Staffing Plan (DCR-LIC-003), and, if applicable, a Retailer Plan (DCR-LIC-004), a Delivery Plan (DCR-LIC-005), a Distributor Plan (DCR-LIC-006), a Manufacturer Plan (DCR-LIC-007), and a Cultivator Plan (DCR-LIC-008). DCR will require submission of other plans described in the regulations, like waste management and energy efficiency plans later in the annual license application process; however, at the time of applying you will need to upload a placeholder document where these plans are requested.

**An Applicant shall submit each required plan in the following format:**

- A plan shall be typed in 12- or 14-point font. Handwritten plans will not be accepted. Each page shall be numbered and have a header or footer that includes the name of the plan, the Applicant's name and the application number(s).
- An Applicant must provide the information requested by DCR in the exact order it is requested in each plan.
- A plan shall be uploaded as a .pdf file. Multiple plans may not be combined in the same .pdf file. A file containing a plan shall have a precise title. For example, the file containing a Retailer Plan shall be titled "Retailer Plan."

On the following page is an example of how a plan should look.



## SECURITY AND LIMITED-ACCESS AREA PLAN

### A. Persons Responsible for Security Procedures

1. Identify who is responsible for implementing the applicant's security and limited-access area procedures and list each person's role and responsibilities.

**[PROVIDE REQUIRED INFORMATION HERE]**

2. Describe the applicant's procedures for internal reporting of existing or potential security or safety risks, including:

- i. how an employee can notify a supervisor of existing or potential security or safety risks;
- ii. how persons responsible for the applicant's security procedures will be promptly be notified of employee's reports; and,
- iii. the protocol for reviewing and addressing all security reports by employees.

**[PROVIDE REQUIRED INFORMATION HERE]**

An Applicant's descriptions of its procedures and practices should be detailed and actually reflect the day-to-day operations at the business premises. DCR will not accept vague or "cookie-cutter" descriptions that do little more than state that the applicant will comply with certain regulatory requirements.

**An Applicant may not submit standard operating procedures in place of providing operation plans in the format required by DCR.** However, an Applicant is free to copy and paste portions of its standard operating procedures into appropriate sections of its operation plans provided that only relevant and responsive portions are included.

An Applicant may submit one Security and Limited-Access Area Plan and one Staffing Plan for all commercial cannabis activities it will engage in at the same address provided that any variances in operation plans between activity types are clearly explained.

### B. Notice of Complete Application

DCR will deem an application complete after it determines that an Applicant has submitted all required information and documents. DCR may deem an application complete on the condition that an Applicant submit specific additional information or documents at a later date.



DCR will provide mailed notice of a complete application to all the owners and occupants of all property within 500 feet of the property line of the lot on which the subject Business Premises is located. Notwithstanding Regulation No. 3 A. 13., an Applicant does not need to provide a list of all address for parties entitled to notice under LAMC Section 104.05. Instead, DCR will compile a list of all addresses that shall receive mailed notice.

C. Offer to Appear Before Neighborhood Council

As required under LAMC Section 104.05, an Applicant shall offer to before the closest neighborhood council to address questions about the application. An Applicant should review Regulation No. 3 B. (forthcoming), for specific instructions on complying with this requirement. An Applicant must comply with this requirement after DCR has provided notice of a complete application. Previous engagements with a neighborhood council will not satisfy this requirement.

D. Community Meeting

As required under LAMC Section 104.05, DCR shall hold a community meeting within the defined geographic area of the Area Planning Commission within which the business premises are situated (a community meeting is not required for an application for non-retailer activity in a business premises less than 30,000 square feet.) At the meeting, DCR staff will accept written and oral testimony regarding an application. For oral testimony, each member of the public will be given an opportunity to comment on an application. An Applicant may attend the meeting, but it will not have an opportunity to make a presentation regarding its application other than through the regular public comment process.

E. Pre-License Inspections

After DCR deems an application complete, it will contact the Applicant to schedule a pre-license inspection. More information about the pre-license inspection process will be forthcoming.

When contacted to schedule an inspection, an Applicant must notify DCR if it is currently renovating its business premises so that DCR can assess whether the business premises are ready for an inspection. If DCR arrives at a business premises and discovers undisclosed ongoing renovations, it may suspend the inspection and the Applicant will receive the lowest priority among Applicants waiting for an inspection.



F. Licensing Decision

Within 60 business days of completion of the pre-license inspection, DCR will make a licensing decision regarding each of the licenses for which the Applicant has applied as follows:

- For a Retail license, DCR will either deny the application or make a recommendation to the Cannabis Regulation Commission for the issuance of the license.
- For a Non-Retail license in a business premises 30,000 square feet or larger, DCR will either deny the application or make a recommendation to the Cannabis Regulation Commission for the issuance of the license.
- For a Non-Retail license in a business premises less than 30,000 square feet, DCR will either deny the application or issue the license.

The Commission must hold a public hearing to consider a DCR recommendation for issuance of a license. The Commission currently holds regular meetings on the second and fourth Thursday of each month, but it may adjust its schedule as necessary to ensure licensing recommendations can be considered in a reasonable timeframe.