



COMMUNITY DEVELOPMENT AGENCY

CANNABIS PROGRAM MEDICINAL CANNABIS DELIVERY-ONLY RETAILER LICENSE APPLICATION SITE REVIEW SUBMITTAL GUIDE

GENERAL SUBMITTAL INFORMATION

Plans

Submit three copies of full-sized plans that should not exceed 24 inches by 36 inches. In addition, submit a reduced plan set that is 11 inches by 17 inches in size, and a pdf of the plan set on a flash drive. All plans must be to be dated, and include the name, address, and phone number of the plan preparer.

Procedures

Submit one three-ring binder of all procedure responses and a flash drive with individual pdfs of the procedure responses.

SITE PLAN

A Site Plan must be submitted that contains the information listed below. Site plans shall be drawn to a conventional scale, preferably a 1:10 or 1:8.

Boundaries and Structures

The site plan must show the property boundaries, footprints of all existing and proposed structures, the retail premise boundaries, including entrances and exits. Also include existing and proposed lighting, and special equipment located on the roof or property such as odor control systems.

Parking and Access

The site plan must show off-street parking dedicated for the retailers use and loading areas if applicable.

Shared Site

If the proposed retail premise is on a site that will contain two or more licensed premises and/or common facilities, it shall clearly show the designated entrances and walls under the exclusive control of the applicant for the premises, as well as the entrances and walls for each additional premises. All common areas must be labeled on the diagram, such as: lobbies, bathrooms, hallways and breakrooms, if applicable.

FLOOR PLAN

Identify all entrances and exits, windows, walls, interior partitions, doorways, and rooms. Include a short description of the principle activity to be conducted in all areas of the

premises, such as loading/unloading of shipments, cannabis goods storage, batch sampling, packaging, and loading/unloading areas for cannabis goods delivery.

VIDEO SURVEILLANCE PLAN

Identify camera(s) location, which must be permanently mounted and in a fixed location. Each camera must be numbered for identification purposes. Each camera shall be placed in a location that allows the camera to clearly record activity occurring within 20 feet of all points of entry and exit and allows for the clear and certain identification of any person and activities in all areas required to be filmed. The areas that shall be recorded include but are not limited to the following: (a) all areas where cannabis goods are weighed, packed, stored, loaded and unloaded for transportation, prepared, or moved within the premises, (b) all limited-access areas, (c) all security rooms, (d) area storing the surveillance-system storage device with at least one camera recording the access points to the secured surveillance recording area, and (e) all entrances and exits to the premises, which shall be recorded from both indoor and outdoor vantage points.

SIGN PLAN

Provide the following signage details for all proposed signs that are not exempt from a Sign Permit/Review per Marin County Code (MCC) 22.60.060. Identify the location of all proposed signs, including the number, dimensions, cumulative area of all signs, height above grade, sign copy, size and color of lettering, and any proposed sign lighting. Please note that MCC Section 5.90.080.c.4 prohibits advertising cannabis activity.

SECURITY PROCEDURES

1. Identify the position(s) that will be responsible for implementing the Security Operating Procedures, including the positions role and responsibilities.
2. Describe how the applicant will ensure all access points will be secured, which includes a description of all entrances and exits, windows, and doorways and the types of locks used.
3. Describe the procedures for allowing individuals access to the premises, which includes: (a) description of how the applicant will ensure only authorized persons have access to the licensed premises and its limited access areas, (b) description of how the applicant will maintain an accurate record of all non-employee authorized individuals allowed onsite, in conformance with Section 5042 of the Bureau of Cannabis Control regulations.
4. Describe how the applicant will comply with the employee badge requirement in section 5043 of the Bureau of Cannabis Control regulations, including how the applicant will assign employee numbers and what the procedures are when an employee changes responsibility or leaves the employment of the licensee.
5. Provide a description of the video surveillance system, which includes: (a) description of the types of cameras and video storage equipment, (b) description of the camera placements and the number of cameras to be used, (c) description of the procedures for

the maintenance of the video surveillance equipment, (d) description of how the applicant will be notified of a video surveillance system-failure or malfunction, (e) description of how the video surveillance system will be monitored, (f) description of how the applicant will produce copies of video recordings at the licensed premises immediately upon request of the County, (g) description of how the applicant will share the video surveillance system with other licensees (when sharing services at the same location), if applicable.

6. Provide information regarding any proposed onsite security personnel, which includes: (a) whether the security personnel will be employed by the applicant or contracted. If contracted, provide the name of the proposed security company, license numbers, contact person, and phone number, (b) where the security personnel will be stationed on the licensed premises and/or, which areas will be covered by roving security, (c) the hours security personnel will be onsite, and if they will be armed or unarmed, (d) description of how the applicant will share security personnel with other licensees (when sharing services at the same location), if applicable.
7. Provide a description of the security alarm system, which includes: (a) the name, license number, address, phone number, and the contact person of the proposed alarm company that will install, maintain, and/or monitor the alarm system, (b) how the applicant will ensure the alarm system remains operational, including the frequency of maintenance checks by the alarm company, (c) the alarm system features, including whether it has a motion detection sensors inside the premises, (d) how an alarm will be responded to, including whether law enforcement personal will be notified, (e) how licensees will be sharing the alarm system with other licensees (when sharing services at the same location), if applicable.

INVENTORY PROCEDURES

1. Describe the procedure for receiving new inventory of cannabis goods, including who will receive the cannabis goods, the location on the premises, and the records produced.
2. Describe how the cannabis goods are moved to the cannabis storage area, and the records produced.
3. Describe who will have access to the areas in which cannabis goods will be stored, and the security measures proposed.
4. Describe the systems used in the area where the cannabis goods are stored, including environmental controls and odor controls. Also describe the maintenance and servicing procedures of these systems.
5. Describe the methods used to avoid and/or limit deterioration and contamination, including pest control.
6. Describe the procedure for removing or returning cannabis goods from inventory, including the types of records produced.
7. Describe the procedure for inventory reconciliation, including the types of records produced.

NON-LABORATORY QUALITY CONTROL PROCEDURES

1. Describe the procedures for verifying labeling requirements of cannabis goods for retail sale, including: (a) primary panel labeling, (b) informational panel labeling, (c) government warning statements, (d) universal symbol (if applicable), (e) unique identifier (UID), (f) for medical use only statement.
2. Describe the procedures for verifying label contents of cannabis goods for retail sale, including: (a) product description, (b) net weight or volume, (c) manufacture name and contact information, (d) date of manufacturer/packaging or date of packaging for retail sale, (e) list of all ingredients, (f) allergen warning (if applicable), (g) county of origin (if applicable), (h) expiration or use-by date (if applicable), (i) cannabinoid content.
3. Describe the procedures for verifying packaging requirements of cannabis goods for retail sale, including: (a) tamper-evident, (b) child-resistant, (c) resealable, and (d) opaque packaging.

DELIVERY PROCEDURES

1. Provide a list of each vehicle proposed to be used in the delivery of cannabis goods, including make and model.
2. Provide a description of the vehicle alarm system for each vehicle.
3. Describe the complete process for accepting new delivery orders. If a technology platform is used, describe how customers place orders, how orders are received, and who at the retailer receives the orders through the platform.
4. Describe the process for preparing orders of cannabis goods for delivery, including the process that the delivery employee goes through prior to leaving the retail premises to conduct deliveries.
5. Describe how cannabis goods will be stored in the delivery vehicle while deliveries are being conducted. Include the quantity of cannabis goods that will be carried by each delivery vehicle.
6. Describe the process for tracking the location of delivery employees who are conducting deliveries, including the methods used to communicate with the delivery employees.
7. Describe the methods of route guidance used by delivery employees while conducting deliveries and the procedures if delivery employees receive new orders while in the process of conducting deliveries.
8. Describe the policies for delivery employees taking breaks and making stops while conducting deliveries.
9. Describe the process each delivery employee goes through upon arriving at the delivery location and providing the cannabis goods to the customer, including the types of records or receipts produced.
10. Describe the process that a delivery employee goes through upon returning to the retail premises after conducting deliveries, including auditing procedures.

TRAINING PROCEDURES

1. Describe the training provided to employees, including security, inventory, quality control, and delivery procedures. Also describe how the applicant will regularly verify that the procedures are being followed.