



Applying for a New **Retail*** Cannabis Activity Permit

Updated May 27, 2020

- The City of Pacifica has permitted six retail Cannabis Activity Permits (CAP), which is the maximum number allowed by the Municipal Code. The Planning Department cannot accept new CAP applications (Phase 3) for retail operations at this time.



Check status of approved permits

- The City will maintain the status of the six approved retail CAP businesses on the City's Cannabis Business Program [webpage](#). Prospective applicants should regularly monitor this page for changes in the status of approved retail permits.
- Although the Planning Department cannot accept new Phase 3 retail CAP applications, prospective applicants may consider making a Phase 1 application (background check) to the Police Department. Approved Phase 1 applications will remain valid for one year and will entitle applicants to notification by the Police Chief if an existing retail operation's public safety license and/or CAP is revoked, ceases, or otherwise becomes null and void.



Get a background check

- In the event a CAP for a cannabis retail operation becomes invalid for any reason, an applicant who has successfully completed Phase 1 (see bullet above) may file a Phase 2 application with the Police Department and a Phase 3 application with the Planning Department, either sequentially or concurrently.
- A list of successful Phase 1 applications will be provided to the Planning Department within 10 days of an existing retail CAP becoming null and void. This notification will inform the Planning Department as to which entities can submit Phase 3 applications. Therefore, prospective retail CAP applicants may want to consider submitting their Phase 1 application in advance of a retail CAP becoming available.



File an Application with Police and Planning

- The Planning Commission will review CAP applications in chronological order by filing date. The filing date is the later of 1) the date when the Planning Director receives the last submission of information or materials required to determine a Phase 3 CAP application is complete; or 2) the date of notification by the Police Chief of satisfactory completion of Phase 2 requirements (i.e., security plan review). To ensure equity in determining filing dates, Phase 3 applications will be date and time stamped when they are received and all applications will be checked for completeness within five working days of receipt.



Planning Commission review

- If the Planning Commission denies a CAP application or an application is withdrawn before consideration by the Planning Commission, the next application in chronological order by filing date shall be considered by the Planning Commission at a future public hearing.
- The Planning Commission would continue to review applications until all CAP applications have been reviewed or until the Planning Commission can issue no further CAPs based on the numerical limits for retail CAP operations.



Applications will be reviewed until numerical limit for retail CAP operations is reached

**Numerical limitations and procedures discussed above do not apply to Cannabis Manufacturing or Testing applications. These application types may be submitted and processed at any time.*