



**SUPPLEMENTAL APPLICATION:
CONDITIONAL USE PERMIT FOR MARIJUANA BUSINESS**

SUBMITTAL CHECKLIST

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS FORM
All items must be provided or the Planning Application and Supplemental Application will not be accepted for processing by the City.

- A completed Planning Application Packet for a Conditional Use Permit (CUP).
- A Background Clearance Letter and a Notice to Proceed Letter from the Community Improvement Division.
- A certified check, cashier's check or money order made payable to the City of Costa Mesa in the amount of \$27,508.00 to process a CUP Application for a marijuana business.

NOTE: All planning fees are one-time, non-refundable fees.

NAME OF APPLICANT: _____

ADDRESS OF PROPERTY: _____

ANSWER EACH OF THE FOLLOWING QUESTIONS:

YES NO

- Is the parcel located north of South Coast Drive and west of Harbor Boulevard, excluding any portion of the South Coast Collection (SOCO) site (addressed 3303-3323 Hyland Avenue)?
- Is the Zoning for the site Planned Development Industrial (PDI) or Manufacturing Park (MP)?
- Do you own the property?
- Do you have a license from the State of California to operate a marijuana business?
If No, have you applied to the State of California for a license? Yes No

WHAT TYPE OF MARIJUANA BUSINESS WILL OCCUR AT THE SITE? CHECK ALL BOXES THAT APPLY TO YOUR PROJECT.

- Distribution Facility
- Manufacturing Facility
- Processing Facility
- Research and Development Facility
- Testing Facility
- Other (describe here): _____

OTHER REQUIREMENTS:

In addition to the Planning Application packet requirements, the following items must be submitted or shown on the project plans.

If all items are not shown or noted, the CUP application will not be accepted for processing.

- Identify the operational purposes of each area of the facility on the floor plans.
- Describe the various types of manufacturing equipment that the facility will require and provide information regarding their purpose.
- Floor plans shall comply with all applicable requirements of the California Code of Regulations Title 16, Division 42 – Bureau of Cannabis Control, including, but not limited to, the following:
 - o Identify areas within any building(s) containing cannabis or cannabis products by license type. These areas shall be identified as limited-access areas accessible only to authorized marijuana business personnel (CCR Title 16 Division 42 §5000(h) and §5042).
 - o The licensee can only conduct one type of commercial cannabis activity on the licensed premises (CCR Title 16 Division 42 §5025(b)(2)).
 - o Any licensed premises that is adjacent to another premises engaging in manufacturing shall be separated from those premises by walls, and any doors leading to the manufacturing premises shall remain closed (CCR Title 16 Division 42 §5025(e)).
 - o Employee break rooms, changing facilities, and bathrooms shall be separated from all storage areas (CCR Title 16 Division 42 §5033(b)).
 - o The limited-access areas described in §5042 of this division can be securely locked using commercial-grade, nonresidential door locks. A licensee shall also use commercial-grade, nonresidential door locks on all points of entry and exit to the licensed premises (CCR Title 16 Division 42 § 5046).
- Identify areas that will be used to store and/or distribute products after production.
- Provide a Safety Plan, prepared by a qualified fire prevention and suppression consultant that includes, at a minimum, the following components:
 1. Provide details on the fire prevention, suppression, HVAC, odor control and alarm systems the facility will have in place.
 2. Provide an assessment of the facility's fire safety, considering all possible fire hazardous materials and inhalation issues/threats. Provide written and physical mechanisms in place to deal with each specific situation.
 3. Additional components may be added by the City during the CUP review process.
 4. Refer to Costa Mesa Fire Department Measure X Fire Plan Submittal Checklist and Guidelines for additional information.
- Provide a project description letter containing the following information:

1. Applicant Name.	9. Occupancy Type for Proposed Use (F1, H, etc.).
2. Business Entity.	10. Business Description.
3. Operators Business Name.	11. Types of marijuana business (Manufacturer / Processor, Distributor /Transporter, etc.).
4. Business and Operations Address.	12. Type(s) of California State License Proposed (Type 6, Type 13, etc.).
5. Assessor's Parcel (APN) No.	13. Notice to Proceed and Background Check Clearance Letter.
6. Building Square Feet.	14. Prior use of Property.
7. Year Built.	
8. Construction Type.	
- Security Plan (see Marijuana Business Permit Submittal Checklist for Additional Information).

CONTACT US

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 Costa Mesa, CA 92626

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 Website: www.costamesaca.gov
 Bureau of Cannabis Control: www.bcc.ca.gov