

# Commercial Cannabis Business Permit Retail Applications FAQ's

Should you have any questions regarding the application process, please do not hesitate to reach out the City of Santee staff.

Staff are available through [cannabisinfo@cityofsanteeca.gov](mailto:cannabisinfo@cityofsanteeca.gov), phone (619-258-4100 x 167), or in-person at Santee City Hall during normal business hours.

## **GENERAL**

### **Does the City have an adopted Cannabis Ordinance?**

Yes, Santee Municipal Code (SMC) 7.04 Cannabis Businesses. (Updated 8/15/2024)

### **How many commercial cannabis business (CCB) permits for retail applications will be approved?**

Up to four retail applications, including applications for microbusinesses that include storefront retail activities, may be approved by City Council. ([SMC 7.04.100](#)) (Updated 8/15/2024)

### **What land use designations allow retail CCBs?**

Retail CCBs are allowed in the General Commercial (GC), Light Industrial (IL), and General Industrial (IG). ([SMC 7.04.290](#)) (Updated 8/15/2024)

### **Where can I read the rules and regulations that have been established?**

[Santee Municipal Code \(SMC\) 7.04 Cannabis Businesses](#)

[Application Procedures](#) (Updated 8/15/2024)

### **Can a property have more than one application submitted?**

The City will only accept one application per legal lot (referred to as “property”). If the City receives more than one application per property, the City will notify the property owner and the property owner will need to notify the City, in writing, which application is authorized.

In addition, persons possessing an individual or cumulative ownership interest of ten percent (10%) or more in a retail CCB shall be limited to being a part of only one CCB permit retail application during this application period. (Updated 9/23/2024)

## **APPLICATION PROCEDURE**

### **Does the City have adopted application procedures for CCB permits for retail applications?**

Yes, it is available [online](#). (Updated 8/15/2024)

### **When will the City begin accepting applications for CCB permits for retail applications?**

The City will begin accepting applications at 3:00 pm on Tuesday, September 10, 2024. In accordance with the [Procedures](#), the application process will be open for 45 days. The closing date for applications will be 45 days after the opening date on Thursday, October 24, 2024 by 3 pm. (Updated 9/3/2024)

**Can I submit my application through the Santee’s Permitting & Licensing Portal ([SanteePortal.org](#)) ?**

Yes, you may submit your application via the Santee Permitting & Licensing Portal starting from 3:00 pm on Tuesday, September 10, 2024 to 3:00 pm Thursday, October 24, 2024. Any applications received before 3:00 pm on September 10th and after 3:00 pm on October 24th will not be reviewed. (Updated 9/3/2024)

**Will there be a fee for the application?**

Yes, each applicant for a CCB permit retail application shall pay an application fee to cover all costs incurred by the City in the application process (SMC 7.04.130F). The application fee is \$25,711. (Updated 8/15/2024)

**Are wet signatures required for CCB permit retail application documents?**

Both wet and electronic signatures are acceptable for the CCB permit retail application documents. (Updated 9/23/2024)

**Should each person listed as a contact within the CCB permit retail application create an account on the City of Santee’s Permitting and Licensing Portal?**

Each contact person is not required to create an account. However, anyone with an account that is linked to the CCB permit will have access to view permit updates online and apply for renewals in the future. (Updated 9/23/2024)

**Do all owners need to sign the CCB permit retail application form?**

Each "owner", owner having the same meaning as the word “owner” set forth under [SMC 7.04.060](#), is required to be disclosed and sign under the "OWNER INFORMATION" section of the application form. The "APPLICATION CERTIFICATION" section of the application form only needs to be signed by the applicant able to certify the statement. (Updated 9/23/2024)

**ZONING VERIFICATION LETTER**

**How do I apply for a Zoning Verification Letter related to a CCB permit?**

Zoning Verification Letters are submitted online through the City of Santee’s Permitting and Licensing Portal along with the \$267 fee. Under the “Apply” tab of the [Permitting and Licensing Portal](#), search “Cannabis Zoning Verification Letter” and select the Zoning Verification Letter specific to CCB Permit – Retail Applications. Complete the application steps and submit the [Zoning Verification Letter Request Form](#), evidence of legal parcel documentation in compliance with the [City’s Determination of Legal Parcel handout](#) and \$267 fee during the 45-day application period.

Save the confirmation page and upload it as part of the CCB permit application as evidence the Zoning Verification Letter and review fee have been submitted during the 45-day application period.

Staff will provide the zoning verification results after the application period closes. (9/9/2024)

Applicants who receive zoning verification results that cause the rejection of the CCB permit application will be refunded the full CCB application fee. The cannabis zoning verification letter fee is non-refundable. (Updated 9/25/2024)

## **BACKGROUND CHECK SERVICES**

### **How do I apply for background check services?**

San Diego County Sheriff's Office (SDCSO) is providing background check services. An appointment for background services can be made through SDCSD by calling (858) 974-2020. SDCSO Headquarters is located at 9621 Ridgehaven Court, San Diego, CA 92123. (Updated 9/24/24)

Applicants shall complete all blank fields provided in the [Background Application, Release Waiver](#) and [Request for Live Scan Services](#). Applicants shall not alter the pre-completed sections of the Live Scan request form, as any modification may result in Live Scan rejection and/or delay by the United States Department of Justice or Federal Bureau of Investigation. A separate form shall be filled out for each owner of the business receiving a Live Scan. The bottom portion of the "Request for Live Scan" form must be filled out by the person conducting the Live Scan. Live Scan results will be sent directly to the SDCSO. Payment for the live scans will be paid directly to SDCSD.

A copy of the Live Scan form is required to be submitted as part of the CCB permit application materials. If, at any point, the SDCSO background investigation determines that one or more of the owners is ineligible pursuant to the SMC, the application will be denied. (Updated 9/9/2024)

### **Who is required to complete background check services for the CCB permit retail application?**

Persons with 10 percent or greater ownership interest in the CCB or who manage, direct, or control the operations of the CCB are required to pass a criminal history background check for the purpose of a CCB permit application.

If a CCB permit is awarded, each owner, operator, investor, manager, and employee of the CCB will be required to submit to a criminal history background check as required by SMC [7.04.080](#). (Updated 9/23/2024)

### **Which document needs to be submitted with the CCB retail application as evidence background check services have been completed?**

The [Background Application, Release Waiver](#) and [Request for Live Scan Services](#) are forms that are to be completed and provided to the SDCSO for background check services. To confirm the request for background check services has been completed, a copy of the Request for Live Scan Services form is required to be submitted as part of the application materials. The Background Application and Release Waiver forms are not required to be submitted with the CCB permit retail application. (Updated 9/23/2024)

### **What is the timing for receiving background check results?**

Applicants are required to begin the background check process, including Live Scans, with SDCSO, prior to the close of the CCB permit application period. A copy of the Live Scan form is required to be submitted as part of the CCB permit application materials. SDCSO will begin processing background checks as they are received. Live Scans are routed to the Department of Justice and Federal Bureau of Investigations and may take additional time to process. SDCSO will provide a pass/fail determination to the City once all reviews are complete. (Updated 10/14/2024)

**What happens if a background check fails?**

If an applicant/owner fails a background check, as determined by the SDCSO, they are ineligible, and the CCB permit application will be denied.

(Updated 10/14/2024)

**SENSITIVE USES/GIS ADVISORY MAP**

**Is there an advisory map available for applicants to view in order to make their own determinations about eligible zones for CCBs?**

Yes, there is a [GIS map](#) available. The map shows parcels, known sensitive uses within the City and outside the City and the applicable sensitive use buffers. The map is subject to change and meant to be advisory only. Each applicant must make their assessment and decision about individual locations and cannot rely on the advisory map. (Updated 8/15/2024)

If the map is unavailable due to technical constraints, please use the PDF copy of the map for assessment. (Updated 9/23/24)

**What does sensitive use include?**

In addition to any mandatory state law requirements, the City defines sensitive uses as:

- a. A school providing instruction in kindergarten or any grades one through 12 (whether public, private, or charter, including preschool, transitional kindergarten, and K—12);
- b. A commercial daycare center licensed by the State, County or City;
- c. A church or other religious institution; and
- d. A youth center. A “youth center” means any public or private facility that is primarily used to host recreation, academic, or social activities for minors, including, but not limited to:
  - i. Private youth membership organizations or clubs,
  - ii. Social service teenage club facilities,
  - iii. Video arcades where 10 or more video games or game machines or devices are operated, and where minors are legally permitted to conduct business, or
  - iv. Similar amusement park facilities.

Sensitive use and buffer details required by the City are available in the SMC [7.04.290](#). (Updated 8/15/2024)

**When will final determinations about buffers and sensitive uses be determined?**

Decisions on cannabis permits will not be final until approved by the City Council. In accordance with SMC [7.04.290\(C\)](#), buffers and sensitive uses are determined “at the time the license is issued.” Therefore, final determinations will be made by City Council at the time of final City Council approval. (Updated 8/15/2024)

Note that two different buffers from sensitive uses apply. A CCB shall be no closer than 900’ from any zoned parcel in the City designated by the City and State law as a sensitive use. Santee Municipal Code 7.04.290 SMC [7.04.290](#). In addition, State law also requires a 600’ buffer from sensitive uses located outside of the City. Applicants must assess and comply with both buffers. (Updated 8/15/2024)

**When looking at the Sensitive Use GIS map, the classification of a sensitive use may not match the use of the site. Is it still considered a sensitive use if the classification does not align?**

Yes. The map is meant to be advisory only and does not provide a breakdown of all sensitive uses as separate symbols. Some sensitive uses have been combined and symbolized under one sensitive use classification. Each applicant must make their assessment and decision about individual locations and cannot rely solely on the advisory map. Sensitive use and buffer details required by the City are available for review in the SMC [7.04.290](#). (Updated 8/23/2024)

**POST CCB PERMIT RETAIL APPLICATIONS PROCESS**

**Can the location of a CCB be changed during the application process or after a permit has been issued?**

A CCB who has obtained a CCB permit may propose a change in information, including a change in location, that complies with the zoning and location requirements outlined in SMC [7.04.290](#). The CCB would first need to notify staff of the proposed change in information so staff may open the Permitting and Licensing Portal to allow the change of information application package to be submitted under the CCB permit record. A deposit of \$1,000 would be required prior to the start of review and the exact cost for staff's review time would be billed against the deposit. (Updated 9/23/2024)