



CITY OF ARVIN
200 Campus Drive
Arvin Ca 93203
Phone 661-854-3134758-7200
FAX 661-854-0817
CANNABIS APPLICATION PACKET

CANNABIS APPLICATION PACKET AND PROCESS

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CANNABIS APPLICATION PACKET AND PROCESS

ESTIMATED TIME AND FLOW FOR PROCESS

CONDITIONAL USE PERMIT PACKET

- PART 1 GENERAL INFORMATION
- INDEMNIFICATION AGREEMENT
- SPECIAL STUDIES INFORMATION
- CONDITIONAL USE PERMIT APPLICATION
- SUPPLEMENTAL CANNABIS APPLICATION
- COMMERCIAL CANNABIS CUP CHECKLIST

SITE DEVELOPMENT PERMIT APPLICATION PACKET

- SITE DEVELOPMENT PERMIT APPLICATION
- SITE DEVELOPMENT IMPROVEMENT STANDARDS

DEVELOPMENT AGREEMENT – OPTIONAL APPLICATION PACKET

- DEVELOPMENT AGREEMENT – OPTIONAL

COMMERCIAL CANNABIS BUSINESS PERMIT APPLICATION PACKET

- ESTIMATED FLOW AND PROCESSING REVIEW AFTER CUP APPROVAL
- COMMERCIAL CANNABIS PERMIT APPLICATION
- OWNER/PERMIT HOLDER BACKGROUND CHECK APPLICATION
- EMPLOYEE WORK PERMITS – BACKGROUND CHECK APPLICATION

FAQ's ON ARVIN CANNABIS BUSINESS

- RETAIL DELIVERY ONLY – NON -STORE FRONT
- COMMERCIAL CANNABIS BUSINESSES IN ARVIN

OPPORTUNITY ZONES – CITY OF ARVIN

TAX ON COMMERCIAL CANNABIS ACTIVITIES – ORD #453

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Cannabis Application Packet and Process

City of Arvin Cannabis Permitting and Process requires several discretionary permits to be approved by the City prior to the issuance of a Commercial Cannabis Permit by the City Manager. Chapter 17.64 Commercial Cannabis Activity, Ordinance No. 447 adopted July 19, 2018 and Effective July 20, 2018, establishes procedures, criteria, and information relating to the Commercial Cannabis Activity application process. The following is intended to provide guidance to applicants seeking a Commercial Cannabis Activity Permit.

The application process:

1. Applicants are strongly encouraged, prior to the preparation and submittal of an application, to contact and schedule a Pre-Submittal meeting with Planning Staff to review the various types of applications required, answer specific questions regarding the submittal requirements, and review the fee structure and fee requirements of the program. A fee of \$1500.00 is required for the pre-submittal meeting.
2. Fees Required: The City Council adopted a Master Fee Schedule on June 19, 2018 that establishes required application fees for the submittal and processing of various Planning Applications and Commercial Cannabis Activity applications. As noted in the fee schedules, there are established flat fees and deposits. This insures that the City will accomplish full cost recovery for the processing of applications. Please contact Planning for assistance in determining the cost estimates for application submittals.
3. Estimated Time for processing a Commercial Cannabis Activity Permit and Associated Applications. (Note: Applicants may process all applications concurrently)
 Attachment- Planning Commission and City Council and City Manager Estimated Time Lines for Processing Applications
4. The following are the applications required for a Commercial Cannabis Activity Permit;

Part 1 – General Information Application

This form provides general information required to be prepared. This section consists of 13 pages, in general seven (7) separate disclosures and informational statements are required to be completed and submitted.
 Page 1 – general project and applicant information and legal description of the project area;
 Page 2 -Consent of Applicant and Property Owner(s);
 Page 3 – Listing of required forms, fees – to be completed by staff, vicinity map, Title Report, Signed Cannabis Indemnification Agreement, (Part 1) Applicant’s Environmental Questionnaire; Project Characteristics, Flood Plan Management, - The applicants’ name, location, legal description, current preliminary title report, Type of review (Note: several boxes should be checked – Development Agreement, Admin Permit- Site Development, Conditional Use Permit, Cannabis Permit, etc.), Description of the Project, Signed and dated.

Commercial Cannabis Indemnification Agreement

Indemnification must be signed by the property owner and applicant – proof of insurance to be submitted with the indemnification agreement.



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Arvin Special Studies and Services – If Applicable	Lists the threshold for additional information to be prepared and submitted by the applicant – if applicable
Conditional Use Permit Application – Chapter 17.56	Section 17.56 establishes the requirements and criteria for the submittal of a conditional use permit application. Section 17.56 was amended to authorize Commercial Cannabis Activities in the M-1, M-2, M-3, A-1 and A-2 subject to the approval of a Conditional Use Permit. Submittal of support information and documentation is listed – please consult with Planning Staff as to format and organization of the submittal packet.
Supplemental Commercial Cannabis Activity – Chapter 17.64	Section 17.64 establishes the Commercial Cannabis Activity permitting process and required documentation
Checklist – Commercial Cannabis Business Conditional Use Permit Application	Section 17.64.060 provides minimal operational and locational criterion for commercial cannabis businesses.
Site Development Permit – Section 17.60	Section 17.60 establishes when a Site Development Permit is required and Staff has established the level of review whether it be at Staff Level or at the Planning Commission level.
Site Development Standards – Section 17.70	Section 17.70 establishes minimum site development improvements. In some cases, additional improvements may be required.
Development Agreements – Section 16.40 (Optional)	Development Agreement is an Optional process for an applicant that wishes to vest their activity for a number of years. The City and Applicant will meet and discuss Deal Points. The City will require certain community benefits, financial commitments for the life of the Development Agreement, and other concessions by the applicant. The Applicant may request certain commitments from the City, life of the Development Agreement, etc. Once the Deal Points are established, the City Attorney will prepare the Development Agreement for the Applicant to review and sign. Once signed by the Applicant, Staff will process the Development Agreement through the Planning Commission and City Council public hearings.



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Agency Contact Information:

<p>Raul Barraza, Jr. General Manager <u>Arvin Community Services District</u> 309 Campus Drive Arvin, CA 93203 Cell Phone: (661) 205-6432 Main Office: (661) 854-2127 GM Office: (661) 390-4339 Fax Number: (661) 854-8230 rbarraza@arvincsd.com</p>	<p>Dale E. Ducharme Project Manager P.O. Box 665 2401 El Camino Real Arvin, CA 93203 661-854-2421 Bus 661-854- 3869 Fax 661-632-6414 Cell dale.ducharme@veolia.com</p>
<p>Adam Ojeda, P.E. City Engineer – Dewalt Corp. 1930 22nd Street Bakersfield, CA 93301 661-323-4600 Xt 118 661-205-7623 Cell aojeda@dewaltcorp.com ; aojeda@arvin.org</p>	<p>R Jerry Breckinridge City Manager 200 Campus Drive Arvin, CA 93203 661-854-3134 Office jbreckinridge@arvin.org</p>
<p>Jeffery Jones Finance Director 200 Campus Drive Arvin, CA 93203 661-854-3134 Office jeffjones@arvin.org</p>	<p>Jake Raper, AICP City Planner – JAS Consultant 141 Plumtree Drive Arvin, CA 93203 661-854-2822 Office 805-234-7908 Cell jraper@arvin.org; jakeraper@yahoo.com</p>
<p>PG&E 1918 H. Street, 2nd Floor Bakersfield, CA 93301 661-398-5989 Office 661-858-9766 Mobile Kristen.Doud@PGE.com Kristen Doud, Government Relations Representative, External Affairs and Public Policy</p>	<p>SoCal Gas Robert Walker rwalker@semprautilities.com 1510 N. Chester Ave Bakersfield, Ca 93308 818-266-3124 Cell 818-701-2552 Bakersfield Office</p>
<p><i>Benny F. Wofford</i> <i>Michael Nicholas</i> <i>Cell661- 330-0158</i> Kern County Fire Department Office of the Fire Marshal 2820 M Street Bakersfield, CA 93301 (661)391-3310 office (661)330-0157 cell bwofford@kerncountyfire.org mnicholas@kerncountyfire.org</p>	<p>Lt. Olan R. Armstrong City of Arvin Police Department. 200 Campus Drive Arvin, CA 93203 661-854-5583 Office 661-854-0421 Fax orarmstorg@arvin.org</p>



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	Kern County Public Health Services 2700 M Street, Bakersfield, CA 93301-2370 Phone 661-862-8740, Fax 661-862-8701; Evelyn Elizalde, Environmental Health Specialist, Land Development Program.
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Commercial Cannabis Permit Application

City Manager's Check List	Estimate Time and Check List for City Manager's Review of the Commercial Cannabis Application and Estimated Time Period
Commercial Cannabis Permit Application Pages 1 thru 13	Concurrent with or After with the processing of the required Conditional Use Permit and the optional Development Agreement, the Commercial Cannabis Permit Application is to be completed.
	Please prepare a binder with index and page tabs for each section. Please add additional pages as necessary to provide all the required information that is requested. Information not provided will delay the review and processing of the application.
	Provide a Flash Drive or CD with the all the information in the Commercial Cannabis Permit Application in word format, excel , and pdf's where appropriate.
Notes and Comments:	



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ESTIMATED TIME AND FLOW FOR PROCESS

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ARVIN PLANNING COMMISSION / CITY COUNCIL FLOW AND PUBLIC HEARING PROCESS – ESTIMATED TIME LINES / CITY MANAGER ISSUANCE OF COMMERCIAL CANNABIS PERMIT

ESTIMATE TIME PERIOD FOR CEQA AND REPORT PREP BY STAFF 55 TO 85 +/-DAYS

Day 1	20 to 25 Working Days	10 to 40 Working Days	20 Working Day to Prepare Staff Report	Total 50 to 85 Days
Submittal of Complete Application	<p>Prepare project description and prepare mailing list (1 to 5 working days to prepare)</p> <p>Send to interested and responsible agencies for comment on the project and solicit comments relating to environmental concerns and proposed mitigations</p> <p>Provide 10 to 15 calendar days for response</p>	<p>Prepare Initial Study based on the information provided by the applicant</p> <p>10 to 20 Calendar Days</p> <p>File Notice of Intent to Adopt a Negative Declaration or Mitigated Negative Declaration With Kern County</p> <p>Normally a minimum 20 day review period</p> <p>Advertise Notice of Intent in Newspaper 20 day review period</p>	<p>Prepare Draft Staff Report</p> <p>Send Draft out to City Staff for final Review</p> <p>Prepare final Reports, Conditions, and Exhibits</p> <p>Prepare Public Hearing Notice</p> <p>Prepare Mitigation Measures for CEQA- – If needed.</p>	

PROJECT NAME:

ESTIMATE TIME FOR PC 13 +/-DAYS

	3 days	10 Calendar Days						13 Days
Planning Commission Establish Hearing Date	<p>Send Public Hearing Notice to Bakersfield Californian Newspaper for Publishing</p> <p>Must send out 3 days prior to Hearing Date publication date</p>	<p>Publish Hearing Notice(s) in Newspaper</p> <p>Must be published 10 calendar days prior to Hearing date</p>	<p>Mail Public Hearing Notice to Property Owners within 300 feet</p> <p>Must be mailed 10 calendar days prior to Hearing date</p>	<p>Post Public Hearing Notice on Window of City Office</p> <p>Must be posted 10 calendar days prior to Hearing date</p>	<p>City Clerk to post Agenda reports on the City Web Site and Front Counter</p> <p>Must be posted 10 calendar days prior to Hearing date</p>	<p>City Clerk Send out PC. Packets</p> <p>Must be sent out 10 calendar days prior to Hearing date</p>	Planning Commission Hearing date	

ARVIN PLANNING COMMISSION / CITY COUNCIL FLOW AND PUBLIC HEARING PROCESS – ESTIMATED TIME LINES / CITY MANAGER ISSUANCE OF COMMERCIAL CANNABIS PERMIT

PROJECT NAME: Optional Development Agreement
 DAYS

ESTIMATE TIME FOR CC 78 +/-

	3 days	10 to 15 Calendar Days				5 Days	1 Day
City Council Establish Hearing Date	Send Public Hearing Notice to Bakersfield Californian Newspaper for Publishing Must send out 3 days prior to Hearing Date publication date	Publish Hearing Notice(s) in Newspaper Must be published 10 calendar days prior to Hearing date	Mail Public Hearing Notice to Property Owners within 300 feet Must be mailed 10 calendar days prior to Hearing date	Post Public Hearing Notice on Window of City Office Must be posted 10 calendar days prior to Hearing date	City Clerk to post Agenda reports on the City Web Site and Front Counter Must be posted 10 calendar days prior to Hearing date	City Clerk Send out CC. Packets Must be sent out 10 calendar days prior to Hearing date	City Council Hearing date

	3 days	5 days	5 days PRIOR	15 Days	1 Day	48 Days +/-	78 Days +/-
City Council 2ND READING AND ADOPTION Establish Hearing Date	Send Summary Ordinance to Bakersfield Californian Newspaper for Publication in Newspaper Must send out 3 days prior to publication date	Publish Summary Ordinance - Hearing Notice(s) in Newspaper Must be published 5 calendar days prior to Hearing date	2 nd Reading and Adoption City Council Hearing date	City Clerk to send Ordinance to the Bakersfield Californian either Summary Ordinance or Full Ordinance within 15 days of adoption for publication	City Clerk To file Notice of Determination with Kern County Clerk	For adoption of Ordinances	30 Days after adoption Becomes Effective

ARVIN PLANNING COMMISSION / CITY COUNCIL FLOW AND PUBLIC HEARING PROCESS – ESTIMATED TIME LINES / CITY MANAGER ISSUANCE OF COMMERCIAL CANNABIS PERMIT

PROJECT NAME: ESTIMATE TIME FOR CM ACTION AFTER VERIFICATION OF COMPLETNESS

City Manager Review and Action			Prior to Issuance of Commercial Cannabis Permit – Estimated Time 20 days	
YES	NO	N/A		NOTE - COMMENT
			1. Right to Occupy Property – Section 17.64.100;	
			2. Verification of: approval of Environmental Clearance; 3. Planning Commission Issuance of Conditional Use Permit – Sections 17.64.210 and Chapter 17.56;	
			3. City Council Approval of Development Agreement and Environmental Clearance (Optional);	
			4. Verification of State of California Licenses – Division 10 of B&P Code;	
			5. Work Permits -Review and clearance for each employee;	
			6. Criminal History - Owners of the CCA business;	
			7. City Business Licenses;	
			8. Mandatory Inspection of facility – Section 17.64.060 (c-5);	
			9. Payment of all fees – plus advance payment of Annual Commercial Cannabis Permit \$6,534.00;	
			10. Security Measures and Program – Section 17. 64.080	
			11. Alcohol and Tobacco Restrictions – Sign and posted verification and compliance – Section 17.64.120;	
			12. Records and Reporting System, Section 17.64.220;	
			13. Prohibition on Transfer of Commercial Cannabis Permits – without City Clearance – Section 17.64.230;	
			14. Review and approval of General Operation Requirements for Commercial Cannabis Permit – Section 17.64.240;	
			15. Greenhouse design and specifications – must comply with Section 17.64.240, if applicable;	
			16. Review of Operation Requirements of Cultivation Businesses and Nurseries, if applicable – Section 17.64.250;	
			17. Review of Cannabis Manufacturing Business Operating Requirements, if applicable – Section 17.64.260;	
			18. Review of Cannabis Testing Laboratory Operational Requirements – Section 17.64.270;	
			19. Review of Cannabis Retail/Delivery Business Operating requirements, if applicable – Section 17.64.280;	
			20. Review and approval of Community Relations – Section 17.64. 320;	