



Scenic Pacifica  
Incorporated Nov. 22, 1957

## CITY OF PACIFICA

### Pacifica Police Department

2075 Coast Highway • Pacifica, California 94044-3038  
(T) 650-738-7314 • (F) 650-355-1172 • [www.pacificapolice.org](http://www.pacificapolice.org)

DANIEL STEIDLE  
Chief of Police

## MARIJUANA PUBLIC SAFETY LICENSE APPLICATION

### Public Safety Application Checklist

#### Phase 1: Application Period Begins 12/12/2017 (Deadline 1/10/2018)

- \$600 initial filing fee due to Police Department
- Submit Marijuana Public Safety License Application to Police Department
- Complete Live-Scan at Police Department

Phase 1 applications approved/denied by 2/9/2018

#### Phase 2: Application Period Begins 2/12/2017 (Deadline 2/26/2018)

- \$400 Security Plan review fee to Police Department (fee due for each applicant at a site)
- Submit one Security Plan for each proposed business site to Police Department (each applicant must prepare a Security Plan for each site). Security plans must satisfy the conditions of PMC § 4-16.03(c)(1).

Phase 2 applications/plans approved/denied by 3/21/2018

#### Phase 3: Submit Marijuana Use Permit Application to Planning Department

- Complete Marijuana Use Permit process (the Marijuana Use Permit process is expected to take several months)
- \$10,000 deposit for processing required for each MUP application.

#### Phase 4: Police Chief Issues Marijuana Public Safety License

- Police Chief verifies continued compliance with Phase 1 & Phase 2 Requirements, and confirms Marijuana Use Permit issuance
- Police Chief issues Marijuana Public Safety License
- Marijuana Operation must obtain State License before commencing operation

A complete Marijuana Public Safety License Application or Application for Renewal along with all required fees and materials required by Pacifica Municipal Code 4-16.01, shall be submitted in order for a person, entity, and/or business to be considered for a Public Safety License. All Marijuana Public Safety License applications or Applications for Renewal shall be filed with the Pacifica Chief of Police using forms and authorizations provided by the City.

All Public Safety License Applications and Applications for Renewal shall be filed by the owner of the Marijuana Operation.

## Phase 1:

1. Public Safety License Applications and Applications for Renewal shall include:
  - For each Licensee, Owner, Operator and employee of the Marijuana Operation, a fully legible copy of one valid government-issued form of photo identification, such as a state driver's license or identification card. Acceptable forms of government-issued identification include, but are not limited to, driver's license or photo identity cards issued by the state Department of Motor Vehicles (or equivalent) that meet REAL ID benchmarks, a passport issued by the United States or by a foreign government, U.S. Military ID cards (active duty or retired military and their dependents) or a Permanent Resident card.
  - If the Marijuana Operation is a corporation or a cooperative, a certified copy of the Collective's Secretary of State Articles of Incorporation, Certificate(s) of Amendment, Statement(s) of Information and a copy of the Collective's By Laws.
  - If the Marijuana Operation is an unincorporated association, a copy of the articles of association.
  - The name, address, electronic mail address and mobile phone number of the Applicant's or Licensee's current designated Agent for Service of Process.
  - Emergency Contact. The name, electronic mail address, and mobile phone number, of an Owner, Operator, or manager to act as an on-site community relations staff person to whom the City may provide notice of any operating problems associated with the Marijuana Operation.
  - A statement dated and signed by each Applicant, under penalty of perjury, that the Applicant has personal knowledge of the information contained in the Application, that the information contained therein is true and correct.
2. Livescan. The Applicant and each Owner, Operator and employee shall consent to fingerprinting and a criminal background investigation, and shall undergo fingerprinting and a criminal background investigation.

## Phase 2:

Security Plans. Applicants shall provide a plan to provide adequate security on the premises of the Marijuana Operation. The Plan shall include standards showing the Marijuana Operation's ability to comply with the conditions of Section 4-16.03(c)(1) of this Article.

**Ongoing Filing Requirements:** Where a Marijuana Operation or Licensee replaces, hires, appoints or employees new Operators and/or employees to its Marijuana Operation, all such Operators and employees shall be required to submit to fingerprinting and a criminal background investigation pursuant to Section 4-16.04(b)(3)(i) of the Pacifica Municipal Code.

## PHASE 1

### License Application Type

- Marijuana Manufacturing Operation
- Marijuana Testing Operation
- Marijuana Retail Operation ( Medical  Non-medical  Combined)

### Business Information

Applicant's Legal Business Name (Please Print)				CA Marijuana License Number (If Available)	
Trade Name (DBA)				Website Address	
Federal Taxpayer ID			Entity ID number shown on Secretary of State Registration		
Entity Type	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC           Other _____				
<b>Physical Address</b>					
Street Address of Marijuana Operation				Business Phone Number (   )	
City	County	State	ZIP	Email Address	
<b>Mailing Address (if different from Physical Address)</b>					
Address			City	State	ZIP
<b>Main Business Contact Person Information</b>					
Primary Contact Person for Business			Title	Primary Contact Phone Number (   )	
Primary Contact Address (city, state ZIP)				Primary Contact Email	
State of Incorporation or Creation of Business Entity					Date
If a Corporation/LLC, List all States Where the Corporation is Authorized to Conduct Business					
Attach copies of all articles of incorporation, bylaws, articles of organization, or a true copy of any partnership or trust agreement, including any and all amendments to such.					
Note: If the applicant is not the legal owner of the property, the application must be accompanied with a signed acknowledgment from the property owner that Cannabis Operations will occur on his or her property.					

Emergency contact name	Email	Cell number (   )
Alternate contact	Email	Cell number (   )

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## Business Information (cont'd)

Is the applicant (including any of the partners, if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) under the age of twenty-one years?	Yes	No
Has the applicant (including any of the partners, if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) ever (in California or any other state):		
(a) been denied a privileged license, (ie: Alcohol and Marijuana/Cannabis)?	Yes	No
(b) had a privileged license (ie: Alcohol and Marijuana/Cannabis) suspended or revoked?	Yes	No
(c) had interest in another entity that had a privileged (ie: Alcohol and Marijuana/Cannabis) license denied, suspended or revoked?	Yes	No
*If you answered yes to a, b or c, explain in detail on a separate sheet.		
Has a Marijuana license ever been issued to the applicant (including any of the partners, if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation), in any state or in any other jurisdiction in California? If yes, on a separate sheet, identify the name of the business and list any current or former financial interest in said business including any loans to or from a licensee.	Yes	No
1. Has the applicant, the applicant's parent company or any other intermediary business entity ever applied for a Marijuana license in this or any other jurisdiction, foreign or domestic, whether or not the license was ever issued? If YES, provide details on a separate sheet, including jurisdiction, type of license, license number, and dates license held or applied for.	Yes	No
2. Has the applicant or any business entity owned by the applicant ever owned a Marijuana license in this or any other jurisdiction, foreign or domestic, that was subject to any of the following actions: (1) denial; (2) surrender; (3) assurance of voluntary compliance; (4) order to show cause; (5) suspension; (6) fine; (7) revocation; (8) stipulation or settlement; (9) withdrawn; (10) other penalties or sanctions. If YES, provide details on a separate sheet, including jurisdiction, type of action, and date of action.	Yes	No

4-16.04(b)(2)(i) PMC -- For each Licensee, Owner, Operator and employee of the Marijuana Operation, a fully legible copy of one valid government-issued form of photo identification, such as a state driver's license or identification card. Acceptable forms of government-issued identification include, but are not limited to, driver's license or photo identity cards issued by the state Department of Motor Vehicles (or equivalent) that meet REAL ID benchmarks, a passport issued by the United States or by a foreign government, U.S. Military ID cards (active duty or retired military and their dependents) or a Permanent Resident card.

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## Owner Information

List all persons and/or entities with any ownership interest, and all officers and directors. If an entity (corporation, partnership, LLC, etc.) has interest, list all persons associated with such entity, their ownership in the entity, and their effective ownership in the license. List all parent, holding or other intermediary business interest.				
Name	Title	SSN/FEIN	DOB	
Address	City	State	ZIP	Phone Number (    )
Name	Title	SSN/FEIN	DOB	
Address	City	State	ZIP	Phone Number (    )
Name	Title	SSN/FEIN	DOB	
Address	City	State	ZIP	Phone Number (    )
Name	Title	SSN/FEIN	DOB	
Address	City	State	ZIP	Phone Number (    )
Name	Title	SSN/FEIN	DOB	
Address	City	State	ZIP	Phone Number (    )

## Background Investigation

The results of the criminal background checks establish that the Applicant, Owner(s), Operator(s), and employees have not been convicted of an offense that is substantially related to the qualifications, functions, or duties of a Marijuana Operation. The following offenses are substantially related to the qualifications, functions, or duties of a Marijuana Operation:

- A violent felony conviction, as specified in subdivision (c) of Section 667.5 of the Penal Code.
- A serious felony conviction, as specified in subdivision (c) of Section 1192.7 of the Penal Code.
- A felony conviction involving fraud, deceit, or embezzlement.
- A felony conviction for hiring, employing, or using a minor in transporting, carrying, selling, giving away, preparing for sale, or peddling, any controlled substance to a minor; or selling, offering to sell, furnishing, offering to furnish, administering, or giving any controlled substance to a minor.
- A felony conviction for drug trafficking with enhancements pursuant to Section 11370.4 or 11379.8.

- Conviction for any controlled substance felony subsequent to licensure shall be grounds for revocation of a license or denial of the renewal of a license.
- The Applicant has not been convicted, cited, fined, or penalized by the State or any city, county, or city and county, or enjoined by any court of law, in the five years immediately preceding the application for a Marijuana Public Safety License or Marijuana Public Safety Renewal License, for any unauthorized marijuana activities.
- The Applicant has not been convicted, cited, fined, or penalized by the State or any city, county, or city and county, or enjoined by any court of law, in the five years immediately preceding the application for a Marijuana Public Safety License or Marijuana Public Safety Renewal License, for cultivation or production of a controlled substance on public or private lands.

### Certifications

I declare under penalty of perjury that the foregoing information is true and correct, and I am aware that if I present any material matter as true which I know to be false, I may be subjected to penalties prescribed for perjury under the Penal Code of the State of California.

Executed at \_\_\_\_\_ California, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Applicant's Printed Name	Signature
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Applicant's Printed Name	Signature
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Applicant's Printed Name	Signature
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Applicant's Printed Name	Signature
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Applicant's Printed Name	Signature
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*Every licensee shall notify the Chief of Police in writing within ten (10) calendar days of any changes to any item listed in the application and upon any transfer of at least 51% ownership or title in the original entity that was issued the Public Safety License. The notification shall be signed and dated by an owner when submitted.*

## PHASE 2

### Security Plan

A Licensee shall provide adequate security on the premises of the Marijuana Operation. The following minimum security standards shall be maintained at all times:

Each Marijuana Operation shall be monitored at all times by closed-circuit television surveillance system. The camera and video recording surveillance system must be capable of providing surveillance of both interior and exterior areas of the Marijuana Operation and must be of adequate quality, color rendition and resolution to allow the ready identification of an individual on or adjacent to the Property. The recordings shall be maintained at the Marijuana Operation for a period of not less than thirty (30) days and shall be provided to the City Police Department within twenty-four (24) hours of a written request from the Police Department for any recordings. Each Licensee shall notify the Chief of Police immediately after discovering any of the following: diversion, theft, loss, or any criminal activity involving the Marijuana Operation; significant discrepancies identified during inventory; or any other breach of security.

A sign shall be posted inside and at the entrances to the establishment indicating that the premises are under camera/video surveillance.

Windows and window coverings. Store fronts (front façade of the Marijuana Operation) shall be primarily glass with glass occupying at least 45% of the entire store front and 60% of the horizontal length of the store. Window and door areas shall not be covered, tinted, or made opaque in any way, or obscured in any way by landscaping, floor displays, equipment, or the like.

Loitering Adjacent to a Marijuana Operation. Licensees shall take reasonable measures to reduce loitering by Marijuana Operation members, patrons, guests and invitees in public areas, sidewalks, alleys and areas surrounding the Property and adjacent premises during the business hours of the Marijuana Operation.

#### Owner submitted documents:

- If the applicant is not the legal owner of the property, the application must be accompanied with a signed acknowledgment from the property owner that Marijuana Operations will occur on his or her property.
- Attach a diagram of the premises to be licensed and outline or designate the area (including dimensions) which shows the licensed premises limited access areas, walls, partitions, entrances, exits and what each room shall be utilized in this business.
- In a separate diagram, include security equipment locations (and fields of view for any cameras, sensors, etc.). These diagrams should be no larger than 8 ½" X 11". (It does not have to be to scale.)

**This section to be completed by City staff**

- Initial \$600 filing fee received Date:\_\_\_\_\_
- Marijuana Public Safety License Application received Date:\_\_\_\_\_
- Live Scan completed Date:\_\_\_\_\_
- \$400 Security Plan review fee(s) received (Total locations \_\_\_\_ )  
Amount received:\_\_\_\_\_ Date:\_\_\_\_\_
- Security Plan Received Date:\_\_\_\_\_
- Security Plan Approved Date:\_\_\_\_\_
- \$10,000 Marijuana Use Permit deposit(s) received (Total locations\_\_\_\_\_)  
Amount received:\_\_\_\_\_ Date:\_\_\_\_\_
- Marijuana Use Permit approved Date:\_\_\_\_\_
- Marijuana Public Safety License approved and issued Date:\_\_\_\_\_