



# City of Grover Beach Planning Division

## COMMERCIAL CANNABIS PERMIT SUBMITTAL CHECKLIST RENEWAL OF EXISTING PERMIT

**154 South Eighth Street - Grover Beach, CA 93433 - Phone (805) 473-4520 - [www.groverbeach.org](http://www.groverbeach.org)**

The information on this checklist **must** be submitted with your Commercial Cannabis Permit application to be accepted for review **no later than July 1<sup>st</sup> of each calendar year**. A copy of this list will be used to check your application for completeness after it is submitted. **Applications not containing the necessary information as shown on this checklist will not be accepted for review. Check each box under “applicant” to indicate that the information has been provided and sign the Checklist.** If you have any questions regarding this form or uncertain if a specific requirement applies to your project, please contact the planning staff at (805) 473-4520 or via email at [cannabis@groverbeach.org](mailto:cannabis@groverbeach.org)

Please submit the information indicated below.

- | Applicant                | City                     |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>COMPLETED COMMERCIAL CANNABIS RENEWAL FORM.</b> Application form can be found here: <a href="https://grover.org/DocumentCenter/View/6747">https://grover.org/DocumentCenter/View/6747</a> .  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>COMMERCIAL CANNABIS INDEMNIFICATION AGREEMENT FORM.</b> This form can be found here: <a href="https://grover.org/DocumentCenter/View/7083">https://grover.org/DocumentCenter/View/7083</a> . <u>Provide signatures as required.</u>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>PAYMENT OF APPLICATION FEES.</b> Payment of application fee deposit as established by the Master Fee Schedule.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>COMMERCIAL CANNABIS BUSINESS ORGANIZATION STATUS.</b> Provide <u>an electronic PDF</u> of a description of the Commercial Cannabis Business organizational status and provide proof of status, such as articles of incorporation, by-laws, partnership agreements, and other documentation as may be necessary. This shall include a list of all owners/entities that have an interest of 5% or greater in the business. |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>BACKGROUND RENEWAL.</b> Completed Commercial Cannabis Employee/Owner Background Application form for all applicants. <i>A Live Scan and background check will be performed by the Grover Beach Police Department. The Police Department will contact you to schedule a meeting for you to complete the application.</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>MECHANICAL ENGINEER REPORT FOR ODOR CONTROL.</b> Provide <u>an electronic PDF</u> of a report from a licensed mechanical engineer certifying they have inspected the odor control system/equipment and is is operating as designed to prevent odors from being detected from outside the building. The report shall be dated within 30 days of application submittal.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>SECURITY PLAN MODIFICATIONS.</b> If any changes have occurred to any of the documents previously submitted (e.g., floor plan, security plan, operations plan), provide <u>an electronic PDF</u> of the items that have been modified.  |

I, the undersigned Applicant/Representative, have verified that all the submittal items required on this Checklist are included in the application materials and/or plans.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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