



COUNTY OF HUMBOLDT  
PLANNING AND BUILDING DEPARTMENT

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## Storefront-Based Medical Cannabis Dispensaries Application Checklist

Payment of a deposit is required when submitting an application. Upon receipt of payment and a complete application package, an Application Assistance meeting with a Planner will be scheduled to review the application materials. The purpose of the meeting is to answer questions about the process, verify eligibility for the type of permit or clearance requested, and identify solutions for compliance with applicable state and local regulations. The Planner will identify if additional material or information is needed or if information requires correction, refinement, or clarification to demonstrate conformance with Ordinances #2544 and #2543. This checklist may be used as a guide for applications involving Storefront-Based Medical Cannabis Dispensaries (SMCD). Please submit this checklist with the application.

### Exclusions and Restrictions:

- Applications for projects located in the Coastal Zone are not accepted at this time. The ordinance has not yet been certified by the California Coastal Commission.
- No more than four permits may be issued to a person or group, including any natural person who owns or controls any interest, directly or indirectly within any of the aforementioned group(s) pursuant to 55.4.8.10 of the Commercial Medical Marijuana Land Use Ordinance.
- FOR COASTAL ZONE: SMCD shall only be allowed in specifically enumerated zones with a valid business license, and a conditional use permit and coastal development permit, issued pursuant to Section 312-3.1 of the code. Zoning districts where a SMCD may be located are CN, CG, MB, ML, and MG.
- FOR INLAND ZONE: SMCD shall only be allowed in specifically enumerated zones with a valid business license, and a conditional use permit issued pursuant to Section 312-3.1 of the code. Zoning districts where a SMCD may be located are C-1, C-2, C-3, MB, ML, MH.
- SMCD shall at all times be operated in such a way as to ensure the safety of patients and staff; to ensure the security of the medical cannabis; and to safeguard against the diversion of medical cannabis for non-medical purposes.
- The Planning Commission shall specifically regulate the location of medical cannabis Dispensaries by considering the potential impacts and cumulative impacts of proposed medical cannabis Dispensaries to the community area as a whole and specifically on the following existing uses located within a 600 foot radius of a proposed Dispensary, regardless of whether those existing uses are located within the jurisdiction of the County. The Planning Commission shall have the discretion to deny a conditional use permit for any proposed medical cannabis Dispensary within 600 feet of the following uses if the Commission determines that the impacts of a proposed Dispensary have the potential to be significant on the following uses:
  - Residential neighborhoods and their occupants
  - Church
  - Playgrounds, public parks, libraries, licensed day care facilities, and places where children congregate
  - Residential treatment facilities
  - The cumulative impacts resulting from the addition of another cannabis dispensary, delivery service or other distribution or transfer facility when there are others within a 600 foot radius of the proposed new facility.

- No medical cannabis Dispensaries, operators, establishments, or providers who possess, cultivate, or distribute medical cannabis shall be located within a 600-foot radius of a school Page 18 of 23 [Health & Safety Code section 11362.768 (b)]. This distance shall be measured in a straight line from the property line of the school to the property line of the medical cannabis dispensing facility, operator, establishment, or provider.
- SMCD shall implement their policies and procedures as outlined in their Operations Manual as approved by the Planning Commission. Any deviations from or changes in the Operations Manual must be conveyed to the Humboldt County Planning and Building Department in writing within 30 days of the change.

Permit Requirements:

In order for the Planning Commission to consider granting or renewing a conditional use permit or coastal development permit to operate a SMCD, **All of the following provisions must be met** :

- Preparation of a hazardous materials storage, handling, and disposal plan approved by the Division of Environmental Health, if applicable.
- Submission of an Operations Manual and compliance with the Operating Standards, pursuant to sections 55.3.10 and 55.3.11 of Ordinance #2534. See below for more information about the Operations Manual.

Operations Manual:

- Authorization for the County, its agents, and employees, to seek verification of the information contained within the conditional use permit and coastal development permit applications, the Operations Manual, and the Operating Standards at any time before or after the conditional use permit and coastal development permit are issued.
- A description of the staff screening processes, which shall include a requirement for criminal background checks.
- The hours and days of the week when the SMCD will be open.
- Text and graphic materials showing the site, floor plan and facilities. The material shall also show structures and land uses within a 600 foot radius.
- A description of the security measures located on the premises, including but not limited to, lighting, alarms, and automatic law enforcement notification, and how these will assure the safety of staff and clients and secure the medical cannabis against diversion for non-medical purposes.
- A description of the screening, registration and validation process and procedures for qualified patients and primary caregivers.
- A description of qualified patient records acquisition and retention procedures and policies.
- A description of the processes, procedures and inventory controls for tracking the disparate strains, who they were grown by, and amounts of medical cannabis that come in and go out of the SMCD.
- Description of measures taken to minimize or offset the carbon footprint from operational activities.
- Description of chemicals stored, used and any effluent discharged as a result of operational activities.
- The procedure, documentation, and notice process for assuring the quality and safety of all medical cannabis distributed.

- The procedure and documentation process for determining patient dosage, including any testing for the major active agents in medical cannabis offered to qualified patients, such as cannabinoids tetrahydrocannabinol (THC), Cannabidiol (CBD), and Cannabinol (CBN).
- Any other information as may be requested by the County, its employees, and/or by the Planning Commission.
- Please submit this checklist with the application.