



# City of West Hollywood

## Cannabis Business License Types and Screening Application and Business License Process Overview

### Cannabis License Types

The location for which license is sought shall not be located within 600 feet of a day care center, youth center or school.		Ancillary Uses Allowed					
Number of Licenses Approved	License Type	Consumption (Separate License Required)		Manufacturing See Notes: (3)		Cultivation See Notes: (3)	
8	Adult-Use Retail	Yes	Up to 50% of total floor area - not to exceed 1,500 square feet	Yes	Up to 25% of total floor area - not to exceed 1,500 square feet	Yes	Up to 25% of total floor area - not to exceed 1,500 square feet
8	Medical-Use Dispensary	Yes	Up to 50% of total floor area - not to exceed 1,500 square feet	Yes	Up to 25% of total floor area - not to exceed 1,500 square feet	Yes	Up to 25% of total floor area - not to exceed 1,500 square feet
8	Consumption Area (edible ingestion only) with On-Site Adult-Use Retail - See Notes: (1)	Not Applicable		NO		NO	
8	Consumption Area (smoking, vaping, ingestion) with On-Site Adult-Use Retail - See Notes: (1), (2)	Not Applicable		NO		NO	
8	Cannabis Delivery Services located in West Hollywood	NO		NO		NO	
No Limit	Cannabis Delivery Services located outside City limits & delivering to West Hollywood	NO		NO		NO	

**Notes:** (1) The on-site sale of food is permitted, subject to LA County Health Department approval (LA County Public Health Department Cannabis Regulations expected to be finalized in June 2018. Contact them directly to discuss your business model.) (2) Must comply with Section 7.08.03 Smoking of the Municipal Code. (3) If you choose Manufacturing and Cultivation the combined space devoted to these activities shall not exceed 25% of the total floor area.

### Step 1 - Cannabis Business Screening Application

The Cannabis Business Screening Application must demonstrate how the applicant will operate in conformance with the operating requirements established by Ordinance No. 17-1016 for each of the license types being applied for.

- 5.70.040 Adult-Use Retail
- 5.70.041 Cannabis Consumption Area with On-Site Adult-Use Retail
- 5.70.042 Cannabis Delivery Services - Businesses located in West Hollywood Only
- 5.70.043 Medical-Use Dispensaries

An applicant can apply for one or all cannabis business activities. Multiple cannabis business activities are allowed at one location and an applicant may apply for all license types at the same location. However, a separate application and fees are required for each license type. An applicant can only apply for one of each license type.

#### Submittal Instructions and Fees

The Screening Application shall be submitted electronically via the City's preferred vendor and instructions will be provided with the application. Payment for each must be made in person at West Hollywood City Hall - 8300 Santa Monica Blvd., First Floor Cashier - West Hollywood, CA 90069 and a copy of the payment must be uploaded electronically with the application. The maximum page limit for each license type application will be 50 typed pages with an additional 25 pages of images.

Payment must be made in person at West Hollywood City Hall - 8300 Santa Monica Blvd., First Floor Cashier - West Hollywood, CA 90069. A copy of the payment for each license type must be uploaded electronically with each screening application submitted. **The fee for each screening application reflects the cost of processing and screening the application, therefore it is not refundable if applicant is not selected.**

The Screening Application shall include the payment of the fees for each screening application, if applying for more than one license type. Fees for each screening application type are:

- Adult-Use Retail \$9,880
- Cannabis Consumption Area with On-Site Adult-Use Retail \$9,880
- Cannabis Delivery Services located in West Hollywood \$5,025
- Medical-Use Dispensaries \$9,880

To be accepted, applications must be submitted by the deadline, contain all of the required information and include proof of payment of the application fee. Incomplete applications that do not contain all of this information will be rejected and not be scored by the Cannabis Application Evaluation Committee. Once the City releases the application materials to the public and until the Scoring Committee has scored all of the application and the screening process is complete, all questions about the application and application process must be submitted via email to: Cannabis@weho.org. This allows the City to provide a uniform written response to all potential applicants. Applicants are prohibited from contacting or trying to influence the Cannabis Application Evaluation Committee. Any attempt to contact or influence the Cannabis Application Evaluation Committee will result in disqualification of the application.



### Step 2 - Evaluation and Selection

An application evaluation committee appointed by the City Manager and composed of a minimum 3 individuals will review and score each application based on the specific evaluation criteria and weighting for each license type to be provided when the screening application is released by the City. The top 8 applicants in each license category will be selected to move on the next step in the application process. Having a physical location for a business in West Hollywood is not required to submit a Screening Application and will not result in additional points awarded. The evaluation period will depend on the number of applications received.

#### General Cannabis Business Selection Criteria

- (1) Previous cannabis dispensing experience or experience in a regulated state cannabis or other regulated market (i.e. alcohol sales).
- (2) Ability to demonstrate the quality of cannabis strains and product offerings.
- (3) Employee training, standard operating procedures, online ordering systems, and procedures for providing cannabis to disadvantage or disabled persons.
- (4) Social equity in terms of provision of a living wage to employees; benefits and compliance with local, state, and federal laws and employee non-discrimination policies.



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### General Cannabis Business Selection Criteria (continued)

- (5) Comprehensive and effective business operation security program.
- (6) Pre-existing West Hollywood cannabis business with no outstanding code violations and is in compliance with local and state laws. This applies only to West Hollywood dispensaries applying for a Medical -Use Dispensary license.
- (7) Ability to meet City of West Hollywood Urban Design Standards.
- (8) Boutique style and innovative business that reflects West Hollywood character.

**Final Selection Criteria and weight for each requirement will be published with the Cannabis Business Screening Application.**

### Step 3 - Planning Permit

The top eight (8) applicants selected to receive a cannabis license in each license type category are required to secure a viable business location if one has not been secured. The selected applicants must apply for and obtain the appropriate Planning Permit from the West Hollywood Community Development Department after being notified that their application has been accepted and ranked as one of the top 8 applicants. **Separate planning permit fees apply. Fee schedule found at: <http://www.weho.org/city-hall/download-documents/-folder-134>. For planning permit process questions only, please contact: 323-848-6891.**

<b>Zone Clearance (over the counter approval)</b>	If the site selected requires no physical changes, limited tenant finish changes or an addition of up to 500 square feet, a Zone Clearance may be used to approve the location. A Zone Clearance can be approved at the Planning Counter or up to one week if a site inspection or verification of the 600-foot buffer is required.
<b>Administrative Permit</b>	If the site selected includes major alteration of the front façade with or an addition of more than 500 square feet but less than 1,000 square feet, then an Administrative Permit is required. This permit may be approved by staff and can be conditioned to ensure compliance with City regulations. The review process may take approximately 3 months.
<b>Other Permits</b>	If the site selected includes expansion of over 1,000 square feet, the demolition of a structure and the construction of new structure, other permits including a Development Permit and a Demolition permit may be required. Because these permits are for major construction activities please check with the Planning Counter to determine the exact details of this type of project.

### Step 4 - Cannabis Business License Application

#### Cannabis Business License Application and Fees

The Cannabis Business License Application is a separate application from the Cannabis Business Screening Application and shall include:

- The Screening Application
- Approved Planning Permit
- Proof of Criminal Background Check Submittal
- Fees for each license type approved for in the screening process.
 

	<u>Business License Fees (*)</u>
• Adult-Use Retail	\$4,035
• Cannabis Consumption Area with On-Site Adult-Use Retail	\$4,035
• Cannabis Delivery Services located in West Hollywood	\$2,735
• Medical-Use Dispensaries	\$4,035
• Cannabis Delivery Services located Outside the City & Delivering to West Hollywood	\$690

\* These fees are in addition to the Cannabis Business Screening Application Fees.

A hard copy of the Cannabis Business License Application shall be submitted in person to the Code Compliance Division located on the 2nd Floor at the West Hollywood City Hall - 8300 Santa Monica Blvd., West Hollywood, CA 90069.

Code Compliance staff will review and accept the application only if it is deemed complete.

### Step 5 - Business License Commission Hearing

Once an application has been reviewed by Code Compliance staff, a public hearing for a Cannabis Business License will be scheduled with the Business License Commission. The application review, preparation of staff reports and scheduling of the hearing typically takes 60-90 days.

### Step 6 - State Cannabis License

Applicants that have an approved Cannabis Business License issued by the City of West Hollywood must obtain the appropriate Cannabis License from the state, prior to operating a cannabis business in the City of West Hollywood. For information about state cannabis regulations visit: [www.bcc.ca.gov](http://www.bcc.ca.gov)



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## Step 7 - Local Permits and Inspections

Applicants that have an approved Cannabis Business License issued by the City of West Hollywood and the State of California must obtain the appropriate required local permits from the City of West Hollywood (i.e. building permits) or other local agencies (i.e. Los Angeles County Fire Department, Los Angeles County Sheriff's Department, or Los Angeles County Public Health Department), complete required inspections and obtain a Certificate of Occupancy prior to operating a cannabis business in the City of West Hollywood.

**For more information and the latest updates please visit: [www.weho.org/cannabis](http://www.weho.org/cannabis)**

**Email questions to: [cannabis@weho.org](mailto:cannabis@weho.org)**

**To provide uniform responses to all potential applicants, answers will be posted on the website at [www.weho.org/cannabis](http://www.weho.org/cannabis)**