

Applicant CCU #: _____ Level 2 Submittal Date: _____
 Applicant name: _____



Retail Application Summary Report

Application Findings

Application compliance components findings detailed below

Code Section (California Code of Regulations CCR - SCC Emergency Regs - auth by LMC 9.36.040 A.) Resolution No. = Res **C, NC, NI, N/A**

Application Compliance Checklist

Comments

Zoning Verification

1	Planning division completed zoning review	LMC 9.36.090		
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A. Applicant Information

1	Applicant name and other details match documentation provided	LMC 9.36.070 A.		
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B. Property Owner Consent

1	Property owner listed matches current property records			
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C. Other Cannabis Businesses Currently Operated

1	Business operations verified	LMC 9.36.070 C.		
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D. Other Cannabis Business of Financially Interested Persons

1	Business operations verified	LMC 9.36.070 F.		
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E. Other Businesses Operated By Applicant Within Last Five Years

1	Business operations verified	LMC 9.36.070 C.		
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F. Applicant's Employment Last Five Years

1	Business operations verified	LMC 9.36.070 C.		
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G. Litigation

1	Cases disclosed match cases found via court records search	LMC 9.36.070 D.		
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H. Other Business Investigations or Permit/License Revocation/Suspension

1	Case(s) detailed corroborated by official accounts	LMC 9.36.070 E.		
2	All investigations or permit/license revocations/suspensions disclosed	LMC 9.36.070 E.		

I. Business Operations

1	Persons listed are over 21 years of age	CCR §5031		
2	Persons listed are verified to be engaged with proposed business	LMC 9.36.070 I.		

J. Odor Abatement Plan

1	Odor contact person is listed	General Plan Policy 7.7 Res 6147(17) G.1.		
2	Procedure is in place and details actions to respond to odor complaints, including training for Odor Contact Person	General Plan Policy 7.7 Res 6147(17) G.2.		
3	Description of potential odor sources is complete	General Plan Policy 7.7 Res 6147(17) G.3.		
4	Description of methods for reducing odors (e.g. air-lock, scrubbers)	General Plan Policy 7.7 Res 6147(17) G.4.		
5	Contingency methods for nuisance response include industry standard practices such as carbon scrubbers	General Plan Policy 7.7 Res 6147(17) G.5.		

K. Procedures for Disposal of Cannabis Product

1	Cannabis waste disposed in a secured waste receptacle or in a secured area on the premises. "Secure waste receptacle" or "secured area" means that physical access to the receptacle or area is restricted to the licensee and its employees and the local agency, or permitted private waste hauler. Public access to the designated receptacle or area is prohibited	CCR §5054-55		
2	Cannabis goods disposed of as waste shall be removed from packaging and composted or mixed with acceptable product to render it unrecognizable	CCR §5054		
3	Plan includes description of waste collection (who, when - days/times, certified weight ticket confirming receipt at authorized facility)	CCR §5055 1-3		

L. Inventory Control and Personnel Policies

Plan includes:				
1	Description of track and trace protocols adheres to CCR §5048 -5051	CCR §5048 -5051		
2	Procedures for preventing the deterioration of cannabis goods and methods to avoid selling expired product	CCR §5002 29Ci		
3	Employee screening procedures, e.g. references checks, records, etc.			
4	Accounting software systems and related internal control policies to provide audit trails of product and cash	Res 6147(17) 5F. 8		
5	Description of procedure for receiving shipments of inventory	CCR §5002 29Bi		
6	Cannabis goods will only be received from a distributor between 6a.m.-10p.m., and during business hours, shipments of cannabis goods will not enter the premises through an entrance or exit that is available for use by the public	CCR §5422		

7	Methods to maintain accurate inventory record: a. Description of each inventory item; b. Accurate measurement of quantity of item; c. Date and time of receipt of item; d. Sell-by or expiration date, if any; e. Name and lic # of deliverer; f. Name and lic # of distributor that provided the item g. Price paid for item including taxes and other costs	CCR §5423		
8	Where inventory will be stored on premises and how records of inventory will be maintained	CCR §5002 29Bii		
9	Cannabis goods not to be stored outdoors; Employee break rooms, changing facilities, and bathrooms will be separated from any and all storage areas	CCR §5033 a;b;c		
10	Inventory reconciliation performed once every 14 days ; verify physical inventory matches records; result of reconciliation will be retained in records	CCR §5024 a;b;c		
11	Procedure for performing inventory reconciliation and for ensuring that inventory records are accurate	CCR §5002 29Biii		
12	Steps taken if significant discrepancy in inventory is discovered; notify BCC and local law enforcement within 24 hours	CCR §5034 a; §5036 a1		
13	Steps taken in event of suspicion of theft, diversion, loss or other criminal activity, alteration of records, or other breach of security	CCR §5036 a2-5 b		
14	Records will be kept of all individual sales to customers	CCR §5425 a		
15	Records for medicinal sales include customer name and cust #, employee name and id#, date and time, all goods purchased, total paid	CCR §5425 b		
M. Proposed Sources of Cannabis and Cannabis Products				
1	Licenses verified	LMC 9.36.070 G.		
N. Proposed Supply Chain of Cannabis and Cannabis Products				
1	Licenses verified	LMC 9.36.070 H.		
O. Transportation Procedures				
Plan includes:				
1	Procedure for transportation of cannabis goods, including whether or not the applicant will be transporting cannabis goods or contracting for transportation services	CCR §5002 29Ai		
P. Site Plan				
Plan includes:				
1	Boundaries of the property and proposed premises, showing all boundaries, dimensions, entrances and exits, interior partitions, walls, rooms, windows, doorways, and common or shared entryways, and shall include a brief statement or description of the principal activity to be conducted therein	CCR § 5006 b		
2	Show and identify commercial cannabis activities that will take place in each area of the premises, and identify limited-access areas	CCR § 5006 c		
3	The diagram shall show where all cameras are located and assign a number to each camera for identification purposes	CCR § 5006 d		
4	Diagram to scale	CCR § 5006 e		
5	If the proposed premises consists of only a portion of a property, the diagram must be labeled indicating which part of the property is the proposed premises and what the remaining property is used for	CCR § 5006 g		
6	If the proposed premises will be a microbusiness, the diagram must also include measurements of the planned canopy, including aggregate square footage and individual square footage of separate cultivation areas, if any	CCR § 5006 h		
7	Square footage for building footprints, setbacks, parking areas, perimeter fencing, and relationship of the facility to adjacent properties and land uses	LMC 9.36.070 N		
Q. Operations and Security Plan				
Plan includes:				
1	Procedure for allowing individuals access to the premises; verify 21+ with valid identification; or 18+ with valid identification and physician's recommendation	CCR §5002 29Di; §5402		
2	Non-employees and contractors will be escorted at all times by licensee or at least 1 employee when in limited-access areas of premises	CCR §5042		
3	All agents, officers, or other persons acting for or employed by a licensee will display a laminated or plastic-coated identification badge issued by licensee at all times while engaging in commercial cannabis activity. The ID badge will include business name and license #, employee's first name & ID #, color photo of employee at least 1 inch in width and 1.5 inches in height	CCR §5043		
4	Description of video surveillance system including camera placement and procedures for the maintenance of video surveillance equipment	CCR §5002 29Dii		
5	Video surveillance system: a. Minimum 1280x720 pixel resolution; b. Surveillance-system storage device or cameras TCP capable via internet; c. Able to effectively and clearly record images of area under surveillance; d. Each camera will be permanently mounted and in a fixed location allowing for clear recordings of activity within 20 feet of all points of entry and exit, and allows for clear ID of any person and activities in all areas in subsection e: e. Areas to be recorded on video surveillance system include: 1. Areas where cannabis goods are weighed, packed, stored, loaded and unloaded for transportation, prepared, or moved within the premises; 2. Limited-access areas; 3. Security rooms; 4. Areas storing a surveillance-system storage device with at least one camera recording the access points to the secured surveillance recording area; 5. Entrances and exits to the premises, which shall be recorded from both indoor and outdoor vantage points. f. Point of sale areas and areas where cannabis goods are displayed for sale; g. Continuous 24/7 recording 15fps; h. Physical media or storage device for video protected from tampering; i. Recording kept for minimum 90 days; k. Recorded images will clearly and accurately display time and date; l. Video surveillance system equipped with failure notification system notifying	CCR §5044		
6	How applicant will ensure that all access points to the premises will be secured, including the use of security personnel	CCR §5002 29Diii		
7	A description of the applicant's security alarm system	CCR §5002 29Div		
8	Ensure (i) a video monitoring system is provided, (ii) the security surveillance cameras for that system are remotely accessible to the Lompoc Police Department and compatible with the Lompoc Police Department's software and hardware, and (iii) video recordings are maintained by that person for a minimum of 45 days	LMC 9.36.060		
9	The building shall include a burglar alarm monitored by an alarm company or private security company	Res 6147(17) 5E.		
10	Alarm Systems (both perimeter, fire and panic) shall be provided and remotely monitored	Res 6147(17) 5F. 1		

11	Perimeter lighting systems, with motion sensors, for after-hours security shall be provided, as approved by the Chief of Police or his/her designee	Res 6147(17) 5F. 2		
12	The camera system shall meet the minimum requirements of applicable State law, and include, at a minimum, interior monitoring of all access points of the site from the interior, and be a minimum 5 mega pixel in resolution	Res 6147(17) 5F. 5		
13	All security systems at the site shall be attached to an uninterruptable power supply that provides at least 24 hours of system operations in the event of loss of externally provided power	Res 6147(17) 5F. 6		
14	Accounting software systems and related internal control policies related to the use and operation of the accounting software systems must be in place to provide audit trails of both product and cash, where applicable	Res 6147(17) 5F. 8		
15	Receipts of currency and other currency equivalents and disbursements for operational activities will be accounted for using the accounting software systems in compliance with the related internal control policies. Currency and currency equivalents held by operator at site shall be stored in a safe or other secure facility or equipment as approved by Chief of Police. If a cash register is utilized for sales, then the internal control policy shall state the amount of cash allowed to be retained in the cash register at any point in time with any surplus currency transferred to the safe	Res 6147(17) 5F. 9		
16	State of the art network security protocols and equipment must be in place to protect computer information	Res 6147(17) 5F. 10		

R. Standard Operating Procedures
Procedures include

1	See L. 2-15 Inventory procedures			
2	See L. 1 Track and Trace			
3	See O. 1 Transportation procedures			
4	Hours of operation between 6a.m. - 10p.m. Pacific Time; premises to remain locked while closed with commercial-grade, non-residential door locks; alarm system activated when premises is closed; only employees and contractors allowed entry	CCR §5403		
5	Cannabis goods for sale will only be displayed in retail area, not viewable from outside licensed premises	CCR §5405 a;b		
6	Customers may inspect cannabis goods for sale but only with assistance of retailer personnel	CCR §5405 c		
7	Cannabis goods removed from packaging for display will not be sold nor consumed, and will be destroyed when no longer used for display	CCR §5405 d		
8	Cannabis goods will only be sold if received from licensed distributor; retailer has verified cannabis goods have not exceeded expiration or sell-by date; manufactured cannabis products comply with BPC 26130	CCR §5406		
9	Live plants will only be sold if: 1. Plant is not flowering; 2. Plant or seed was purchased from a valid type 4 licensed nursery; 3. Label is affixed to the plant or package containing any seeds which states "this product has not been tested pursuant to MAUCRSA" b. No other live plants will be sold; c. Retailer will not apply nor use any pesticide on live plants	CCR §5408		
10	Retailer will not sell more than the following amounts to an adult-use customer 1. 28.5 grams of non-concentrated cannabis in a single day; 2. 8 grams concentrated cannabis; 3. 6 immature cannabis plants; Medicinal: 1. 8oz medicinal cannabis; 2. Physician rec showing different amount	CCR §5409		
11	Returned cannabis will not be resold (they will be destroyed), customer abandoned goods will be treated as returned goods	CCR §5410		
12	Free cannabis goods will not be provided unless provided to medicinal cannabis patient through a type 10 M, type 9 M or micro M license	CCR §5411		
13	Cannabis goods will not leave premises unless placed in opaque exit package	CCR §5413		
14	Deliveries will be performed by employee 21+ with retailer maintaining accurate list of delivery employees	CCR §5415a;b;f		
15	Deliveries will be made in person, no unmanned vehicles	CCR §5415c		
16	Delivery employee will carry a copy of retailer's current license, ID, and employer ID badge	CCR §5415e		
17	Delivery only to physical address	CCR §5416a		
18	No delivery to address located on publicly owned land or building leased by a public agency	CCR §5416c		
19	Deliveries will be made in enclosed motor vehicle	CCR §5417a		
20	Cannabis goods carried for deliveries will not be visible to the public; and will not be left unattended in the vehicle unless it is locked and alarm active	CCR §5417bc		
21	Delivery vehicles will be outfitted with GPS owned by licensee and used for delivery only, active at all times during delivery and remotely accessible to licensee	CCR §5417d		
22	Delivery employee will not carry cannabis goods worth more than \$10,000	CCR §5418		
23	Delivery employee will not consume cannabis goods while delivering cannabis	CCR §5419		
24	Retailer will prepare delivery request receipt for each delivery including: 1. Name and address of retailer; 2. First name and employee # of employee who delivered LMCer; 3. First name and employee # of employee who prepared LMCer; 4. First name of customer and cust #; 5. Date and time of delivery request; 6. Delivery address; 7. Detailed description of all cannabis goods requested for delivery including weight, volume; 8. Total amount paid for delivery; 9. Date and time of delivery and signature of customer; b. Delivery employee will provide customer a copy of the request receipt	CCR §5420		
25	Delivery route will not deviate from delivery path except for necessary rest, fuel or vehicle repair stops, or because road conditions make continued use of the route unsafe, impossible, or impracticable	CCR §5421		
26	Procedure for recalls including Identifying customers who purchased recalled product, for contact	LMC 9.36.070 P.		

S. Recycling and Waste Disposal

1	No discharge of pollutants or industrial waste shall enter the City's Storm Drain System (street, alley, curb, gutter, channel or drain)	LMC 9.36.070 R. LMC 13.32.090		
2	See K. 1-3 Cannabis waste disposal	LMC 8.04.130		
3	Any discharge of process waters and/or industrial wastes to the City's sanitary sewer requires compliance with a City Wastewater Discharge Permit	LMC 13.16.160		

T. Youth Access Restriction Procedures			
1	Procedure for allowing individuals access to the premises; verify 21+ with valid identification; or 18+ with valid identification and physician's recommendation	CCR §5002 29Di §5402	
2	Advertising or marketing placed in broadcast, cable, radio, print, and digital communications will only be displayed where at least 71.6% of the audience is reasonable expected to be 21 years of age or older, as determined by reliable up-to-date audience composition data	CCR §5040	
U. Testing, Transportation, Packaging and Labeling Criteria			
1	All cannabis goods are required to undergo testing as of July 2018, arranged for by a licensed distributor	CCR §5304	
2	Transportation of cannabis goods will be performed only by distributor licensee or its employees	CCR §5311 a	
3	A shipping manifest will be retained by Distributor and retailer for all transactions of cannabis goods, and entered into track and trace system	CCR §5314	
4	Retailer will not accept, possess, or sell cannabis goods that are not packaged as they will be sold at final sale	CCR §5412 a	
5	Retailer will not package or label cannabis goods	CCR §5412 b	
V. Applicant Authorization			
1	Verified completion and name matches section A.		
W. Terms and Conditions			
1	Verified completion and name matches section A.		
X. Further Information and Inspections			
1	Verified completion and name matches section A.		
Y. Indemnification and Release			
1	Verified completion and name matches section A.		
Z. Applicant Certification			
1	Verified completion and name matches section A.		