

CITY OF SAN JUAN BAUTISTA CANNABIS FACILITY APPLICATION

**APPLICATION FOR CANNABIS FACILITY PERMIT**

(Please Print All Information – Incomplete Applications Will Not Be Accepted)

- (1) Applicant's Name (Legal Ownership Structure): \_\_\_\_\_
- (2) Business Name (DBA): \_\_\_\_\_ Business Phone: (\_\_\_\_\_) \_\_\_\_\_
- (3) Applicant/ Business Email: \_\_\_\_\_
- (4) Business Site Address: \_\_\_\_\_
- (5) Date Business Proposes to Open: \_\_\_\_\_
- (6) Days & Times Premises Are Open For Inspection: \_\_\_\_\_
- (7) Proposed Use (Select One Only):  
**Note: You must submit a separate application for each cannabis business.**  
 Dispensary Facility                       Laboratory Testing                       Other (explain) \_\_\_\_\_  
 Cultivation Facility                       Cannabis Delivery  
 Distribution Facility                       Manufacturing Facility
- (8) Community Relations Liaison Name: \_\_\_\_\_  
Community Relations Liaison Phone Number: \_\_\_\_\_  
Community Relations Liaison Email: \_\_\_\_\_
- (9) Type of Organizational Structure:  
 Corporation                       Partnership                       Individual                       Unincorporated Association or Club  
 Trust                       LLC                       Other, explain: \_\_\_\_\_

<b>OFFICE USE ONLY</b>			
<input type="checkbox"/>	Building	<input type="checkbox"/>	Fire
		<input type="checkbox"/>	(Check Inspecting Department)
Date Received: _____			
<input type="checkbox"/> Building/Location meets Department Requirements for the proposed use.			
<input type="checkbox"/> Building/Location meets Department Requirements for the proposed use subject to the following conditions: _____			
<input type="checkbox"/> Building/Location does not meet Department requirements for the proposed use.			
Inspection Completed On (date): _____ By: _____			
<b>City Manager</b>			
<input type="checkbox"/> CMO finds no basis for denial		<input type="checkbox"/> CMO finds basis for denial	
<input type="checkbox"/> CMO finds no basis for denial with conditions			
Conditions or Basis for Denial Request: _____			
By: _____		Title: _____	Date: _____

Note: This is NOT a Cannabis Facility Permit. Do not operate until a valid permit is issued.

## GENERAL INFORMATION (All Applicants)

- (10) If the applicant is incorporated, attach to this application copies, certified by the Secretary of State, of the Articles of Incorporation, Certificate(s) of Amendment, Statement(s) of Information, By Laws, Restated Articles of Incorporation, and the most recent Annual Report of Officers and Directors.
- (11) If the applicant is an unincorporated association and filed a Statement By Unincorporated Association with the Secretary of State, attach copies, certified by the Secretary of State, of each Statement by Unincorporated Association, Registration of Unincorporated Nonprofit Association, and original & amended Articles of Association to this application.
- (12) If the applicant is an informal unincorporated association, provide copies of the fully executed Articles of Association (AKA Charter or Constitution).
- (13) Fictitious business names or dba's used: \_\_\_\_\_
- (14) Place and date of filing of fictitious business name statement: \_\_\_\_\_
- (15) Names and address of all agents and employees authorized to negotiate or otherwise represent individual in connection with any transaction with the City of San Juan Bautista:  
\_\_\_\_\_
- (16) Name and address of person (agent) authorized to accept service of process in California:  
\_\_\_\_\_
- (17) State whether you are licensed by any governmental agency to engage in any business. If so, list each such license held, the city in which it is held, and expiration date thereof:  
\_\_\_\_\_
- (18) Has the Cannabis Facility applicant previously operated in this City or any other county, city, or state under a similar license or permit?
- a. If "Yes," provide the license/permit issuing city, county, state, and the license and/or permit identification number(s):  
\_\_\_\_\_
- b. Please confirm whether any of these previously issued licenses or permits were revoked or suspended, and the reason(s) why:  
\_\_\_\_\_  
\_\_\_\_\_
- (19) Has any owner or business manager ever been convicted of a felony?  Yes  No  
If yes, please list provide details of conviction.
- (20) For each Employee convicted of a crime or currently on probation or parole as set forth in Item No. (19) above, attach with this application the first and last name of the Employee, the associated criminal case number(s), the statute(s) violated, the date(s) of conviction, the date(s) of imposition of probation and/or parole, and the name and address of the sentencing court.
- (21) If the applicant owns the property listed in Item No. (4) of the application, enter date of purchase: \_\_\_\_\_

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## GENERAL INFORMATION (All Applicants)

(22) If the applicant rents, leases, or is in the process of leasing and/or purchasing the property listed in Item No. (4), check the boxes below to verify that the applicant has notified the owner(s) and landlord or leasing agent of the proposed Cannabis Business property use.

Attached is a copy of proof of ownership, lease, and/or letter of landlord's commitment to lease upon issuance of a license to the proposed business location

Attached is an original fully executed Letter of Authorization, for each owner, landlord, and leasing agent of the property listed in Item No. (4) of the application.

**NOTE:** If the property is owned, rented, or leased by more than one person, a separate authorization form must be submitted for each owner, landlord, and leasing agent or equivalent.

(23) Does the applicant have a CA Seller's Permit issued by the California State Board of Equalization for the location identified in Item No. (4) of this application?  Yes  No

a. If "Yes," enter the CA Seller's Permit identification number, and attach a legible copy of the CA Seller's Permit to this application: \_\_\_\_\_

(24) Attach photographs accurately depicting the entire interior and exterior of the proposed site(s), including entrance(s), street frontage(s), parking, front, rear and sides of the proposed site.

**GENERAL INFORMATION (All Applicants)**

(25) Provide the name, address, telephone number, business license account number, and PPO number of the security company that will be used. NOTE: A copy of the security guards' CA state license must be maintained on file at the business at all times.

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(26) Will an alarm monitoring company be used?

a. If "Yes," provide the name, address, and telephone number of the alarm monitoring company:

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(27) Provide a list of all members with access to the surveillance camera system to be used (Attach additional pages if necessary):

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**GENERAL INFORMATION (Cont.)**

**CERTIFICATION OF EMPLOYMENT PRACTICES**

I, \_\_\_\_\_, certify that the business will not employ any person with any  
(Name of Business/Owner listed in Item No. (1) of the application)

type of violent or serious felony conviction as specified in Section 667.5 and 1192.7 of the Penal Code or any felony conviction involving fraud, deceit, or embezzlement. The following shall become a condition of maintaining the license.

\_\_\_\_\_  
(Signature of Owner/Management Employee)

\_\_\_\_\_  
(Printed Name & Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner/Management Employee)

\_\_\_\_\_  
(Printed Name & Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner/Management Employee)

\_\_\_\_\_  
(Printed Name & Title)

\_\_\_\_\_  
(Date)

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## IF APPLYING AS AN INDIVIDUAL

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle: \_\_\_\_\_

Title(s) or AKA(s): \_\_\_\_\_

Residence address: \_\_\_\_\_

Home/Business Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License or Identification Card Number: \_\_\_\_\_

State of Issue: \_\_\_\_\_

Federal Tax ID Number (if applicable): \_\_\_\_\_

Seller's Permit Number (if applicable): \_\_\_\_\_



# IF APPLYING AS A PARTNERSHIP

Check One Box:

General Partnership

Limited Partnership/ LLP

Limited Liability Corporation/ LLC

Name of Partnership: \_\_\_\_\_

Federal Tax ID Number (if applicable): \_\_\_\_\_

Seller's Permit Number (if applicable): \_\_\_\_\_

## Percentage of Partnership

Name and residence addresses of **General Partners:** Interest:

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

Names and residence addresses of **Limited Partners:** Interest:

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

Place and date of filing Articles or Certificate of Partnership or Limited Partnership:

\_\_\_\_\_

\_\_\_\_\_

## Please Note:

**Attach certified copies of *Articles of Partnership or Limited Partnership*, or other written evidence of partnership status and all amendments thereto this application.**



## **IF APPLYING AS A CORPORATION**

**PLEASE ONLY PROVIDE INFORMATION FOR ALL OFFICERS, DIRECTORS, OR SHAREHOLDERS WHO OWN MORE THAN 10% OF THE ISSUED AND OUTSTANDING STOCK**

Check One Box:       For-Profit Corporation                       Non-Profit Corporation

Name of Corporation: \_\_\_\_\_

Corporation Number: \_\_\_\_\_

Date and Place of Incorporation: \_\_\_\_\_

Location Headquarters: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Seller's Permit Number: \_\_\_\_\_

**Please attach certified copies of *Articles of Incorporation and By-Laws*, and all amendments to this application.**

Name and Residence Address of Corporation Officers (members of the executive board):

Name	Title & Ownership %	Address	Telephone
_____	_____	_____	(    )
_____	_____	_____	(    )
_____	_____	_____	(    )
_____	_____	_____	(    )

Numbers of shares issued by Corporation: \_\_\_\_\_

Number of share retained by Corporation: \_\_\_\_\_

Name and addresses of shareholders, if ten (10) or less state also the number and type of shares:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, address, telephone number, and email address of agent for service of process designated by Corporation with the Secretary of State of California:

\_\_\_\_\_

**IF APPLYING AS A CORPORATION (Cont.)**

**CORPORATE OFFICER I**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Residence Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

**CORPORATE OFFICER II**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Residence Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

**CORPORATE OFFICER III**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Residence Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

**CORPORATE OFFICER IV**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Residence Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

# CITY OF SAN JUAN BAUTISTA

## **PROPERTY OWNER/ LANDLORD AUTHORIZATION FOR INSPECTION AND RIGHT TO OPERATE A CANNABIS FACILITY**

I, \_\_\_\_\_, am the legal owner / landlord / lessor of real property located at  
(Name of Property Owner/ Landlord) (Circle One)

\_\_\_\_\_, San Juan Bautista, California. I authorize the  
(Address listed in Item No. (4) of the application)

Cannabis Business entitled \_\_\_\_\_ to operate a  
(Name of Business/Owner listed in Item No. (1) of the application)

cannabis business at the property, as that term is defined in state law and the San Juan Bautista Municipal Code, for the specific use(s) of \_\_\_\_\_  
(Land uses(s) set forth in the Cannabis Facility application – e.g. cultivation, manufacturing, etc.)

set forth in the Cannabis Facility License Application submitted to the City of San Juan Bautista by

\_\_\_\_\_ and allow the City of San Juan Bautista to enter the property for  
(Name of Business/Owner listed in Item No. (1) of the application)

inspection of the property. I further understand that I am responsible for any violation and nuisance activity, which may occur at this property. I declare under penalty of perjury that the foregoing information is true and correct. Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at San Juan Bautista, California.

\_\_\_\_\_  
(Signature of legal owner/landlord/lessor)

\_\_\_\_\_  
(Printed Name & Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of legal owner/landlord/lessor)

\_\_\_\_\_  
(Printed Name & Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of legal owner/landlord/lessor)

\_\_\_\_\_  
(Printed Name & Title)

\_\_\_\_\_  
(Date)

# CITY OF SAN JUAN BAUTISTA

## NOTARY ACKNOWLEDGEMENT FORM

The notarized signature of the majority representative owner or owners, as established by deed or contract, of the subject property or properties is required for the filing of this application.  
(Additional sheets may be attached if needed.)

On \_\_\_\_\_ before me, \_\_\_\_\_ the undersigned,  
DATE (WRITE NAME OF NOTARY)

a Notary Public in and for said County, duly commissioned,

personally appeared \_\_\_\_\_  
NAME(S) OF SIGNER(S)

\_\_\_\_\_  
NAME(S) OF SIGNER(S)

personally known to me - OR -

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.

WITNESS my hand and official seal

PLACE NOTARY SEAL ABOVE

\_\_\_\_\_  
Notary Public in and for the County  
of San Benito, State of California

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

### Description of Attached Document

Title of type of Document: PROPERTY OWNER/ LANDLORD AUTHORIZATION FORM

Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

### Capacity(ies) Claimed by Signer(s)

Signer's Name: \_\_\_\_\_ Signer's Name: \_\_\_\_\_

Title(s): \_\_\_\_\_ Title(s): \_\_\_\_\_

## **APPLICATION ATTACHMENTS**

In addition to the Cannabis Permit Application, the following list of required attachments:

1. Complete interior floor plan on paper no larger than 11" x 17" (multiple sheets allowed) to include the following information:
  - a. Dimensions of interior floor plan.
  - b. Indicate location of all exit doors, widths of doors and panic hardware.
  - c. Principal uses of the floor area including where non-patients will be permitted, private consulting areas, storage areas, retail areas, areas for cash handling and storage, and restricted areas
  - d. Show the separation of the areas that are open to persons who are not patients from those areas open to patients

NOTE: All areas of proposed business site must be disabled access compliant pursuant to Title 24 of the State of California Code of Regulations and the Americans with Disabilities Act

2. Proof of Worker's Compensation Insurance including the limits of each policy, policy numbers, name of the insurer, effective date, and expiration date of each policy.
3. Proof of Liability Insurance including the limits of each policy, policy numbers, name of the insurer, effective date, and expiration date of each policy. Insurance must have aggregate policy limits in an amount not less than \$1,000,000.
4. Copy of CA Seller' Permit (for retail businesses only)
5. Copy of your Fictitious Name Filing, if applicable.
6. Corporation, Limited Liability Companies, Limited Liability Partnerships:
  - a. Copy of your Articles of Incorporation
  - b. Copy of your Statement of Information
7. Standard Operating Plan Procedures to include the following information (as outlined in the Regulations):
  - a. General Operating Procedures
  - b. Security
  - c. Operational Security
  - d. Facility Security
  - e. Community Service
  - f. Fire Plan
  - g. Labor Relations/Employee Handbook
  - h. Business Plan / Financials
8. Proof of Ownership, lease, and/or letter of landlord's commitment to lease upon issuance of a license to the proposed business location
9. Proof Entity is Registered and in Good Standing with Secretary of State and Franchise Tax Board
10. Copy of one (1) valid government issued form of identification for each owner and managing member
11. Copy of Live Scan for each owner and business manager

Note: This is NOT a Cannabis Facility Permit. Do not operate until a valid permit is issued.  
Cannabis Facility Application

CITY OF SAN JUAN BAUTISTA

**ACKNOWLEDGEMENT FORM**  
Cannabis Facility Permit Application

- ./ I/we consent to onsite inspections of our Cannabis Facility by City of San Juan Bautista officials. Inspections will be conducted by City of San Juan Bautista Officials during regular business hours Monday-Friday 9:00a.m to 5:00 p.m., excluding holidays. The telephone number listed on my application is the number the City can call to provide notice, when possible.
- ./ I/we acknowledge that by submitting the permit application we allow onsite inspections; dogs/animals will be locked up, lock gates will be assessable.
- ./ I/we consent that all structures on parcel that are utilized for Commercial Cannabis Activities will be built in accordance with applicable City of San Juan Bautista Building Codes and permit requirements.
- ./ I/we acknowledge that the information I/we provide with this application may be released as required by law, judicial order, or subpoena, and could be used in a criminal prosecution.
- ./ I/we consent to defend, indemnify, and hold harmless the City of San Juan Bautista from any defense costs, including attorneys' fees or other loss connected with any legal challenge brought as a result of the City of San Juan Bautista's review and/or approval of this Application. I/we agree to execute a formal agreement to this effect on a form provided by the City and available for my inspection.
- ./ I/we will only employ individuals at least eighteen (18) years of age, require a Federal or State issued proof of identification be carried at all times on property, and will comply will all applicable state and federal requirements for payment of payroll taxes, including federal and state income taxes and/or contribution for unemployment insurance, state workers' compensation liability law.
- ./ I/we have reviewed the San Juan Bautista Cannabis Business Ordinance, I/we understand the requirements, will comply with the requirements, and understand the consequences of Non-Compliance.
- ./ I/we acknowledge that the application fee is non-refundable.
- ./ I will comply with Local, State and Federal regulatory agencies.

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Print

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Signature

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Date



# Indemnification Form

City of San Juan Bautista Cannabis Facility Application

I \_\_\_\_\_, hereby agree:

1. I have applied with the City of San Juan Bautista for permission to conduct \_\_\_\_\_ (state type of facility) commercial cannabis pursuant to City of San Juan Bautista Cannabis Business Ordinance (hereafter "Project").
2. Nothing in this Agreement shall be construed to limit, direct, impede or influence the City of San Juan Bautista's review and consideration of the Project.
3. I shall defend, indemnify, save and hold harmless the City of San Juan Bautista, its elected and appointed officials, officers, employees, agents, contractors and volunteers from any and all claims, actions, proceedings or liability of any nature whatsoever (including, but not limited to; any approvals issued in connection with any of the above described application(s) by City; any action taken to provide related environmental clearance under the California Environmental Quality Act ("CEQA") by City's advisory agencies, boards or commissions, appeals boards, or commissions, Planning Commissions, or City Council; and attorneys' fee and costs awards) arising out of, or in connection with the City's review or approval of the project or arising out of or in connection with the acts or omissions of the Applicant, its agents, employees or contractors. With respect to review or approve, this obligation shall also extend to any effort to attack, set aside, void, or annul the approval of the project, including any contention the project or its approval is defective because a City ordinance, resolution, policy, standard or plan is not in compliance with local, state or federal law. With respect to acts or omissions of the Applicant, its agents, employees or contractors, its obligation, hereunder shall apply regardless of whether the City of San Juan Bautista prepared, supplied or approved plans, specifications or both.
4. The obligations of the Owner and Applicant under this Indemnification shall apply regardless of whether any permits or entitlements are issued.
5. City of San Juan Bautista shall have the absolute right to approve any and all counsel employed to defend the City. To the extent the City uses any of its resources to respond to such claim, action or proceeding, or to assist the defense, the Applicant will reimburse the City upon demand. Such resources include but are not limited, staff time, court costs, City Attorney's time at its regular rate for non-City agencies, or any other direct or indirect cost associated with responding to, or assisting in defense of, the claim, action or proceedings.
6. For any breach of this obligation the City of San Juan Bautista may rescind its approval of the Project.
7. The Applicant shall not be required to pay or perform any settlement unless the Applicant, which approval shall not be unreasonably withheld, approves the settlement in writing. The City of San Juan Bautista must approve any settlement affecting the rights and obligations of the City.
8. This agreement shall be construed and enforced in accordance with the laws of the State of California.
9. In any legal action or other proceeding brought by either party to enforce or interpret this Agreement, the appropriate venue is the San Benito County Superior Court.
10. The Applicant shall pay all court ordered costs and attorney fees.
11. The defense and indemnification of the City of San Juan Bautista set forth herein shall remain in full force and effect throughout all stages of litigation including appeals of any lower court judgments rendered in the proceedings.

After review and consideration of all of the foregoing terms and conditions, Applicant, by its signature below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date