



ADULT USE RETAIL CANNABIS BUSINESS LICENSE APPLICATION

Department of Public Works
8300 Santa Monica Boulevard
West Hollywood, CA 90069
(323) 848-6375

Cannabis Adult-Use Retail shall mean and include: An establishment wherein cannabis, cannabis products, or devices for the use of cannabis, are offered for retail sales to persons 21 years of age and over.

Only the top eight scoring applicants in the Adult-Use Cannabis Business License category, as determined by the Screening Application process outlined in WHMC 5.70.035, and adopted by the Application Evaluation Committee on February 7, 2019, are eligible to apply for an Adult-Use Cannabis Business License with the City of West Hollywood and shall use the following application packet to apply:

SUBMIT THE FOLLOWING ITEMS. Failure to submit the required information will constitute an incomplete application and will not be accepted by the Department of Public Works.

Application Checklist

Forms Included in the Application Packet	Items to be Provided by the Applicant	Provided	N/A
Completed Applicant/Owner Information Form	<input type="radio"/> Valid Government-issued ID or Drivers License (for all owners as defined by in Section C) ⁵	<input type="radio"/>	
Acknowledgement of Operating Requirements	<input type="radio"/> California State Cannabis License (if already obtained)	<input type="radio"/>	<input type="radio"/>
Cannabis Business Indemnity Agreement Form	<input type="radio"/> Detailed Business Floor Plan	<input type="radio"/>	
Agency Approvals for Issuance of Final License	<input type="radio"/> Neighborhood Layout (Elevations and Overhead) ⁴	<input type="radio"/>	
Notarized Owner's Affidavit	<input type="radio"/> Interior and Exterior Design Renderings ¹	<input type="radio"/>	
Additional Information Requested	<input type="radio"/> Odor Control Plan	<input type="radio"/>	
Completed Request for Live Scan Service for all owners (as defined in Section C) ⁵ and managers	<input type="radio"/> Copy of Approved Hazard Analysis Plan (if required) ³	<input type="radio"/>	<input type="radio"/>
Live Scan Results Release Authorization	<input type="radio"/> Security Operations Plan ^{1,2}	<input type="radio"/>	
	Proof of Business Ownership (i.e. DBA, Partnership Agreement, Articles of Incorporation, etc)	<input type="radio"/>	
	Copy of Deed, Lease, or Rental Agreement	<input type="radio"/>	
	Off-site Cultivation/Manufacturing Zoning Compliance ⁶	<input type="radio"/>	
	Copy of approved Zone Clearance (distancing)	<input type="radio"/>	
	Application Fee - \$4,035.00 (make checks payable to "City of West Hollywood").	<input type="radio"/>	

1 Security Plan and Interior/Exterior Design Renderings presented in the screening application shall be updated to reflect the applicant's selected physical location, if a physical location was not identified in the screening application, or if the location identified in the screening application has changed.
 2 Security Operations Plan shall clearly state how it complies with WHMC 5.70.040(a)
 3 If manufacturing or cultivation is a planned part of the business as ancillary uses under Sections 5.70.040 (h)(1), 5.70.040(n), and 19.36.030, a Hazard Analysis Plan or equivalent document (if required) must be submitted to and approved by the Los Angeles County Fire Department as part of the application.
 4 Text and graphic materials showing the site in the context of the immediate neighborhood and floor plan of the facility (WHMC 5.70.020.C).
 5 Section C of the Applicant/Owner Information Form
 6 See "Additional Information Requested" form

Date Received _____	Received By _____	Payment Method	Cash <input type="radio"/>
Notes _____			Check <input type="radio"/>
			Credit Card <input type="radio"/>

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ADULT USE RETAIL CANNABIS BUSINESS LICENSE APPLICATION Applicant/Owner Information Form

SECTION 1 - APPLICANT INFORMATION Please provide the below business information for your cannabis business.
*****THE APPLICANT MUST BE AN OWNER*****

Name (individual or sole proprietor first and last; all other business types use legal business name)	Doing Business As (DBA)
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If applicant is a business, list individual applying on behalf of the business

Primary Address	City	State	Zip Code
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Mailing Address (if different than primary address)	City	State	Zip Code
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Business Website (if any)	Email Address	Phone Number
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Applicant SS#, TIN, or FEIN	DL/ID Number	Applicant D.O.B	Applicant Place of Birth
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2. Business Organizational Structure: (check one)

- Sole Proprietorship
 Limited Liability Company
 General Partnership
 Corporation
 Limited Partnership
 Limited Liability Partnership

SECTION B - PRIMARY CONTACT PERSON This will be the contact person for any questions regarding the application.

Name	Title	Phone Number	Email Address
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SECTION C - LIST OF OWNERS An owner is defined as a person with an aggregate ownership interest of 20 percent or more, chief executive officer, 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, 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, or an officer or director of a commercial cannabis business that is organized as a corporation. (attach additional pages if more owners)

Owner #1 Name	Email	Ownership %	Title
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Mailing Address	City	State	Zip Code
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Owner #2 Name	Email	Ownership %	Title
---------------	-------	-------------	-------

Mailing Address	City	State	Zip Code
-----------------	------	-------	----------

Owner #3 Name	Email	Ownership %	Title
---------------	-------	-------------	-------

Mailing Address	City	State	Zip Code
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SECTION C Continued

Owner #4 Name	Email	Ownership %	Title	
Mailing Address		City	State	Zip Code

SECTION D - FICTITIOUS BUSINESS NAMES (if any)

Business Name				
Address		City	State	Zip Code
Business Name				
Address		City	State	Zip Code

SECTION E - ADDITIONAL INFORMATION (if additional room is needed, please provide it on a separate sheet of paper)

Have you or any of the other owners or prospective managers been licensed before (any business, any city)? Yes No

Please explain:

Have you or any of the other owners or prospective managers ever had a business license revoked? Yes No

Please explain:

Have you or any of the other owners or prospective managers ever been convicted of a criminal offense, other than a traffic violation? Yes No

Please explain:

SECTION F - PROPERTY OWNER INFORMATION

Is the applicant also the owner of the property where this business activity will take place? Yes No

If no, please provide the name, address, and contact information of the property owner. Additionally, you must provide a copy of the lease or rental agreement pertaining to the premises in which the cannabis business is or will be located:

Property Owner Name	Email	Phone #	Alt. Phone #	
Address		City	State	Zip Code

Under penalty of perjury, I hereby declare that the information contained within and submitted with the screening application and this application is complete, true, and correct. I understand that a misrepresentation of fact is cause for rejection of this application, denial of a license, or revocation of a license issued. By signing this application, the applicant is authorizing the City to verify the accuracy of the information in this application and the screening application.

Signature	Printed Name	Date Signed
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**CANNABIS BUSINESS LICENSE APPLICATION
ACKNOWLEDGEMENT OF OPERATING
REQUIREMENTS FOR ADULT USE RETAIL CANNABIS
(WHMC 5.70.040)**

Business Name: _____

All adult-use retailers in the city shall operate in conformance with the following operating requirements:

A. Security shall comply with the following minimum standards:

1. Adult-use retail businesses shall provide adequate security and lighting on-site to ensure the safety of persons and protect the premises from theft at all times in conformance with the security plan submitted with the license's application
2. All security guards employed by adult-use retail businesses shall be licensed and possess a valid Department of Consumer Affairs "Security Guard Card" at all times. Adult-use retailer's security guards shall not possess firearms or tasers.
3. Adult-use retail businesses shall provide a neighborhood security guard patrol for a two-block radius surrounding the business during all hours of operation.

B. There shall be no on-site sales of alcohol or tobacco products, and no on-site consumption of alcohol or tobacco products by patrons or employees.

C. Hours of operation shall be limited to: Monday through Sunday, 6:00 a.m. to 2:00 a.m., or as further limited by the Business License Commission or state law.

D. Adult-use retailers shall notify patrons of the following verbally and through posting of a sign in a conspicuous location readily visible to persons entering the premises:

1. Patrons must leave the site and not consume cannabis until at home or in an equivalent private location, unless the adult-use business has a valid cannabis consumption license issued by the city. Adult-use retail employees shall monitor the site and vicinity to ensure compliance.

2. Entry into the premises by persons under the age of twenty-one is prohibited.

E. Adult-use retail businesses shall only provide cannabis to an individual in an amount consistent with personal possession and use limits allowed by the state.

F. Adult-use retail businesses shall provide law enforcement and all neighbors within one hundred feet of the business with the name and phone number of an on-site community relations employee to notify if there are operational problems with the establishment.

G. Adult-use business operator(s) shall attend regular meetings with the Los Angeles County Sheriff's Department, Los Angeles Fire Department, and City Public Safety Department staff to review public safety issues associated with the operations.

H. Adult-use retailers shall dispense cannabis only from the following sources:

1. Limited ancillary cultivation of cannabis on-site is permitted. The space devoted to cultivation and manufacturing (as outlined in subsection (n)) shall not exceed twenty-five percent of the total floor area, but in no case more than one thousand five hundred square feet or greater than ten feet in height, and be in compliance with Section 19.36.030.
2. From an off-site location cultivated in accordance with applicable state law and zoning regulations in the jurisdiction in which it is cultivated.

I. West Hollywood City Code Compliance Officers, West Hollywood Sheriff's Deputies, Los Angeles Fire Department staff, or other agents or employees of the city requesting admission for the purpose of determining compliance with these standards shall be given unrestricted access.

OPERATING REQUIREMENTS FOR ADULT USE RETAIL CANNABIS BUSINESSES (page 2)

- J. Adult-use retailers shall comply with the provisions of state law.
- K. Adult-use retailers shall have a responsible person on the premises to act as manager and supervise employees at all times during business hours.
- L. An odor absorbing ventilation and exhaust system shall be installed so that odor generated inside the business is not detected outside the property or lease area boundaries, or anywhere on adjacent property or public rights-of-way, or within any other unit located within the same building as the cannabis use.
- M. Delivery of cannabis from adult-use retailers to customers in West Hollywood and surrounding areas is permitted, in accordance with operating requirements in Section 5.70.042 Cannabis Delivery Services – Operating Requirements.
- N. Adult-use retailers shall be permitted to manufacture cannabis derivatives and products subject to the following requirements:
 - 1. Limited ancillary manufacture of cannabis derivatives and products is permitted. The space devoted to manufacturing and cultivation (as outlined in Section 5.70.040(h)(1)) shall not exceed twenty-five percent of the total floor area of the retail space, but in no case more than one thousand five hundred square feet.
 - 2. Cannabis manufacturing shall be ancillary to the adult-use retail business in compliance with Section 19.36.030, and no stand-alone manufacturing or production businesses shall be allowed.
 - 3. Cannabis manufacturing shall be subject to local, state, and federal health and safety regulations.
- O. The consumption of cannabis products sold at an adult-use retail business is allowed if the business is issued a separate consumption area business license. The consumption portion of the business shall comply with all requirements of Section 5.70.041. Cannabis products not fully consumed onsite may be taken offsite by the purchaser.

By signing below, the applicant acknowledges that they have read and understood the operating requirements for Adult-Use Retail Cannabis Businesses and agrees to abide by them. Failure to operate in the manner prescribed by these requirements, and any others set forth in State or Local law, may result in penalties being imposed, including, but not limited to, citations, revocation of the business license, or criminal prosecution.

Additionally, by signing below, the applicant acknowledges that they understand that the screening application will be included as a part of the business license application file and will be used by staff and the Business License Commission for purposes of reviewing and approving the application, and placing operating conditions on the business license pursuant to WHMC 5.08.210.

Signature _____

Date _____



Cannabis Business Indemnity Agreement Form

City of West Hollywood
Department of Public Works
Business License
8300 Santa Monica Blvd.
West Hollywood, CA 90069
(323) 848-6375

The indemnification form must be filled out completely and notarized for any Cannabis Businesses authorized under WHMC Chapter 5.70 and WHMC Title 19, including Cannabis Businesses located outside the City that deliver cannabis into the City.

The Licensee shall defend, indemnify and hold harmless the City and its City Council and each member thereof, and every officer and employee and agent of the City, from and against any and all liability, damages, judgments or financial loss resulting from any suits including all actual litigation costs incurred by City (including but not limited to court costs, attorney fees, and costs of experts and consultants), claims, losses, settlement obligations (including an award of attorney's fees) or actions brought by any person or public entity for damages or liability of any nature whatsoever, arising in any manner by reason of:

1. Any act, error, or omission by the Cannabis Business, its boards, officers, agents, employees, assigns, and successors; and/or
2. The City's processing of an application or issuance of a Business License (WHMC Chapter 5.70) or Land Use Permit (WHMC Title 19) for a Cannabis Business, including but not limited to, an action to challenge, void, revoke or otherwise modify the License or Land Use Permit, the associated environmental (CEQA) review, or to claim injury or personal property damage, any constitutional claim, or any action by any other public entity (including, but not limited to, the Federal Government) against the City from the processing or approval of the License or Land Use Permit.

The licensee shall promptly pay any final judgment rendered against the City (and its officers, officials and employees and agents) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination or expiration of the License or Land Use Permit. This indemnification obligation excludes liability resulting from the sole active negligence or wrongful conduct of the City of West Hollywood. The City's issuance of a Business License or Land Use Permit, which is authorized under the laws of the state of California, shall not be considered sole active negligence or wrongful conduct.

In the event the Licensee fails to comply with this agreement, in whole or in part, the City may withdraw its defense of the action, revoke or modify its approval of the License or Land Use Permit, or take any other action. The City retains the right to make all decisions with respect to its representations in any legal proceeding, including its inherent right to abandon or settle litigation. The City shall have the sole right to choose its counsel for defense of any action against the City covered by the indemnity obligation. The rights and remedies of the City provided in this agreement shall not be exclusive and are in addition to any other rights and remedies provided by law.

By signing this Indemnity Agreement Form, Licensee agrees to the terms of this form, agrees not to challenge any of the terms of this form, and accepts that all terms of this form are conditions precedent to the issuance of a License or Land Use Permit and declares under penalty of perjury that the person signing this form is authorized to do so on behalf of the Licensee.

Applicant Signature	<input type="text"/>	Date	<input type="text"/>
Applicant Name	<input type="text"/>		
Applicant Address	<input type="text"/>	Personal Phone	<input type="text"/>
Business Address	<input type="text"/>	Business Phone	<input type="text"/>

For Notary Use Only

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
)
County of _____)

On _____ before me, _____, a Notary Public in and for said State, personally appeared, _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Place seal here)



CANNABIS BUSINESS LICENSE APPLICATION

Agency Approvals

Business Name: _____

Business Address: _____

Each of the following agencies must be contacted by the applicant in order to obtain their approvals and signatures as noted below.

This document does not need to be completed to submit the application. However, **a final license will not be issued and the business cannot operate until all signatures are received**

Business Tax Certificate - The applicant must obtain a business tax certificate for their business.

Building and Safety - The applicant must obtain final approval from Building & Safety once all physical improvements have been completed.

- Building & Safety will give their approval only after all building permits have been obtained and a final inspection has been conducted.

Planning - The applicant must obtain approval from Planning for the urban design of the business.

- The Urban Designer will ensure that the design of the project is in substantial compliance with the pre-screening application and any Planning permits issued for entitlements.
- The business license will not be issued until this signature is obtained.

Business License Officer - The Business License Officer will sign-off on the application once all other documentation has been completed and submitted to the satisfaction of the City.

Business Tax Certificate

Cashier

1st Floor of City Hall
City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069
Hours: 8:00 AM - 6:00 PM Weekdays
(323) 848-6451

Approved by (Print)

Date

Signature

COMMENTS or CONDITIONS TO BE PLACED ON BUSINESS LICENSE: _____

Building & Safety

(On-Site Inspection)

City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069
Contact: Inspection Line - Message
(323) 848-6335 or (323) 848-6320

Approved by (Print)

Date

Signature

COMMENTS or CONDITIONS TO BE PLACED ON BUSINESS LICENSE: _____

Agency Approvals (continued)

Business Name: _____

Business Address: _____

Planning

City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069
Contact: Urban Designer
Call for Appointment
(323) 848-6475

Approved by (Print)

Date

Signature

COMMENTS or CONDITIONS TO BE PLACED ON BUSINESS LICENSE: _____

Business License Officer

City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069
Contact: Business Licensing
(323) 848-6437
Dept. of Public Works (323) 848-6375
Fax (323) 848-6564

Approved by (Print)

Date

Signature

COMMENTS or CONDITIONS TO BE PLACED ON BUSINESS LICENSE: _____



City of West Hollywood
Department of Pubic Works
Code Compliance Division - Business License
8300 Santa Monica Blvd.
West Hollywood, CA 90069
(323) 848-6375

OWNER'S AFFIDAVIT/ACKNOWLEDGEMENT FORM

The acknowledgement form must be filled out completely and notarized for the following business activities:

- Model Studio
Escort Bureaus/Introductory Services
Fortune Tellers
Picture Arcade
Adult Bookstore
Parking and Valet Services
Cannabis Businesses

I (We), _____, (Owner Name) hereby declare under the penalty of perjury that I (we) am (are) the owner(s)of the property located at

(Property Address), Assessor's Parcel Number _____, in the City of West Hollywood, California ("Property"). I (we) acknowledge that the application being filed concurrently herewith contemplates

_____ 's (Applicant's Name) intention to operate a _____ (Type of Business) under the business name of

_____ (Business Name) on the Property. I (we) hereby consent to the filing of the application and to the operation of a _____ (Type of Business) on the Property.

Property Owner's Signature: _____ Date: _____

Property Owner Address: _____

Property Owner Phone: _____

Capacity Claimed by Signer (Individual, Partner(s), Trustee(s), Corporate Officer(s), Attorney-In-Fact, Other):

For Notary Use Only

State of California)
County of _____)

On _____ before me, _____, a Notary Public in and for said State, personally appeared, _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

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ADDITIONAL INFORMATION REQUIRED

Adult Use Cannabis Retail Businesses

(if additional room is needed, please provide it on a separate sheet of paper)

Business Name: _____

Business Address: _____

Age Verification: Describe your process for ensuring purchasers of adult-use cannabis are twenty-one years of age or older:

Cannabis Quantities/ Inventory Tracking: Provide a description of the process for tracking cannabis quantities and inventory controls, including on-site cultivation (if any), processing and cannabis products received from outside sources:

Energy Offset/ Minimization: Will the cultivation, processing, or manufacturing of plants or cannabis products take place as an accessory use under Section 5.70.040(h)(1), 5.70.040(n)(1), or 19.36.030? Yes No

If "yes", provide a description of measures taken to minimize or offset energy use from the cultivation, processing, or manufacturing of plants or cannabis products:

Chemical Storage/ Effluent Discharge: Please provide a description of chemicals stored or used on-site and any effluent proposed to be discharged into the city's wastewater or storm water systems:

ADDITIONAL INFORMATION REQUIRED
Adult Use Cannabis Retail Businesses (page 2)
(if additional room is needed, please provide it on a separate sheet of paper)

Cannabis Sourcing Procedures: Please provide a description of the procedure for documenting the source of the cannabis and cannabis products to be dispensed by the cannabis use:

Cultivation/Manufacturing Zoning Compliance: Is any of your cannabis cultivated or manufactured off-site? Yes No

**If the cannabis is cultivated or manufactured off-site, attach documentation that the off-site location is compliant with the zoning regulations of the jurisdiction in which it is located.

Have you applied for a State cannabis license? Yes No

If so, what license type(s) have you applied for?

ADDITIONAL INFORMATION REQUIRED
Adult Use Cannabis Retail Businesses (page 3)
(if additional room is needed, please provide it on a separate sheet of paper)

Does your application deviate from the screening application? Yes No

If so, please explain all deviations and provide a justification for the deviation.

NOTE: Applicants are required to operate in the manner proposed in the screening application on which it was scored. Only certain justified deviations will be allowed, as recommended by the City Manager or his/her designee. By way of example only, a deviation from the screening application may be justified if the applicant applied for five license types and was only awarded one. The business concept may need to be adjusted to account for the fact there will only be one licensed activity. We recommend contacting John Leonard (City Manager's Department) to discuss any deviations in advance.

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Live Scan Requirements for Cannabis Business License Applicants

Pursuant to WHMC 5.70.030, the applicant (including all "owners" as defined by State law) and any proposed or prospective manager shall undergo a background investigation.

Applicants, owners, and managers shall not have been convicted of:

1. Any offense relating to possession, manufacture, sales, or distribution of a controlled substance, with the exception of cannabis related offenses;
2. Any offense involving the use of force or violence upon the person of another;
3. Any offense involving theft, fraud, dishonesty or deceit;
4. Sales of cannabis to a minor or use of a minor to distribute cannabis;
5. Any crime involving moral turpitude which is substantially related to the business activity for which the license is being sought (WHMC 5.08.080).

Cannabis business license applications will not be processed until a Request for Live Scan Service and a Live Scan Results Release Authorization form have been submitted for all owners and applicants identified in the application as well as any prospective managers.

All fees associated with the Live Scan process shall be paid to the Live Scan processor at the time of service.

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This page is a placeholder for the Request for Live Scan Service Form (BCII 8016). The City is not yet able to provide a completed version of this form. Once it is ready to be released, the City will post it on www.weho.org/cannabis.

Cannabis Business License Applications will be accepted by the City without the Live Scan having been completed. However, final licenses will not be issued until all applicants, owners, and prospective managers have successfully completed the criminal background check process.

If you have questions about the Live Scan process or when this form will be released, please contact Daniel Mick (Code Compliance Supervisor) at 323-848-6882 or dmick@weho.org.

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CITY OF WEST HOLLYWOOD Live Scan Results Release Authorization Form

The City of West Hollywood is authorized to request and access summary criminal history information from the California Department of Justice (DOJ) for licensing purposes. Such request is authorized under Section 11105(b)(10) and 13300(b)(10) of the California Penal Code and Subsection 5.70.030 of the West Hollywood Municipal Code.

The City of West Hollywood shall not consider licensing a person who has been convicted of a felony or misdemeanor involving moral turpitude which is substantially related to the business activity for which the license is being sought.

I understand that a Criminal History Information check is required as part of the business licensing process of the City of West Hollywood. I hereby authorize the release of criminal history information by the Los Angeles County Sheriff's Department and the California State Department of Justice (DOJ) as authorized under sections 11105(b)(10) and 13300(b)(10) of the California Penal Code.

Name (Please Print) _____

Signature _____

In addition, due to the nature of the license I am seeking, I hereby authorize the release of any arrest information for crimes which are referenced under Section 290(a) of the California Penal Code and Section 11590 of the California Health and Safety Code.

Name (Please Print) _____

Signature _____

State of California)	For Notary Use Only
)	
County of _____)	

On _____ before me, _____, a Notary Public in and for said State, personally appeared, _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Place seal here)

Signature _____

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