



# **Community Development Department**

## **Commercial Cannabis Permit Application**

### **APPENDIX A : Application Packet Checklist**

A new Commercial Cannabis Permit application shall contain the forms listed in the checklist below. Application packets shall be organized in the same order as the checklist, 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 Vincentia 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.

Submit six (6) hard copies of the application packet, and one (1) digital PDF copy.

#### **Application Packet Checklist**

- Master Application Form
- Form A-1: Owners, Officers & Managers
- Form A-2: Employees
- Form A-3: Other Board Members/Financial Interest
- Form B: Cannabis Experience
- Form C: Cannabis Activities Denials, Suspensions or Revocations
- Form D: Criminal Convictions
- Form E: State Law Compliance
- Form F: Labor Peace Agreement
- Form G: Insurance
- Form H: Required Financial Information
- Form I: Premises Information & Site/Floor Plans
- Form J: Business Plan
- Form K: Operations Plan
- Form L: Security Plan
- Form M: Merit-Based Information *(Complete only if filing for a storefront cannabis business)*
- Form N: Live Scan/Background Checks
- Form O: Additional Information
- Application Fees

#### **Storefront Cannabis Business Application Fees:**

<b>Fee Type</b>	<b>Fee Amount</b>
New Storefront Cannabis Business	\$9,948 + \$4,500 deposit
Review of Live Scan and Background Investigation	\$537 per person/employee
Document Imaging/Scanning	\$47

#### **Non-Storefront Cannabis Business Application Fees:**

<b>Fee Type</b>	<b>Fee Amount</b>
New Non-storefront Cannabis Business	\$8,878
Review of Live Scan and Background Investigation	\$537 per person/employee
Document Imaging/Scanning	\$47