



City of Riverside Community & Economic Development

STOREFRONT RETAIL COMMERCIAL CANNABIS BUSINESS PERMIT APPLICATION

City Council Resolution 24048, adopted October 17, 2023, established the process for reviewing Storefront Retail Commercial Cannabis Business Permit (CCB) applications. Additionally, City Ordinance 7628, adopted March 14, 2023, established Municipal Code regulations related to the Storefront Retail Commercial Cannabis program, which are set forth in Riverside Municipal Code Chapter 5.77. These documents are available online at:

https://library.municode.com/ca/riverside/codes/code_of_ordinances?nodeId=PTIICOOR_TIT5BUTALIRE_CH5.77CABUAC

All applications must be electronically submitted through the [City's cannabis portal](#) beginning November 15, 2023 at 7:30AM and concluding on December 15, 2023 at 5:00PM. Late submittals will not be accepted. It is the sole responsibility of the applicant to submit their completed application, including all required attachments, prior to the conclusion of the application period. The City of Riverside is not responsible for any errors or late submittals by applicants.

The applicant will be required to submit an application form, a background form, a defense and indemnification form, a business proposal, and proof of payment of Phase 1's Application Review fee. Description of all Storefront Retail CCB Permit application components are listed in the checklist provided on the City's cannabis webpage. All submitted material must follow all guidelines, ordinance, and policy set forth by the City Council.

All questions must be submitted to the City by email to Cannabis@RiversideCA.gov and will be answered within two days of receipt in the order received, via the City's Cannabis webpage. No communication regarding the Storefront Retail CCB Permit should be directed to any elected or appointed City official or City staff, except for the City's Cannabis Project Manager. Additionally, applicants can subscribe to the e-notification list through the City's Cannabis webpage: <https://www.riversideca.gov/cannabis>

To ensure fairness and avoid misunderstandings, all communications must be in written format and submitted only to Cannabis@RiversideCA.gov. Any verbal communications will not be considered or responded to. All questions received by the application due date will be logged and reviewed. A response will be provided publicly via an update on the cannabis web portal on the City's website.

Application Packet and Review Process

Application packets shall be organized in the same order as the checklist with page three of this document on top. An application that is missing any of the required components will be disqualified, and the applicant will be notified within one (1) business day of determination.

All Storefront Retail CCB Permit applications submitted shall be reviewed, and complete applications granted application clearance will be evaluated, scored, and ranked by a review panel composed of City staff selected by the City Manager. The review panel Evaluation Period will run for forty-five (45) calendar days from the date the application period closes. Each application will be ranked and applicants will be notified when ranking is available. The top 14 applicants shall receive Provisional Approval advancing to Phase 2 - Application Final Approval.

Filing Deadline

Applications for Storefront Retail CCB applications must adhere to the filing deadline of December 15, 5:00PM, as noted on the City's cannabis webpage (link above). Any incomplete application received may result in disqualification unless it is resubmitted in its entirety before the deadline expires. The City Manager, at his/her sole discretion, may extend the length of the application period on terms he/she specifies. Notice and terms for any such extension will be posted on the City's cannabis webpage.

Fees

Each applicant must pay application fees to cover the costs incurred by the City in the application process. Riverside Municipal Code Chapter 5.77.130.F, pursuant to Resolution 24048 and Resolution 24053, requires applicants to submit an initial Application Review fee.

Fees are to be paid at the City of Riverside's Treasury Department, located on the first floor of City Hall prior to application submittal. City Hall is located at 3900 Main Street, Riverside, CA 92522, and is open from 8:00AM to 5:00PM, Monday through Friday. All city business shall occur during these business hours. Applicants are required to pay the Phase 1 application review fee with a money order or cashier's/certified check. Applicants will receive a receipt of payment to upload with their respective application submittal. Payment can be made anytime during normal business hours, excluding holidays.

All Storefront Retail CCB Permit applicants shall submit a City Treasury Department receipt of payment for the initial Phase 1 Application Review fee with their Storefront Retail CCB Permit application. Applicants that proceed past Phase 1 will be required to submit an additional Site Review fee to proceed to Phase 2 review. Applications that fail to pay and upload the Phase 1 Application Review receipt by the filing deadline will be deemed ineligible. The flat fee for Phase 1 is as follows:

Phase 1: Application Review fee – \$13,842

City's Reservation of Rights

Pursuant to Riverside Municipal Code Chapter 5.77.120, the City Manager reserves the right to reject any application undergoing the review process at any given time. Persons submitting applications assume the risk that all or any part of the cannabis business permit program, or any particular category of permit potentially authorized under Riverside Municipal Code Chapter 5.77, may be canceled at any time prior to permit issuance. The City further reserves the right to request and obtain additional information from any candidate submitting an application. In addition to a failure to comply with other requirements in Riverside Municipal Code Chapter 5.77, an application may be rejected for any of the following reasons:

1. The application was received after the designated time and date of the deadline.
2. The application did not contain the required elements, exhibits, or was not organized in the required format.
3. The application was considered not fully responsive to the request for a permit application, i.e., was substantially incomplete.

Applicants may appeal the decision of the City Manager pursuant to Riverside Municipal Code Chapter 5.77.220.

Cannabis Business Name: _____
Trade name of the business (DBA) if applicable, or legal name of the business

Applicant Name: _____
Name of owner (person) submitting application

1. Applicant / Business Entity:

Applicant (Owner): _____

Business Entity (add DBA if applicable): _____

Mailing Address Street: _____

City/State/Zip Code: _____

Phone Number: _____

Email: _____

Date of Birth: _____

2. Primary Contact Information

Applicant's Representative/Contact: _____

Representative / Contact Title: _____

Company DBA (if applicable): _____

Relationship to Applicant: _____

Mailing Address Street: _____

City/State/Zip Code: _____

Phone Number: _____

Email: _____

Date of Birth: _____

3. Business Entity Status

Check one:

Limited Liability Company

General Partnership

Limited Partnership

Corporation (or foreign corporation)

Limited Liability Partnership

Other: _____

Attach formation documents (e.g., articles of incorporation, operating agreements, partnership agreements, and fictitious business name statements).

Attach proof of registration with, or a certificate of good standing from, the California Secretary of State.

4. Cannabis Activity Denials, Suspensions, or Revocations

List any of the owners, officers, or managers that have previously, within the last five years, been denied the right to conduct any commercial cannabis activity in any jurisdiction and/or whether such person's authorization to conduct any commercial cannabis activity in any jurisdiction has been suspended or revoked. Applicant(s) shall provide the type of license or permit applied for, the name of the licensing/permitting authority that denied, suspended, or revoked the application or license/permit, the date of denial, suspension, or revocation, the length of suspension, if applicable, and the basis of the denial, suspension, or revocation.

Check this box if the applicant has not had any prior commercial cannabis activity denials, suspensions, or revocations.

Denial, Suspension, or Revocation Details

License type: _____

Authority: _____

Date of denial: _____

Reason for denial:

Denial, Suspension, or Revocation Details

License type: _____

Authority: _____

Date of denial: _____

Reason for denial:

5. Criminal Convictions

Pursuant to Riverside Municipal Code Chapter 5.77.080, have any of the owners, officers, or managers been convicted of any of the following:

A violent felony as defined by California Penal Code 667.5 or equivalent offense in other states.

Yes No

A serious felony as defined by California Penal Code 1192.7 or equivalent offense in other states.

Yes No

A felony for hiring, employing, or using a minor in transporting, carrying, selling, giving away, preparing for sale, or peddling, any controlled substance to a minor; or selling, offering to sell, furnishing, offering to furnish, administering, or giving any controlled substance to a minor.

Yes No

A felony for drug trafficking with enhancements pursuant to Section 11370.4 or 11379.8 of the Health and Safety Code.

Yes No

A felony involving fraud, deceit, or embezzlement.

Yes No

Pursuant to Riverside Municipal Code Chapter 5.77.080, applicant acknowledges and agrees to require employees to submit to a background check within one month of being hired.

Applicant signature: _____ Date: _____

Pursuant to Riverside Municipal Code Chapter 5.77.080, applicant acknowledges and agrees that any evidence of a conviction of any the offenses outlined above shall be grounds for denial or revocation of a cannabis business permit, and/or employment with a cannabis business permittee in the City of Riverside.

Applicant signature: _____ Date: _____

6. State Law Compliance

Applicant acknowledges and agrees to meet the requirements of the state cannabis laws, including, but not limited to, track-and-trace, inventory, returns, destruction of products, waste management, environmental sustainability, records retention, and operational requirements.

Applicant signature: _____ Date: _____

7. Insurance Compliance

Pursuant to Riverside Municipal Code Chapter 5.77.330, applicants must obtain and provide liability insurance to Risk Management. Below is the requirement to obtain and maintain insurance in the amounts and types acceptable to the City and to name the City, its directors, officials, officers, employees, agents, and volunteers as additional insureds by endorsement.

	General Liability	Auto Liability
Required Limits	\$2,000,000 per Occurrence \$4,000,000 per Aggregate	\$1,000,000 Combined Single Limit (CSL)
Required Endorsements	Additional Insured	Additional Insured

Applicants also must obtain and maintain Workers' Compensation with limits as required by the Labor Code of the State of California.

Applicant acknowledges and agrees to provide and maintain the required certificates and endorsements to the City's insurance portal: <https://RiversideCA.gov/Coportal>

Applicant signature: _____ Date: _____

8. Labor Peace Agreement

Pursuant to Riverside Municipal Code Chapter 5.77.130, applicants with over 5 employees are required to attest that they have executed a labor peace agreement as defined in Business and Professions Code Section 26001(y) with a Bona Fide Labor Organization as defined by 29 U.S.C 402(i) and will abide by the terms of the agreement. If an applicant has not yet established such an agreement, they must furnish a notarized statement expressing their commitment to promptly enter into a labor peace agreement and adhere to its terms within 30 days of receiving a Storefront Retail CCB permit.

- Check this box if the applicant has not yet established a labor peace agreement and intends to submit a notarized statement.

Applicant attests to the ownership of an existing labor peace agreement and will abide by the terms of the agreement.

Applicant signature: _____ Date: _____

9. Cannabis Experience and Background

List any of the owners', officers', or managers' commercial cannabis experience since 2017. Any experience as an owner, officer, manager, lender, employee, volunteer, or agent shall be listed, including the location of the experience. All individuals listed will be subject to Background and Live Scan checks in later stages of the CCB Permit selection process if identified as a finalist.

Include copies of permits, licenses, or other written forms of permission by a state, county, or municipal government entity identifying claimed experience. Copies of supporting documents do not count against your application page limits, only the business proposal has page limits.

List the license types and license numbers that the applicant currently holds from the State of California and/or all other out-of-state licensing authorities.

All applicants must provide all financial information required by the State of California, pursuant to the California Code of Regulations, Title, 4, Section 15004, or other relevant law. (Section 15004)

Check this box if the applicant does not have any prior commercial cannabis experience.

Percentage of Ownership

Percentage(%)

Full Legal Name:	_____	_____
Full Legal Name:	_____	_____
Full Legal Name:	_____	_____
Full Legal Name:	_____	_____
Full Legal Name:	_____	_____

Owner / Officer / Manager

Individual Type (Owner/Officer/Manager): _____

Full Legal Name: _____

Mailing Address Street: _____

City/State/Zip Code: _____

Phone Number: _____

Email: _____

Date of Birth: _____

Experience Details

Year(s) of Experience: _____

Mailing Address Street: _____

City/State/Zip Code: _____

License Type: _____

License Number: _____

Owner / Officer / Manager

Individual Type (Owner/Officer/Manager): _____

Full Legal Name: _____

Mailing Address Street: _____

City/State/Zip Code: _____

Phone Number: _____

Email: _____

Date of Birth: _____

Experience Details

Year(s) of Experience: _____

Mailing Address Street: _____

City/State/Zip Code: _____

License Type: _____

License Number: _____

Owner / Officer / Manager

Individual Type (Owner/Officer/Manager): _____

Full Legal Name: _____

Mailing Address Street: _____

City/State/Zip Code: _____

Phone Number: _____

Email: _____

Date of Birth: _____

Experience Details

Year(s) of Experience: _____

Mailing Address Street: _____

City/State/Zip Code: _____

License Type: _____

License Number: _____

10. Defense & Indemnification Agreement

Pursuant to City of Riverside Municipal Code Chapter 5.77.330, and to the fullest extent permitted by law, the City of Riverside shall not assume any liability whatsoever with respect to having issued a commercial cannabis business permit or otherwise approving the operation of any commercial cannabis business.

Applicant hereby attests and agrees to defend (at Applicant's sole cost and expense, and with counsel of City's choosing), indemnify and hold the City of Riverside and its directors, officials, officers, employees, representatives, volunteers and agents free and harmless from any and all claims, losses, damages, injuries, liabilities or losses which arise out of, or which are in any way related to, the City's issuance of the commercial cannabis business permit, the City's decision to approve the operation of the cannabis business or activity, the process used by the City in making its decision, or the alleged violation of any federal, state or local laws by the commercial cannabis business or any of its officers, employees, or agents.

Applicant signature: _____ Date: _____

Applicant hereby attests and agrees to reimburse the City for all costs and expenses, including but not limited to legal fees and court costs, which the City may be required to pay as a result of any legal challenge related to the City's approval of the Applicant's cannabis business permit or related to the City's approval of a cannabis activity. The City, at its sole discretion, may participate at its own expense in the defense of any such action, but such participation shall not relieve the Applicant of any of the obligations imposed hereunder.

Applicant signature: _____ Date: _____

11. Proof of Application Fee Payment

All Storefront Retail CCB Permit applicants shall submit at the time of filing of the application the Application Review fee in the amount and manner established by Resolution 24053 and Riverside Municipal Code Chapter 5.77.130(F). Applicants that proceed past Phase 1 will be required to submit an additional Site Review fee to cover the additional staff time to proceed to Phase 2 of the application process.

Applicants shall submit a copy of the receipt provided by the City of Riverside Treasury as proof of payment for the Application Review.

Applicant acknowledges and agrees to pay additional fees that may be incurred if selected for the second phase of the Storefront Retail CCB Permit application. Furthermore, the applicant also acknowledges and agrees that non-payment or late payment is considered not responsive and subject to rejection of the permit at the discretion of the City Manager.

Applicant signature: _____ Date: _____

12. Business Proposal

All Storefront Retail CCB Permit applicants must prepare a narrative Business Proposal that will be used during the Merit-Based evaluation. The Business Proposal must be in 12-point font text that does not exceed a total of 50 single-sided pages that addresses all topics outlined in the [Evaluation Criteria](#) identified in the [Storefront Retail Commercial Cannabis Business Permit guidelines](#).

- I. Qualifications of Owners and Operators
- II. Business Plan/Financial Investment
- III. Operations Plan
- IV. Safety/Security Plan
- V. Labor, Employment, and Local Sourcing Plan