



Cannabis Storefront Retailers APPLICATION CHECKLIST AND SUBMITTAL INSTRUCTIONS

This checklist identifies initial submittal requirements for joint applications seeking to obtain both a Commercial Cannabis Permit and Site Development Permit. Additional information may be required subsequent to the initial submittal of an application seeking to obtain a Commercial Cannabis Permit, if necessary, per Laguna Woods Municipal Code Section 13.26.025(c)(1)n.

A Site Development Permit must be obtained prior to or concurrently with the issuance of the first Commercial Cannabis Permit from the City of Laguna Woods for a particular location.

All application documents are available at www.cityoflagunawoods.org/cannabis.

One printed and one electronic copy of each submittal is required, unless otherwise noted. Electronic copies may be submitted on a flash drive or CD (email or file transfer is not acceptable).

Many application documents include “Case #” fields and some application documents include signature and date fields for City of Laguna Woods staff. Please leave those fields blank.

This Application Checklist and Submittal Instructions document is for applicant reference only and is not a required application document.

Where a discrepancy exists between instructions on this Application Checklist and Submittal Instructions document and any application document, the instructions on the application document shall prevail.

REQUIRED GENERAL PLANNING DOCUMENTS

PES-A Land Use Application

- Notarize all signatures; wet signatures required
- Requires letters of authorization if authorized agent signs on behalf of property owner

PES-AA Supplemental Information Form

- Notarize signature; wet signature required
- Complete all sections that apply
- Complete sections I, II, III, IV, VII, X, and XI

- Complete sections V and VIII if there is a construction component (any remodeling, whether interior or exterior, relandscaping, demolition, or addition)

PES-01 Campaign Contribution Regulations Acknowledgement

- Wet signature required

PES-02 Cost Recovery Agreement for Deposit-based Planning Applications

- Wet signature required

PES-04 Hazardous Waste and Substances Statement

- Wet signature(s) required

PES-05 Floodplain Management Screening Form

- Attach color FIRMette(s), 8.5” x 11”

PES-06 Water Quality Priority Project Screening Form

OPTIONAL GENERAL PLANNING DOCUMENTS

PES-03 Concurrent Plan Review Affidavit

- Notarize signature; wet signature required
- Only required if the applicant wishes to commence building and engineering plan review of development plans in advance of the City of Laguna Woods’ approval of a Commercial Cannabis Permit, Site Development Permit, and/or any other planning actions
- If an applicant is unsure as to whether they will pursue advance building and engineering plan review, this document can be submitted to allow for the possibility. This document may also be submitted at a later date.

REQUIRED CANNABIS STOREFRONT RETAILER DOCUMENTS

PES-CSR-01 Ownership Form

- Notarize signature; wet signature required
- Attach a list of all owners of the business with the information specified
- Attach proof of ownership information submitted to the California Department of Cannabis Control, as specified, for business owners that own or have owned all or part of a business licensed by the State of California as a cannabis storefront retailer for a period of two years (730 calendar days) or more

- PES-CSR-01A Ownership Form/Supplement
 - Notarize signature; wet signature required
 - Submit one for each owner of the business identified on PES-CSR-01 Ownership Form
- PES-CSR-02 Indemnification Agreement – Property Owner of Record
 - Notarize signature; wet signature and initials required
 - Submit one for each property owner identified on PES-A Land Use Permit Application
 - Requires letter of authorization if authorized agent signs on behalf of property owner
- PES-CSR-03 Indemnification Agreement – Business
 - Notarize signature; wet signature and initials required
 - Requires letter of authorization if authorized agent signs on behalf of business
- PES-CSR-04 Insurance Agreement – Property Owner of Record
 - Notarize signature; wet signature required
 - Submit one for each property owner identified on PES-A Land Use Permit Application
 - Requires letter of authorization if authorized agent signs on behalf of property owner
- PES-CSR-05 Insurance Agreement – Business
 - Notarize signature; wet signature required
 - Requires letter of authorization if authorized agent signs on behalf of business
- PES-CSR-06 Property Owner of Record Acknowledgement
 - Notarize signature; wet signature required
 - Requires letter of authorization if authorized agent signs on behalf of property owner

OTHER REQUIRED SUBMITTALS – CITY OF LAGUNA WOODS

- Title Report: A title report for the parcel(s) where such business is to be carried on, completed by a title company within the 120 calendar days prior to the date the application is received by the City of Laguna Woods. If an application takes more than 120 calendar days to process, a new title report will be required prior to any prospective approval by the City of Laguna Woods.

Legal Description: A legal description of the property furnished on a copy of a recorded grant deed.

Map Exhibit: A map exhibit prepared by a professional land surveyor licensed to do business in California based on the title report depicting all of the following, overlaid on a scaled, aerial image of the area taken within the prior two years (730 days), as well as all associated shapefiles in their native electronic format:

- The assessor's parcel numbers for each parcel shown
- The limits of the parcel(s) where the cannabis storefront retailer's business is to be carried on
- The limits of all easements on the property
- Immediately adjacent public streets (if any)
- Immediately municipal boundary lines (if any)

- The aerial image shall be in color.
- The map exhibit shall be on a sheet 24" x 36", folded to 8.5" x 11".
- Scale shall be legible, 1/8" = 1 foot or larger, and shall be accurate to within 0.1"
- Include professional land surveyor's name, state license number, stamp, and signature
- Provide three printed copies and one electronic copy of map exhibit
- Provide electronic copy of shapefiles

Exterior Site Plan (Existing): A detailed, scaled site plan of entire parcel as it exists on the date of application. The exterior site plan (existing) shall include, but not be limited to the following exterior elements:

- The street addresses of all buildings, facilities, and structures
- The assessor's parcel numbers for each parcel shown
- The limits of the parcel(s) where the cannabis storefront retailer's business is to be carried on
- The location of all buildings, structures, and facilities including, but not limited to, lighting, mailboxes, and signage
- The location of fence or wall lines between the parcel(s) and any immediately adjacent residential zoned parcel(s), and heights thereof – ensure heights are measured from the base of the fence/wall to the top on the interior or exterior side, whichever is greater. See illustration in Laguna Woods Municipal Code Section 13.16.230
- The location and dimensions of off-street parking spaces, as well as any signage and pavement markings associated with – clearly differentiate between accessible and standard parking spaces; number each parking space and include note identifying the total number of parking spaces by type and size; include photographs or renderings of all parking-related signage on plan sheet(s)
- The location of exterior light fixtures
- The location and color of painted curbs – note if any red curbs are explicitly marked as fire lanes – clearly differentiate between curbs with "fire lane" stenciling and curbs only painted red
- The location of doors and windows
- The location and type of all rooftop equipment and setbacks from the outermost boundary lines of abutting parcels, open space easements, and preservation easements

The slope of ramps and driveways providing vehicular access within the interior of an off-street parking area located beyond 18 feet from the ultimate right-of-way line of a street, alley or driveway

- Hand-drawn site plans will not be accepted.
- The exterior site plan (existing) shall be on a plan sheet 24” x 36”, folded to 8.5” x 11”.
- Scale shall be legible, 1/8” = 1 foot or larger, and shall be accurate to within 0.1”
- Include design professional’s name, state license number, stamp, and signature
- Provide three printed copies and one electronic copy

Exterior Site Plan (Proposed): A detailed, scaled site plan of entire parcel as it would exist after project implementation. The exterior site plan (proposed) shall include, but not be limited to the following exterior elements:

- The street address of all buildings, facilities, and structures
- The assessor’s parcel numbers for each parcel shown
- The limits of the parcel(s) where the cannabis storefront retailer’s business is to be carried on
- The location of all buildings, structures, and facilities including, but not limited to, lighting, mailboxes, and signage. If no change in the type or location of mailboxes is proposed, indicate that on the plan. If mailboxes are proposed to change in type or location, include evidence of consultation with the U.S. Postal Service regarding their mailbox requirements and then describe the changes and specify the mailboxes – evidence of consultation may be provided separate from the plans; changes and specifications must be included on the plans
- The location of fence or wall lines between the parcel(s) and any immediately adjacent residential zoned parcel(s), and heights thereof – ensure heights are measured from the base of the fence/wall to the top on the interior or exterior side, whichever is greater. See illustration in Laguna Woods Municipal Code Section 13.16.230
- The location, dimensions, manners of mounting (e.g., wall or pole)¹, and renderings of notices required to be posted by the following:
 - Laguna Woods Municipal Code Section 13.26.025(f)(3)a.
 - Laguna Woods Municipal Code Section 13.26.025(f)(15)a.
 - Laguna Woods Municipal Code Section 13.26.025(f)(16)b.
 - Laguna Woods Municipal Code Section 13.26.025(f)(16)c.
 - Laguna Woods Municipal Code Section 13.26.025(f)(21)c.
 - Laguna Woods Municipal Code Section 13.26.025(f)(21)h.

Renderings must include the English, Chinese, Korean, Spanish, and Vietnamese text and graphics (if applicable) proposed for each notice; include renderings on plan sheet(s)

- The location, dimensions, and renderings of any signage and pavement markings associated with off-street parking spaces – clearly differentiate between accessible, standard, delivery vehicle overnight, and curbside delivery parking spaces; number each parking space and include note identifying the total number of parking spaces by type and size; include photographs or renderings of all parking-related signage on plan sheet(s). For pole mounted signage, identify the height and

¹ If pole-mounted, identify the height and material of the pole, as well as the distance from the lowest point of the notice to the ground

material of the pole, as well as the distance from the lowest point of the sign to the ground

- The location of exterior light fixtures
- A note reading “all lighting, exterior and interior, shall be designed and located so as to confine direct rays to the premises”
- The location and color of painted curbs – note if any red curbs are explicitly marked as fire lanes – clearly differentiate between curbs with “fire lane” stenciling and curbs only painted red
- The location of doors and windows. Note whether exterior doors are public entrances or not and, if not, confirm that they would be access-controlled in a manner that would prevent non-employees from opening them
- The location and type of all rooftop equipment and setbacks from the outermost boundary lines of abutting parcels, open space easements, and preservation easements
- The slope of ramps and driveways providing vehicular access within the interior of an off-street parking area located beyond 18 feet from the ultimate right-of-way line of a street, alley or driveway
- The location, dimensions, and any signage and pavement markings associated with access control systems used for overnight parking control (see Laguna Woods Municipal Code Section 13.26.025(f)19)) (if applicable) – include a line identifying the minimum 18’ setback from the nearest public street right-of-way line
- The location of all landscape areas; note identifying the total square footage of all landscape areas; note identifying the total square footage of all landscape proposed to be relandscaped, replanted, or changed from existing (this should be referred to as “rehabilitated;” do not include landscape that is proposed to be replaced with hardscape); and note reading “landscaping shall not contain more than 10% decomposed granite, gravel, mulch, rock, sand, or similar non-vegetated landscape material, except to the extent groundcover or other vegetation is also planted that will conceal at least 90% of the non-vegetated material upon maturity”
- A radius line extending 100’ from each entrance or exit to the cannabis storefront retailer and a note reading “outdoor seating, whether temporary or permanent, and retaining walls, ornamental fixtures, or similar features at a height of 18” to 36” with a width of greater than five inches shall not be located within 100’ of each entrance or exit”
- The location and type of any outdoor seating
- The location, height, and width of any retaining walls, ornamental fixtures, or similar features
- The location of video surveillance cameras and manners of mounting (e.g., wall or pole). For pole-mounted cameras, identify the height and material of the pole, as well as the distance from the lowest point of the camera to the ground
 - Include documentation from the manufacturer of video surveillance cameras describing the range of each camera – include on plan sheet(s)
- The location and dimensions of on-site backup generator(s) and automatic transfer switch(es), or similar on-site energy source(s), including any enclosures (automatic transfer switch(es) must be identified on the exterior site plan (existing) irrespective of whether they are located indoors or outdoors) – include lines identifying the minimum 40’ setback from any residential zoned parcel, minimum 20’ setback from any non-residential zoned parcel, and minimum 10’ setback from any public street easement or right-of-way (setbacks that exceed the minimum setbacks may be noted as such without including lines)
- The location and dimensions of trash enclosures – include the accessible path of travel that complies with the California Building Standards Code requirements between trash enclosures and the cannabis storefront retailer, a note reading “trash enclosure to be lockable by key and include motion activated interior (under roof) lighting,” and the botanical name and number of each existing and proposed planting to provide substantial screening of trash enclosure walls

- Hand-drawn site plans will not be accepted.
- The exterior site plan (proposed) shall be on a plan sheet 24” x 36”, folded to 8.5” x 11”.
- Scale shall be legible, 1/8” = 1 foot or larger, and shall be accurate to within 0.1”
- Include design professional’s name, state license number, stamp, and signature
- Provide three printed copies and one electronic copy

Floor Plan (Proposed): A detailed, scaled site plan of the floor plans of all buildings as they would exist after project implementation. The floor plan (proposed) shall include, but not be limited to the following elements:

- The street addresses of all buildings, facilities, and structures
- The assessor’s parcel numbers for each parcel shown
- The location and use of each room – identify all rooms where cash would regularly be stored (this includes, but is not limited to, the location of all cash registers and other point-of-sale devices, as well as safes, vaults, and similar repositories) and all rooms in which cannabis products would be stored (no identification is necessary for rooms where only limited amounts of cannabis products will be stored for display purposes and/or immediate sale)
- A note reading “no product, advertisement, or promotional display thereof shall be displayed or placed in a manner in which it is wholly or partially visible from the exterior”
- A note reading “weather stripping shall be applied under and around exterior doors (entire door jams with appropriate door sweeps and thresholds at bottoms) and between sashes and frames of exterior windows in manners that do not interfere with normal operation thereof”
- The location, dimensions, and renderings of notices required to be posted by the following:
 - Laguna Woods Municipal Code Section 13.26.025(f)(3)a.
 - Laguna Woods Municipal Code Section 13.26.025(f)(15)a.
 - Laguna Woods Municipal Code Section 13.26.025(f)(16)b.
 - Laguna Woods Municipal Code Section 13.26.025(f)(16)c.
 - Laguna Woods Municipal Code Section 13.26.025(f)(21)c.
 - Laguna Woods Municipal Code Section 13.26.025(f)(21)h.

Renderings must include the English, Chinese, Korean, Spanish, and Vietnamese text and graphics (if applicable) proposed for each notice; include renderings on plan sheet(s)

- For break rooms or kitchenette space, a note reading “access controlled for employees only” and specifying the method of control (e.g., electronic lock or key lock)
- The square footage, occupancy type, and maximum occupancy of each room, per the California Building Standards Code – include same information for elevators and indoor stairwells
- The location, manufacturer, and product of the exhaust air filtration system or air system that creates negative pressure required by Laguna Woods Municipal Code Section 13.26.025(f)(17)a.
- The location where access control systems used for overnight parking control (see Laguna Woods Municipal Code Section 13.26.025(f)19)) will be stored (if applicable)
- The location of video surveillance cameras and manners of mounting (e.g., wall or ceiling)
 - Include documentation from the manufacturer of video surveillance cameras describing the range of each camera – include on plan sheet(s)

- Hand-drawn site floor plans will not be accepted.

- The floor plan (proposed) shall be on a plan sheet 24” x 36”, folded to 8.5” x 11”.
- Scale shall be legible, 1/8” = 1 foot or larger, and shall be accurate to within 0.1”
- Include design professional’s name, state license number, stamp, and signature
- Provide three printed copies and one electronic copy

Colorized Renderings and Material Sample Board: Colorized renderings of all proposed exterior elevations of buildings, facilities, and structures, with a material sample board and print-style color format codes for each paint color (e.g., CMYK, HEX, HSB, or RGB).

- The colorized renderings shall be on plan sheets 24” x 36”, folded to 8.5” x 11”.
 - Hand-drawn colorized renderings will not be accepted.
 - Perspective drawings will not be accepted in lieu of exterior elevations.
 - Submittal of all elevations is required even if there would be no change to existing
 - Include the cardinal direction of each elevation (e.g., north, east, south, west)
 - Include all buildings, facilities, and structures including, but not limited to, cannabis storefront retailer buildings, generator or similar on-site energy source enclosures (if applicable), and trash enclosures
 - Include height of each building side from the average grade to the highest point
 - Include the dimensions of open air gaps between trash enclosure roofs and underlying walls/access points
 - Do not include specific signage; include boxes showing dimensions of signage. If the property is subject to a previously approved sign program, include a note reading “signage to comply with Sign Program [INSERT SIGN PROGRAM NUMBER]”
 - Scale shall be legible, 1/8” = 1 foot or larger, and shall be accurate to within 0.1”
 - Provide three printed copies and one electronic copy
- The material sample board shall be 11” x 17” or smaller; submit as many as necessary.
- The material sample board shall be mounted on foam core or equivalent rigid material.
- The material sample board shall include minimum 1” x 1” physical samples of exterior finishes including, but not limited to, all of the following, together with a description or rendering of each material’s proposed location on buildings, facilities, and structures:
 - Paint colors – identify brand, color name, and print-style color format codes for each; if access control systems are used for overnight parking control (see Laguna Woods Municipal Code Section 13.26.025(f)19)) include information for any painted elements

- Roofing – identify manufacturer, product, and color; for painted trash enclosure roofing, include documentation from the manufacturer that the paint is rust-inhibitive
- Split face concrete masonry units – identify manufacturer and product
- Stucco – no physical sample required, included representative photograph; identify manufacturer, product, and color
- Trash enclosure non-opaque elements (if applicable) – see Laguna Woods Municipal Code Section 13.26.025(f)(25)d.

(Note 1: Please refer to Laguna Woods Municipal Code Section 13.26.025(f)(8) prior to preparing the material sample board, to ensure that no prohibited materials are proposed.)

(Note 2: If the manufacturer, product, or color of any existing material is unknown, indicate that on the material sample board. If the color of any existing painted surface is unknown, the painted surface will need to be repainted so as to provide an accurate print-style color format code. If it is unknown whether any existing trash enclosure roofing is painted with rust-inhibitive paint, the painted roofing will need to be repainted so as to provide accurate documentation from the manufacturer that the paint is rust-inhibitive.)

- An electronic copy of the material sample board is not required.

Flash Drive or CD: Include all required submittals, except as noted

Application Fees:

Commercial Cannabis Permits –

\$6,802 fixed fee (Note: This fee is comprised of two components – Application Fee Component (\$4,064) and Routine Inspection Fee Component (\$2,738). If the application is denied, the Routine Inspection Fee Component is refundable.)

Site Development Permits –

\$4,500 initial deposit

Fees may be paid together or separate by check, cashier’s check, money order, cash, or credit card. If paid together, fees total \$11,302.

- An electronic copy of the application fees is not required.

OTHER REQUIRED SUBMITTALS – OTHER AGENCIES

Orange County Fire Authority: Plan Submittal Criteria for Commercial Projects, Multifamily Residential Projects and Residential Tract Developments Form. This form is available at <https://ocfa.org/Uploads/CommunityRiskReduction/OCFA%20Forms-Submittal%20Criteria%20Form%20Commercial.pdf>.

- Wet signature required

Applications must be submitted in-person or by mail. No appointment is necessary. Regular office hours are 8 a.m. to 5 p.m., Monday through Friday (closed holidays and as posted).

Please place all documents in a box or other container.

Do not mail cash or credit card information.

Credit card transactions are not permitted over the telephone or in writing.

Applications will be accepted until further notice.

City of Laguna Woods
Planning & Environmental Services Department
24264 El Toro Road
Laguna Woods, CA 92637

Please direct questions to planning@cityoflagunawoods.org.