



City of Goleta Cannabis Business License Application Submittal and Review Process (In City Limits)

APPLICATION SUBMITTAL AND REVIEW PROCESS

Prior to Application Submittal

Step 1: Applicant shall obtain the following prior to submitting application package:

Applicant to obtain Live Scans and retain receipts for application for all owners, officer, employee or agent. The proof of Live Scan must be dated within 30 days of submission of application.

Applicant to obtain a fire clearance letter from the Santa Barbara County Fire Department. If not available due to applicant's circumstances for requiring building permits, it is advised that the applicant completes this process first, to prevent delays.

Applicant to obtain Zoning Conformity Determination Letter from the City of Goleta's Planning and Environmental Review (PER) Department. The Zoning Conformity Determination is needed from PER as a submittal requirement for a City of Goleta cannabis business license. Please contact PER at (805) 961-7543 or visit <https://www.cityofgoleta.org/city-hall/planning-and-environmental-review/planning-permits-and-regulations/application-forms> for more information on the Zoning Conformity Determination Letter.

Any applicant applying for indoor cultivation must provide proof of consultation with Southern California Edison (SCE) prior to application submittal including a copy of a completed and submitted SCE Customer/Project Information Sheet.

Step 2: Applicant must schedule a meeting with Finance staff in at least three days in advance to submit a completed application form and required attachments. To schedule an appointment, email financegroup@cityofgoleta.org.

Application Submittal

Step 3: Applicants are to submit a hard copy and electronic copy as prescribed by the City and labeled accordingly. The hard copy must be provided in 8.5" x 11", double-sided format, and compiled in a 3-ring binder, tabbed and labeled for each required document or plan in accordance with the checklist provided below.

An electronic copy shall also be provided in PDF format of the documents submitted in hard copy, with individual files labeled by title of the document or plan, matching the labels in the hard copy binder. Upon receipt of an application and documents, Finance staff will perform a preliminary review of the application submittal package with the applicant(s) to ensure submitted application is completely filled out and all required attachments are provided, and signatures are obtained. Finance staff is not able to validate or provide confirmation if the submitted information is valid, as the review process will make its determination when routed during the review process. If any required information is missing at initial intake, the application and fee will not be accepted for intake, and applicant must reschedule an appointment at a future available date. If application package is accepted, Finance staff will issue a receipt for non-refundable payment and confirmation to the applicant. The application package will then be routed to the Finance Director or designee.



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Application Review and Routing Process

Note: All business license applications require a multi-department review. The City is not able to have departments simultaneously review the application, until an electronic system is in place. In order to maintain document and quality control, the following steps will be followed:

Step 4: The Finance Director or designee, will receive and review documents pertaining to financial and business operations, including confirming of a valid Cannabis Business Tax Registration Form. Any discrepancies are noted and routed electronically to the City's cannabis consultants for thorough review.

Step 5: City's cannabis consultants will review entire application package in accordance to City ordinance, state law, check list, and review criteria. Cannabis consultant will provide an internal report to Finance staff on its review of the application package.

If deemed acceptable by consultants, Finance staff will route package to next department.

If NOT deemed acceptable, Finance staff will notify applicant by formal letter and/or email of all missing, incomplete or invalid information that requires correction. The letter will include a list of deficiencies.

Applicants will be given one opportunity for resubmittal and must provide all listed items as one resubmittal package within a required time period (e.g., approximately 30-days). Any applicant seeking an extension, must request an extension and receive approval from the Neighborhood Services Director. After the specified time-period, applicants will have no further opportunity to cure incomplete items, and application will be returned to applicant for incompleteness. Resubmittal package must be complete and emailed electronically to financegroup@cityofgoleta.org. In person resubmittal is not necessary since fee and initial application has already been received.

Applicant must email in writing to financegroup@cityofgoleta.org for any questions regarding the letter and deficient items. This includes not agreeing with the deficiency items listed, needing additional clarification or if applicant does not have the item requested available. The email must clearly reference the listed item, detail the issue and include all questions. A response will be provided within one to two weeks, depending how technical the question or issue is. Email is required to ensure staff understands your question, appropriate parties are involved if necessary, and an accurate and clear response is provided to the applicant.

Once Finance staff receives resubmittal package electronically, the documents will be routed electronically to cannabis consultants for a second and final review. Cannabis consultant will provide Finance staff with an updated internal review report. If not deemed acceptable, applicant will be denied, subject to NS/PS Director determination. If deemed acceptable the application package will move forward and routed to Risk Management.

Step 6: Risk Management will receive and review documents pertaining to insurance, cannabis bond requirements if applicable and note any discrepancies. After review, application will be routed to Planning and Environmental Review.



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Step 7: The Planning and Environmental Review Department will review documents pertaining to consistency with land use and zoning verification, along with any applicable case numbers and land use permit applications. Staff will note any discrepancies, and route to Code Enforcement.

Step 8: The Code Enforcement Officer will review application as it pertains to code compliance, and note any outstanding code violations. Application will then be routed to Building and Safety.

Step 9: Building and Safety will receive and review, confirming valid fire clearance letter, building and safety issues and any building permits that are applicable. Staff will note any discrepancies, and route to Neighborhood Services and Public Safety (NS/PS) for their review.

Note: Building and Safety will report to Neighborhood Services and Public Safety (NS/PS) when permits have passed, and all building inspections are cleared, final and completed, prior to preliminary approval and preliminary inspection..

Step 10: NS/PS will review application for completeness of Live Scan confirmation by the Sheriff's Department, and other pertinent required documents. NS/PS will confirm approval from all departments, as described in the above-referenced steps, including clearance of the applicant and employee's Live Scans, land use authorization and all building modifications have been completed and finalized, the Director of NS/PS will schedule its first physical site inspection (Preliminary Inspection) with applicant and cannabis consultants. Date and time is subject to availability of all parties.

If application is for Storefront Retail, NS/PS will first, provide public notice by first class mail to property owners, and when possible, tenants, located within 500 feet of the parcel, of which the Cannabis Business is or is proposed to be located.

Step 11: Staff and cannabis consultant will conduct the first site inspection. The inspection will confirm compliance with local and State law, and conformance with information provided in the application and plan documents, and address any pending items or issues. Depending on the applicant's circumstances, may incur additional processing time. Consultant will provide an internal report to NS/PS Director. Depending on outcome of site inspection, preliminary approval may be given by NS/PS Director if deemed sufficient by consultant and NS/PS Director. NS/PS Director will also notify the State and Finance staff of preliminary approval. Applicant will then need to provide by email to Finance staff, a copy of annual license issued by the State and copy of State application that was approved. Upon receipt and confirmation, Finance staff will notify NS/PS Director.

Note: Provisional and or annual license from State will be accepted by City. Please reach out to the Bureau of Cannabis Control.

Step 12: The NS/PS Director will confirm all building modifications have been completed, finalized, and approval by any other necessary departments and other local agencies. After confirmation and no pending issues, a final site inspection will be scheduled by the NS/PS Director with applicant and cannabis consultants. Cannabis consultant will provide an internal report to NS/PS Director. Depending on outcome of final site inspection, final approval may or not be given



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by NS/PS Director. If final approval is not given, due to other issues discovered during final site inspection, applicant will need to immediately address these issues and may be subject to another future inspection. NS/PS Director will notify Finance staff of final approval.

Step 13: Finance staff will prepare and release a packet to the approved applicant, containing the Cannabis Business License Certificate, tax certificate, and other documents and instructions for cannabis business tax reporting and remittance.

Cannabis Business Licenses are valid for a calendar year period (January 1 – December 31), and are not prorated. All Cannabis Business Licenses deciding to continue operations must complete a renewal application. All cannabis businesses are subject to ongoing annual monitoring and compliance.