

Application packets are limited to 75 pages of text and 25 pages of images. Pages 3, 4 and 5 of this Master Application Form count toward the application page limits. Attachments required by Section 5 (Business Entity Status) of this Form do not count toward the application page limits.



# Community Development Department

## Commercial Cannabis Permit

### Master Application Form

City Council [Resolution 2021-022](#), adopted April 21, 2021, establishes the process for reviewing commercial cannabis permit (CCP) applications. Additionally, City [Ordinance 3321](#) and [Ordinance 3327](#) establishes municipal code regulations related to the Commercial Cannabis Permit program, which are set forth in Corona Municipal Code Chapter 5.36. These documents are available on-line at: <https://www.coronaca.gov/government/commercial-cannabis-portal>

City Hall is open from 7:00AM to 6:00PM, Monday through Thursday. City Hall is closed every Friday. All city business shall occur during these business hours, unless city staff identifies special circumstances, such as public hearings, community meetings, or meetings with the city’s cannabis consultant. All applications must be submitted to City Hall during established business hours. Business days as specified in Resolution 2021-022 shall be based on City Hall business hours.

Please contact the City of Corona Planning Division if assistance is needed in completing this application. Planning Division cannabis staff can be reached at [CannabisInfo@CoronaCA.gov](mailto:CannabisInfo@CoronaCA.gov) or (951) 736-2262.

#### **Application Packets:**

A CCP application shall contain the components listed in the checklist below. Application packets shall be organized in the same order as the checklist (Appendix A), with this Master Application Form on top. An application that is missing any of the required components shall not be accepted. Applications shall be submitted to the City of Corona Planning Division, at 400 S. Vicentia Avenue, Suite 120.

Application packets shall be limited to **75 pages of text**, and **25 pages of images** (100 pages total). Each application form notes the components in **red** that are included in the page count. All pages shall be 8”x11” in size, except plans attached to Form I may be 11”x17”. All pages must be legible. Font shall be “Arial”, and no smaller than 11 points (i.e., font size 11). Pages containing both text and image(s) shall be counted as an “image page” for the purpose of calculating page limits. Text pages shall not include logos, letterhead, or other distinguishing business images.

The city will only accept written text and printed images. The City will not accept videos, audio recordings, PowerPoints, or other forms of media as part of the application. There is no obligation or expectation for city staff or merit-based review scorers to look at or consider any internet links in the application.

The City endeavors to provide clarity related to the Commercial Cannabis Permit application process. It is anticipated that applicants will request clarification on regulations and process. City staff expects to post to the Cannabis Portal website (see above) any clarification, determinations or public meetings dates should they occur, and will notify all persons on the Commercial Cannabis Permit e-notification list when the posting occur. Please contact City staff at [CannabisInfo@CoronaCA.gov](mailto:CannabisInfo@CoronaCA.gov) if you wish to be added to the e-notification list.

Questions regarding the application forms and application process will be responded to as soon as possible. City staff will endeavor to provide timely responses during City Hall business hours, but shall not be obligated to respond to any questions that are received less than 48 hours prior to the close of the application deadline for storefront cannabis permits. City staff encourages all applications to be completed well in advance of the posted deadline.

Cannabis Business Name: \_\_\_\_\_  
Trade name of the business (DBA) if applicable, or legal name of the business

Applicant Name: \_\_\_\_\_  
Name of owner (person) submitting application

<b>Staff Use Only</b>		
Filing Date:	Counter Planner Initials:	Case Number:

**Filing Timeline:**

Start Date – Commercial Cannabis Permit (CCP) applications will not be accepted until the start of the “application window”, as established by the **Notice of Application Period** posted on the City’s Cannabis Portal (website).

**Deadline** – Applications for **storefront** cannabis businesses will not be accepted after the filing deadline established in the **Notice of Application Period** posted on the City’s Cannabis Portal (website). An incomplete application received during the filing deadline shall be grounds for disqualification if it is not resubmitted as a complete application prior to the deadline. However, applications deemed incomplete or non-responsive due to a minor omission or minor error shall be permitted to cure such minor omission or error within five (5) days of e-mail notification by the city.

Applications for **non-storefront** cannabis businesses are not currently subject to a filing deadline, and therefore will be accepted after the deadline specified in the **Notice of Application Period**. Applications deemed incomplete or non-responsive due to a minor omission or minor error shall be permitted to cure such minor omission or error within five (5) days of e-mail notification by the city.

Pursuant to City Resolution 2021-022, section III.E.8, applicants may submit Live Scan information up to 14 calendar days following the date an application is submitted to the Planning Division. The 14-day deadline may occur past the application filing deadline specified in the Notice of Application Period.

**Denial:** Pursuant to Corona Municipal Code (CMC) section 5.36.090, a Commercial Cannabis Permit (CCP) application may be denied for one or more of the following reasons:

- (1) The applicant has not paid all fees required pursuant to CMC Chapter 5.36.
- (2) The application is incomplete, filed late, or is otherwise not responsive to the requirements of CMC Chapter 5.36.
- (3) The application contains a false or misleading statement or omission of a material fact.
- (4) The applicant or any owner, officer or manager is not at least twenty-one (21) years old.
- (5) The applicant or any owner, officer or manager has unpaid and overdue administrative penalties imposed for violations of the Corona Municipal Code.
- (6) The applicant or any owner, officer or manager has an unpaid civil judgment imposed for violation(s) of the Corona Municipal Code.
- (7) The applicant or any owner, officer or manager has been convicted of any of the following charges:
  - (a) Any felony offense within the past ten (10) years;
  - (b) A crime involving use of money to engage in criminal activity within the past ten (10) years;
  - (c) Unlawful possession or use of a firearm within the past ten (10) years; or
  - (d) Drug-related misdemeanor (other than cannabis) within the past three (3) years.
- (8) The applicant or any owner, officer or manager is on probation or parole for the sale of drugs (other than cannabis).
- (9) The premises or the operation of the applicant's commercial cannabis business, as described in its application, would fail to comply with any provision of the Corona Municipal Code, or any state law or regulation.

The City’s determination of compliance with zoning requirements and separations from sensitive land uses (CMC 5.36.070) shall be made during Application Clearance, pursuant to City Resolution 2021-022.

**Fees:** Commercial Cannabis Permit application fees shall be paid at the time an application is submitted. See attached fee schedule.

- A denied application shall **not** be refunded administrated fees.
- A withdrawn application that is not subject to denial shall be refunded fees based on the pro-rated time staff spent on reviewing the application.
- A storefront application that is denied or withdrawn prior to advancing to merit-based review, as stipulated in Resolution 2021-022 section IV.B.4, shall be refunded the merit-based review deposit in its entirety.
- A storefront application that advances to merit-based review, as stipulated in Resolution 2021-022, Section IV.B.4, shall be refunded the remaining merit-based review deposit fees after the City receives the final invoice from the merit-based review consultant. The cost of the consultant contract shall be prorated based on the number of the applications submitted to the consultant for review, regardless of the application’s ranking, and regardless of it being subsequently disqualified or denied.

**Termination of Application Process:** The City Manager reserves the right to terminate the application review process at any time. The City may initiate a new review if deemed necessary.

1. Applicant / Business Entity:

Applicant (Owner): \_\_\_\_\_

Business Entity (add DBA if applicable): \_\_\_\_\_

Mailing Address Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

The name, mailing address, telephone number, e-mail address and age of all owners, officers and managers is required. Complete Form A.

2. Project Contact:

Applicant's Representative / Contact (if applicable): \_\_\_\_\_

Representative / Contact Title: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Mailing Address Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

3. Architect Information:

Architecture Firm: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

<input type="checkbox"/> Yes	Have you pre-consulted with your architect regarding the physical improvements necessary to comply with City Ordinance 3321 (CMC Chapter 5.36), such as, but not limited to, the storage of hazardous materials, required security measures, sprinkler systems, emergency exiting, and odor control?
<input type="checkbox"/> No	

4. Type of Cannabis Permit and License:

Type of commercial cannabis activities (check as many as apply):

- Storefront Retailer
- Storefront Microbusiness
- Testing Laboratory
- Non-Storefront Retailer
- Non-Storefront Microbusiness
- Manufacturer
- Distributor

Attention: The City definition for Storefront Retail is limited to on-site sales of cannabis. An applicant wishing to have on-site sales and delivery must obtain a city permit that allows both storefront and non-storefront (delivery) activities.

Type of license(s) to be obtained from the State:  Medicinal (M-License)  Adult Use (A-License)

5. Business Entity Status:

- Check one:  Sole Proprietor  Limited Liability Company  General Partnership  Limited Partnership
- Corporation (or foreign corporation)  Limited Liability Partnership
- Other: \_\_\_\_\_

Attach formation documents (e.g., articles of incorporation, operating agreements, partnership agreements, and fictitious business name statements).

Attach proof of registration with, or a certificate of good standing from, the California Secretary of State.

**6. Cannabis Experience:**

<input type="checkbox"/> Yes	In the last 5 years, has the applicant or any of the owners, officers or managers been engaged in a cannabis business as an owner, manager, lender, employee, volunteer, or agent?
<input type="checkbox"/> No	If yes, <b>complete Form B.</b>

**7. Cannabis Activity Denials, Suspensions or Revocations:**

<input type="checkbox"/> Yes	In the last 5 years, has the applicant or any of the owners, officers or managers been denied the right to conduct any commercial cannabis activity in any jurisdiction?
<input type="checkbox"/> No	If yes, <b>complete Form C.</b>
<input type="checkbox"/> Yes	In the last 5 years, has the applicant or any of the owners, officers or managers had that authority to conduct any cannabis activity suspended or revoked, or had their respective activities suspended or revoked?
<input type="checkbox"/> No	If yes, <b>complete Form C.</b>

**8. Criminal Convictions:**

Has the applicant or any of the owners, officers or managers been convicted of any of the following charges:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	a. Any felony offense within the previous 10 years
<input type="checkbox"/> Yes <input type="checkbox"/> No	b. A crime involving the use of money to engage in criminal activity within the previous 10 years
<input type="checkbox"/> Yes <input type="checkbox"/> No	c. Unlawful possession or use of a firearm within the previous 10 years
<input type="checkbox"/> Yes <input type="checkbox"/> No	d. Drug-related misdemeanor (other than cannabis) within the previous 3 years.
<b>Explain on Form D.</b>	

**9. State Law Compliance:**

City regulations and permitting does not replace compliance with state law and state license requirements. Applicant must comply with state regulations and obtain a license from the California Bureau of Cannabis Control and, when applicable, regulations and licensing from the California Department of Public Health (CDPH). All commercial cannabis applicants must provide a detailed description of how the business will meet the requirements of California cannabis laws, including, but not limited to, track-and-trace, inventory, returns, destruction of products, waste management, environmental sustainability, records retention, and operational requirements. **Complete Form E.**

**10. Labor Peace Agreement:**

Applicants must attest that a labor peace agreement has been entered into and that the business will abide by the terms of the agreement. For applicants that have not yet entered into a labor peace agreement, the applicant shall provide a notarized statement indicating that the applicant will enter into and abide by the terms of a labor peace agreement as soon reasonably practicable. **Complete Form F.**

<input type="checkbox"/> Yes <input type="checkbox"/> No Initial _____	I attest that a labor peace agreement has been entered into and the business will abide by the terms, and the labor peace agreement is attached hereto. (attach the labor peace agreement)
<input type="checkbox"/> Yes <input type="checkbox"/> N/A Initial _____	I attest that a labor peace agreement will be entered into and the business will abide by the labor peace agreement terms as soon as reasonably practicable.

**11. Insurance:**

Applicants must comply with city insurance requirements, as required by Corona Municipal Code (CMC) [Section 5.36.170](#). **Reference Form G**, and attach evidence of compliance.

<input type="checkbox"/> Yes <input type="checkbox"/> No	Is evidence of insurance compliance attached? Failure to provide adequate insurance is grounds for application denial.
--	--

**12. Required State Financial Information:**

Applicants may be required to provide financial information required by the State of California. **Reference Form H.**

**13. Property Information:**

List all potential locations in the City of Corona to be considered for the proposed cannabis business. Failure to list a viable cannabis business location may disqualify the application. **Complete Form I**, and attach owner affidavits, site plans and floor plans.

**#1: Street Address:** \_\_\_\_\_ Suite/Unit (if applicable): \_\_\_\_\_

Assessor Parcel No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zone: \_\_\_\_\_ Owner Consent (Attach Affidavit):  Yes  No

Initial \_\_\_\_\_ I certify that this property complies with the separation requirements of CMC § 5.36.070.

**#2: Street Address:** \_\_\_\_\_ Suite/Unit (if applicable): \_\_\_\_\_

Assessor Parcel No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zone: \_\_\_\_\_ Owner Consent (Attach Affidavit):  Yes  No

Initial \_\_\_\_\_ I certify that this property complies with the separation requirements of CMC § 5.36.070.

**#3: Street Address:** \_\_\_\_\_ Suite/Unit (if applicable): \_\_\_\_\_

Assessor Parcel No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zone: \_\_\_\_\_ Owner Consent (Attach Affidavit):  Yes  No

Initial \_\_\_\_\_ I certify that this property complies with the separation requirements of CMC § 5.36.070.

**#4: Street Address:** \_\_\_\_\_ Suite/Unit (if applicable): \_\_\_\_\_

Assessor Parcel No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zone: \_\_\_\_\_ Owner Consent (Attach Affidavit):  Yes  No

Initial \_\_\_\_\_ I certify that this property complies with the separation requirements of CMC § 5.36.070.

**#5: Street Address:** \_\_\_\_\_ Suite/Unit (if applicable): \_\_\_\_\_

Assessor Parcel No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zone: \_\_\_\_\_ Owner Consent (Attach Affidavit):  Yes  No

Initial \_\_\_\_\_ I certify that this property complies with the separation requirements of CMC § 5.36.070.

**#6: Street Address:** \_\_\_\_\_ Suite/Unit (if applicable): \_\_\_\_\_

Assessor Parcel No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zone: \_\_\_\_\_ Owner Consent (Attach Affidavit):  Yes  No

Initial \_\_\_\_\_ I certify that this property complies with the separation requirements of CMC § 5.36.070.

**#7: Street Address:** \_\_\_\_\_ Suite/Unit (if applicable): \_\_\_\_\_

Assessor Parcel No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zone: \_\_\_\_\_ Owner Consent (Attach Affidavit):  Yes  No

Initial \_\_\_\_\_ I certify that this property complies with the separation requirements of CMC § 5.36.070.

**#8: Street Address:** \_\_\_\_\_ Suite/Unit (if applicable): \_\_\_\_\_

Assessor Parcel No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zone: \_\_\_\_\_ Owner Consent (Attach Affidavit):  Yes  No

Initial \_\_\_\_\_ I certify that this property complies with the separation requirements of CMC § 5.36.070.

**#9: Street Address:** \_\_\_\_\_ Suite/Unit (if applicable): \_\_\_\_\_

Assessor Parcel No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zone: \_\_\_\_\_ Owner Consent (Attach Affidavit):  Yes  No

Initial \_\_\_\_\_ I certify that this property complies with the separation requirements of CMC § 5.36.070.

**#10: Street Address:** \_\_\_\_\_ Suite/Unit (if applicable): \_\_\_\_\_

Assessor Parcel No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zone: \_\_\_\_\_ Owner Consent (Attach Affidavit):  Yes  No

Initial \_\_\_\_\_ I certify that this property complies with the separation requirements of CMC § 5.36.070.

**Application packets are limited to 75 pages of text and 25 pages of images. Pages 3, 4 and 5 of this Master Application Form count toward the application page limits. Attachments required by Section 5 (Business Entity Status) of this Form do not count toward the application page limits.**

**14. Authorization & Indemnification**

To the fullest extent permitted by law, the applicant shall defend (with counsel of City's choosing), indemnify and hold the City of Corona and its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, proceedings, costs, expenses, liabilities, losses, damages or injuries of any kind, in law or equity, in any manner arising out of, pertaining to, or incident to the process used by the City in making its decision to issue a commercial cannabis permit or approve the operation of the commercial cannabis business, the operation of the commercial cannabis business, the prosecution of the applicant, permittee, or any permittee representative for violation of federal law or the state cannabis laws, or any attack against or attempt to challenge, set aside, void or annul any approval, decision or other action of the City of Corona, whether such approval, decision or other action was by its City Council, Planning and Housing Commission or other board, director, official, officer, employee, volunteer or agent. The Applicant's obligations hereunder shall include, without limitation, the payment of any and all damages, consultant and expert fees, and attorney's fees and other related costs and expenses. The City shall have the right to retain such legal counsel as the City deems necessary and appropriate. Nothing herein shall be construed to require City to defend any attack against or attempt to challenge, set aside, void or annul any such City approval, decision or other action. If at any time Applicant chooses not to defend (or continue to defend) any attack against or attempt to challenge, set aside, void or annul any such City approval, decision or other action, the City may choose, in its sole discretion, to defend or not defend any such action. In the event that the City decides not to defend or continue the defense, Applicant shall be obligated to reimburse City for any and all costs, fees, penalties or damages associated with dismissing the action or proceeding. If at any time both the Applicant and the City choose not to defend (or continue to defend) any action noted herein, all subject City approvals, decisions or other actions shall be null and void. The Applicant shall be required to enter into any reimbursement agreement deemed necessary by the City to effectuate the terms of this condition.

Business Owner Signature (1): \_\_\_\_\_

Print Business Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Owner Signature (2): \_\_\_\_\_

Print Business Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Owner Signature (3): \_\_\_\_\_

Print Business Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Owner Signature (4): \_\_\_\_\_

Print Business Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Owner Signature (5): \_\_\_\_\_

Print Business Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Notice to all applicants:**

**If there are more than five business owners, please duplicate this form and have it signed by all business owners.**

**A separate written authorization from the property owner(s) shall be submitted prior to the granting of Provisional Approval. Property owner authorization shall indemnify the City.**

**Place Notary Stamp Here:**