



# City of Palm Desert / Department of Community Development CANNABIS REGULATORY PERMIT

73-510 Fred Waring Drive • Palm Desert • California • 92260 • (760) 346-0611 • Fax (760) 776-6417

**Applicant:**

\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Fax number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Representative:**

\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Fax number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**24-Hr Emergency Contact Manager:**

\_\_\_\_\_  
Primary Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Secondary Telephone: \_\_\_\_\_

**Community Relations Manager:**

\_\_\_\_\_  
Primary Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Business Entity (as described in Section 5.101.D.1):** \_\_\_\_\_

**Type of Cannabis Business (Dispensary, Cultivation, etc...):** \_\_\_\_\_

**Type of State License obtained/pursuing:** \_\_\_\_\_

**Project Address(s):** \_\_\_\_\_

**Assessor Parcel Number(s):** \_\_\_\_\_

**Zoning Designation:** \_\_\_\_\_ **General Plan Designation:** \_\_\_\_\_

**Property Owner Authorization:** The undersigned states that they are the owner(s) of the property described and herein give authorization for the filing of the application.

\_\_\_\_\_  
Signature Print Name Date

**Applicant / Representative Signature:** By signing this application I certify that the information provided is accurate. I understand that the City might not approve what I am applying for and/or might require conditions of approval.

\_\_\_\_\_  
Signature Print Name Date

**OFFICE USE ONLY**

**Permit submitted with CUP** \_\_\_\_\_

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**I. PURPOSE:**

In coordination with review of a Conditional Use Permit application, and as a continued requisite to operate a commercial cannabis business, all cannabis business operators are required to apply annually for the Cannabis Regulatory Permit. This permit will be issued to the applicant of the cannabis business only, and is required to remain valid during business operations. Any lapse in activity of the permit will result in revocation of the permit and cessation of the cannabis business.

**II. SUBMITTAL REQUIREMENTS:**

1. Regulatory Permit Form completed with required signatures.
2. Required documents, exhibits and plans as described in P.D.M.C Chapter 5.101 and below.

**III. PROCEDURE:**

Initially, a Cannabis Regulatory Permit must be applied for along with the Conditional Use Permit (CUP) application for all commercial cannabis businesses. Once a CUP is approved by the City's Planning Commission, the Business License Division of the Community Development Department will issue a Cannabis Regulatory Permit. The permit is issued to the business owner or operator only. Any changes in the business's ownership will require a new or amended Cannabis Regulatory Permit. In addition, a Cannabis Regulatory Permit is valid for one (1) year and must be applied for annually along with a Business License.

**IV. APPLICATION CHECKLIST:**

Applicants are required to provide the following information when applying for a Cannabis Regulatory Permit:

1. A description of the statutory entity or business form that will serve as the legal structure for the applicant and a copy of its formation and organizing documents, including, but not limited to, articles of incorporation, certificate of amendment, statement of information, articles of association, bylaws, partnership agreement operating agreement, and fictitious business name statement.
2. A legible copy of each applicant's photo identification, such as a state driver's license, a passport issued by the United States, or a permanent resident card.
3. A list of the license or permit types (including license or permit numbers) held by the applicant that involve the operation of a commercial cannabis business, including the date the license or permit was issued and the jurisdiction or State license authority that issued the license or permit.
4. Whether the applicant has been denied a license or permit by the City, any other jurisdiction, and/or the State that involves the operation of a commercial cannabis business. The applicant shall provide a description of the license or permit applied for, the name of the jurisdiction or State license authority that reviewed the license or permit application, and the date of denial.
5. The proposed commercial cannabis business's physical address, telephone number, website address, and e-mail address.
6. A list of every fictitious business name the applicant is operating under including the address where the business is located.
7. Financial information including the following:
  - a. A list of funds belonging to the commercial cannabis business held in savings, checking, or other accounts maintained by a financial institution. The applicant shall provide for each account, the

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- financial institution's name, the financial institution's address, account type, account number, and the amount of money in the account.
- b. A list of loans made to the commercial cannabis business. For each loan, the applicant shall provide the amount of the loan, the date of the loan, term(s) of the loan, security provided for the loan, and the name, address, and phone number of the lender.
  - c. A list of investments made into the commercial cannabis business. For each investment, the applicant shall provide the amount of the investment, the date of the investment, term(s) of the investment, and the name, address, and phone number of the investor.
  - d. A list of all gifts of any kind given to the applicant for its use in conducting commercial cannabis business. For each gift the applicant shall provide the value of the gift or description of the gift, and the name, address, and phone number of the provider of the gift.
8. A list of each applicant's misdemeanor and felony convictions, if any. For each conviction, the list must set forth the date of arrest, the offense charged, the offense convicted, the jurisdiction of the court, and whether the conviction was by verdict, plea of guilty, or plea of *nolo contendere*.
  9. A complete and detailed diagram of the proposed premises showing the boundaries of the property and the proposed premises to be permitted, showing all boundaries, dimensions, entrances and exits, interior partitions, walls, rooms, windows, doorways, and common or shared entryways, storage areas and exterior lighting. The diagram must show the areas in which all commercial cannabis business will take place, including but not limited to, limited-access areas.
  10. A security plan, as a separate document, outlining the proposed security arrangements to deter and prevent unauthorized entrance into limited access areas and theft of cannabis, in accordance with minimum security measures required by state law and measures identified in Section 5.101M.5 of the Palm Desert Municipal Code. The security plan shall be reviewed by the Palm Desert Police Department and the City Manager and shall be exempt from disclosure as a public record pursuant to Government Code Section 6255(a).
  11. A comprehensive business operations plan that includes the following:
    - a. Business plan. A plan describing how the commercial cannabis business will operate in accordance with this code, state law, and other applicable regulations. The plan shall include operational, banking, and personnel procedures to ensure adequate business knowledge, modeling and support.
    - b. Community relations plan. A plan describing who is designated as being responsible for outreach and communication with the surrounding community, including the neighborhood and businesses, and how the designee can be contacted.
    - d. Neighborhood responsibility plan. A plan addressing any adverse impacts of the proposed commercial cannabis business on the surrounding area.
    - e. Odor control plan. A plan identifying odor control methods, including, but not limited to, use of odor absorbing ventilation and exhaust systems, negative air pressure, and other treatments.
    - f. Insurance. The applicant's certificate of commercial general liability insurance and endorsements and certificates of all other insurance related to the operation of the commercial cannabis business.
    - f. Budget. A copy of the applicant's most recent annual budget for operations.
  12. The name and address of the owner and lessor of the real property upon which the commercial cannabis business is to be operated. In the event the applicant is not the legal owner of the property, the application must be accompanied with a notarized acknowledgement from the owner of the property that a commercial cannabis business will be operated on his or her property.

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13. Authorization for the city manager to seek verification of the information contained within the application.
14. A statement in writing by the applicant that he or she certifies under penalty of perjury that all the information contained in the application is true and correct.
15. A full and complete copy of the applicant's most current application submitted to and approved by the applicable State licensing authority (only applicable on a renewal basis).
16. The name, address, telephone number, title, and function of each of the interested parties described below:
  - a. A permittee shall provide the city with names and addresses of all of the following interested parties:
    - i. Persons with at least a 10% interest in the commercial cannabis business;
    - ii. Partners, officers, directors, and stockholders of every corporation, limited liability company, or general or limited partnership that owns at least 10% of the stock, capital, profits, voting rights, or membership interest of the commercial cannabis business or that is one of the partners in the commercial cannabis business;
    - iii. The managers of the commercial cannabis business; and the staff of the commercial cannabis business.
  - b. All interested parties, as described in the subsections listed above, must submit to fingerprinting and a criminal background check by the city.
  - c. No person shall be an interested party, as described in subsection A of this Chapter 5.101 of the P.D.M.C., if he or she is charged with or convicted of a felony; has been charged with or convicted of a violation of California Penal Code section 186.22 (participation in a criminal street gang); or is currently on parole or probation for an offense relating to the sale or distribution of a controlled substance. "Convicted" within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere was entered, but does not include any plea, verdict, or conviction that is expunged pursuant to California law or a similar federal or state law where the expungement was granted. "Charged" within the meaning of this section means (1) an indictment was issued by a grand jury, or an information, complaint, or similar pleading was issued by the United States Attorney, district attorney, city attorney, or other governmental official or agency authorized to prosecute crimes, and (2) the criminal proceedings are currently pending.

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OWNER AND/OR OWNER'S AUTHORIZED AGENT  
AFFIDAVIT

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE )  
CITY OF PALM DESERT )

I, (we), \_\_\_\_\_ being duly sworn  
depose and declare to the best of \_\_\_\_\_ knowledge that the  
(my/our)  
foregoing is true and correct under the penalty of perjury:

EXECUTED AT: \_\_\_\_\_  
(CITY) (STATE)

DATE: \_\_\_\_\_  
(MONTH) (DAY) (YEAR)

APPLICANT, OWNER AND/OR OWNER'S AUTHORIZED AGENT:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City, State and Zip)

\_\_\_\_\_  
(Area Code) Telephone Number