



CANNABIS LICENSE SUBMITTAL PROCEDURES

Manufacturing, Distribution, Testing Laboratories, and Microbusinesses (without storefront retail) Only

UPDATED SEPTEMBER 30, 2022

On May 26, 2020 the Concord City Council adopted an ordinance — with an effective date of June 25, 2020 — amending the City’s cannabis regulations to allow additional cannabis licenses and license types. There are two separate application procedures based on the type of cannabis license being applied for, outlined below.

1. Competitive Selection Process (closed)

The following cannabis license types require selection through the City’s merit-based competitive selection process:

- A. Storefront retailer (up to 3 licenses allowed)
- B. Non-storefront retailer (up to 3 licenses)
- C. Microbusiness with a storefront retail component (up to 2 licenses)

The merit based competitive selection process for the above license types is currently closed and no new applications for the above license types are currently being accepted. For more information, please visit the cannabis webpage: www.cityofconcord.org/cannabis and sign up for the mailing list.

2. First-Come, First-Served Process

The following cannabis license types are not subject to the competitive selection process, and will be considered on a first-come, first-served basis:

- D. Testing laboratory (no maximum number of licenses)
- E. Manufacturer (up to 5 licenses allowed)*
- F. Microbusiness (up to 2 with non-storefront retail; and up to 2 with no retail)*
- G. Distributor Type 11 (up to 2 licenses)*
- H. Distributor Transport Only Type 13 (allowed with another City Cannabis License, pursuant to state law)*

*Check the [cannabis webpage](http://www.cityofconcord.org/cannabis) regarding the number of licenses currently available for each license type listed above.

If an applicant is seeking a license not subjected to the merit-based competitive selection process (#2 above), the City is accepting City Cannabis License Applications on a first-come first served basis, through the procedures outlined below. Licenses D-G are only allowed to

located in the [Commercial Cannabis Overlay District](#), which are the areas shown in green on the map linked below, subject to provisions in CMC Chapter 5.80 and Title 18.

City Cannabis License Submittal Procedures

A City Cannabis License application, along with all required information, shall be submitted in person at the City of Concord Permit Center (1950 Parkside Drive) **by appointment only**. All applications shall contain the following components:

- Zoning Verification Letter (request required prior to application submittal; described below).
- A deposit of \$15,000 is required at the time of submittal, including a signed [Trust Account Agreement](#) form.
- Applicants shall also submit a Zoning Compliance Fact Sheet (described below)
- Project Plans, including at minimum a dimensioned site plan and floor plan.
- At the time of submittal, the physical copy of the application will be date and time stamped “Received” by the project Planner at the Permit Center.

Zoning Verification Letter Request

A zoning verification letter must be issued by the Planning Division. Zoning verification letters are required for all submittals and requests must be submitted prior to submittal of a City Cannabis License application. Please include the following in a PDF or MS Word document:

- Name of primary contact and business
- Email address and phone number of primary contact
- Payment for \$537.50 per APN (subject to change on July 1, 2023)
- Address and APN(s) for proposed site
- Type of cannabis license being sought
- List of known sensitive uses¹ within 250 feet of property (measured property line to property line), if any
- Any additional questions you would like researched as part of your letter.

Applicants shall submit their zoning verification letter request in person or by email, along with all required information, at 1950 Parkside Drive or to zoning@cityofconcord.org. The subject line (if submitting by email) shall indicate the business type (e.g. “Cannabis Zoning Verification Letter Request – Manufacturer”). Zoning verification letters require up to 30 days for processing.

Note that the Planning Division may not be able to answer all questions in the zoning verification letter. Contact the Building Division regarding building code violation questions, and Code Enforcement regarding other code violations.

¹ Sensitive land use means a legally established use within the city consisting of (1) a public or private school that provides instruction from kindergarten to grade 12; (2) a child care facility, other than a large or small licensed family day care home, and includes infant centers, preschools, extended day care facilities, and school age child care centers; or (3) a youth community center, which is defined as a public or private facility that is primarily used to host recreational or social activities for minors, including, but not limited to, private youth membership organizations or clubs, social service teenage club facilities video arcades, or similar amusement park facilities.

Sensitive Use Map²

The [linked map](#) shows known sensitive uses, as of September 22, 2022, within 1,000 feet of areas where cannabis businesses are allowed to be located. The 250-foot City-adopted buffer zone around those sensitive uses is also shown.

Zoning Compliance Fact Sheet

A [Zoning Compliance Fact](#) sheet is required to determine if a proposed use at a specific location complies with the zoning requirements outlined in the Development Code. The form includes fields for the applicant to describe how the proposed site will be used, the existing site characteristics, and information regarding the intended building operations. It must be signed by the property owner.

City Cannabis License Review Procedures

Applicants must submit both a physical copy of their City Cannabis License Application as well as provide a PDF version of the application form and associated documents. The order in which applications are received will be based on the submittal of the physical application.

- Applications will be reviewed for completeness in the order they are received to ensure all required documents are included.
- All applicants will receive an email notification 30 calendar days after the application is received (if the 30 days falls on a holiday or weekend, the notification will be sent on the next business day) indicating whether their application has been deemed complete or incomplete. Applicants will also be informed of the order in which their application was received in context of other applications of the same type.
- If an incomplete application is resubmitted — it shall be accompanied by an annotated response letter from the applicant — the next review period will begin once the resubmittal is received that addresses all comments in the incomplete letter. Staff will not review piecemeal resubmittals. The review period duration for any resubmitted applications will also be 30 days.
- Any time spent by staff reviewing the application will be billed appropriately to the trust account. If the deposit drops below \$5,000.00 staff will stop reviewing the application until additional funds are received. Any remaining funds will be returned to the trust account holder if the application is withdrawn or is disqualified for any reason.
- The first applications to be deemed complete will advance through the City Cannabis License process, up to the number available for each license type. If multiple applications are deemed complete on the same day, in excess of the number of available licenses, the day and time of the initial application submittal will determine which application advances.

Additional Requirements

Whether the applicant is seeking a license under the merit-based competitive selection process (#1 above) or the first-come first-served process (#2 above), the following is also required prior to a business becoming operational:

² There may be additional sensitive uses not shown on this map; it is up to the cannabis business applicants to confirm if there are any potential sensitive uses within 250 feet of a proposed location.

- Administrative Permit to allow a cannabis land-use
- Design and Site Review (scope of review dependent on scope of development, but required for all cannabis business types, even if minor tenant improvements are proposed)
- Building Permit, including final inspection
- State cannabis license
- City business license