



CITY OF WILDOMAR
Planning Department

23873 Clinton Keith Road, Suite #110
Wildomar, CA 92595
Tel. (951) 677-7751 Fax. (951) 698-1463

For office use only.

**PLN Application
Number**

Cannabis Local License Renewal Application

PROJECT INFORMATION:

Project Address/Assessor Parcel Number (include suite number if located in a multi-tenant building):		
General Project Description (a detailed project description and letter of operations must be included as a separate attachment):		
	<u>Existing</u>	<u>Proposed (If applicable)</u>
General Plan Designation:		
Zoning Designation:		

APPLICANT CONTACT INFORMATION:

Name of Business Entity and Applicant Name:		
Mailing Address:		
Telephone:	Fax:	Email Address (required):
I hereby acknowledge that I am the applicant for this application and certify that all filing requirements have been satisfied for my application. I also acknowledge that any missing items may delay the processing of my application. Signature of Applicant must also be notarized by a Notary Public (see attachment).		
<u>Applicant Name (Printed)</u>	<u>Signature of Applicant:</u>	<u>Date:</u>

PROPERTY OWNER INFORMATION AND PERMISSIONS:

Property Owner(s) Name:		
Mailing Address:		
Telephone:	Fax:	Email Address (required):
I certify under the penalty of perjury and the laws of the State of California that I (we) am (are) the property owner(s) of the property that is the subject matter of this application, and I (we) am (are) authorizing to, and hereby do consent to the filing of this cannabis application and acknowledge that the final approval by the City of Wildomar, if any, may result in restrictions, limitations, and construction obligations being imposed on this real property. Signature of Applicant must also be notarized by a Notary Public (see attachment).		
Printed Name of Property Owner(s)	Signature of Property Owner(s)	
Printed Name of Property Owner(s)	Signature of Property Owner(s)	
Printed Name of Property Owner(s)	Signature of Property Owner(s)	

Special Notes:

- Prior to submitting the Local License Renewal Application form to the Planning Department, you are required to first contact Abdu Lachgar, AICP, Senior Planner by calling at (951) 677-7751, Extension 203, or by email at alachgar@wildomar.gov. Application submittals shall be made by appointment only.
- The Applicant and Property Owner signatures must be notarized by a registered Notary Public (see attached form), or the Local license application will not be accepted.
- The processing of a Cannabis Local License subject to Fixed-Fee as outlined in the city's fee schedule and is due at time of Application submittal.
- The Local License Renewal application must be submitted at least 30-days prior to the expiration date (45 days prior is more preferable). The local license Renewal process takes about 60 days to review and process.



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ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY BY THE APPLICANT

(Project representative signatures will not be accepted.)

I acknowledge and certify that this project application is being submitted and processed as a "fixed fee" application in accordance with City Council action approved on November 8, 2023. I also acknowledge that this fixed fee is based on three (3) Plan Reviews and Approval. For each additional plan review above three (3), an extra fee equal to 25% of the original fixed fee amount for each application type will be due before moving forward, and failure to pay the extra fee will result in the City pausing all work on the project review until the fee is paid. I further acknowledge that if this application requires additional legal review by the city attorney beyond the typical review time stipulated in the fixed fee for each application, an additional charge of \$4,969.64 for each 10 additional hours will apply. I lastly acknowledge, upon notification from the City, that if the proposed project becomes inactive for a period of six (6) months, the project will be automatically deemed closed out and withdrawn by the City, and that a new development application and fixed fee (at the time of re-initiation) will be required to restart the project.

ACKNOWLEDGEMENT OF INDEMNIFICATION RESPONSIBILITY BY THE PROJECT APPLICANT

(Project representative signatures will not be accepted.)

The Applicant for this application shall indemnify, protect, defend, and hold harmless, the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, from any and all claims, demands, law suits, writs of mandamus, and other actions and proceedings (whether legal, equitable, declaratory, administrative or adjudicatory in nature), and alternative dispute resolutions procedures (including, but not limited to arbitrations, mediations, and other such procedures), (collectively "Actions"), brought against the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, that challenge, attack, or seek to modify, set aside, void, or annul, the any action of, or any permit or approval issued by, the City and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof (including actions approved by the voters of the City), for or concerning the project, whether such Actions are brought under the California Environmental Quality Act, the Planning and Zoning Law, the Subdivision Map Act, Code of Civil Procedure Chapter 1085 or 1094.5, or any other state, federal, or local statute, law, ordinance, rule, regulation, or any decision of a court of competent jurisdiction. City shall promptly notify the Applicant of any Action brought and request that Applicant and Property Owner defend the City. It is expressly agreed that Applicant may select legal counsel providing the Applicant's defense and the City shall have the right to approve separate legal counsel providing the City's defense. The Applicant shall reimburse City for any attorneys' fees, costs and expenses directly and necessarily incurred by the City in the course of

the defense. Applicant agrees that City will forward monthly invoices to Applicant for attorneys' fees, costs and expenses it has incurred related to its defense of any Action and Applicant agrees to timely payment within thirty (30) days of receipt of the invoice. Within fourteen (14) days of an Action being filed, Applicant agrees to post adequate security or a cash deposit with City in an amount to cover the City's estimated attorneys' fees, costs and expenses incurred by City in the course of the defense in order to ensure timely payment of the City's invoices. The amount of the security or cash deposit shall be determined by the City. City shall cooperate with Applicant in the defense of any Action.

Applicant Printed Name

Applicant Signature

Date

Billing Address:

Address

City

State

Zip Code

E-mail Contact Information (required): _____

Telephone Number: _____

Property Owner Printed Name

Property Owner Signature

Date

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

STATE OF CALIFORNIA

COUNTY OF _____

On _____, before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form

CAPACITY CLAIMED BY SIGNER	DESCRIPTION OF ATTACHED DOCUMENT
<input type="checkbox"/> INDIVIDUAL	_____
<input type="checkbox"/> CORPORATE OFFICER	TITLE OR TYPE OF DOCUMENT
_____	_____
<input type="checkbox"/> PARTNER(S) <input type="checkbox"/> LIMITED	NUMBER OF PAGES
<input type="checkbox"/> GENERAL	_____
<input type="checkbox"/> ATTORNEY-IN-FACT	DATE OF DOCUMENT
<input type="checkbox"/> TRUSTEE(S)	_____
<input type="checkbox"/> GUARDIAN/CONSERVATOR	SIGNER(S) OTHER THAN NAMED ABOVE
<input type="checkbox"/> OTHER _____	_____
_____	_____

SIGNER IS REPRESENTING:

(NAME OF PERSON(S) OR ENTITY(IES))



CITY OF WILDOMAR Planning Department

Application Submittal Requirements For Cannabis Local License Renewal

Special Note:

The City has officially adopted an “All-Electronic” project application submittal and fixed fee payment process, including submittal of development plans and all accompanying technical studies (new and resubmittals). When you are ready to make a formal submittal (or resubmittal), please contact Mr. Abdu Lachgar, AICP, Senior Planner at (951) 677-7751, Ext. 203, or via email at alachgar@wildomar.gov. Mr. Lachgar will provide detailed instructions on how to make the formal electronic submittal (and resubmittals) and pay the fixed fees.

A. Cannabis Local License Renewal Application Submittal Requirements:

The following minimum submittal requirements for a Local License Renewal application shall be required (no deviations are allowed):

- ☐ A Completed and Signed/Notarized Application Form & Fee payment (refer to city fee schedule).
- ☐ The Applicant shall submit proof that he/she is, or will be, entitled to possession of the premises for which application is made. Evidence of lawful possession consists of properly executed deeds of trust, leases, evidence of ownership of the licensed premises, or other written documents acceptable to the City. This information must be submitted concurrently with the Local License application, or the application will not be processed.
- ☐ An Authorization Letter from the Applicant and Property Owner (separate letter attachment) for the City to seek verification of the information contained within this application.
- ☐ Proof of the nature of the cannabis business's organizational status, such as articles of incorporation, by-laws, organizational minutes, partnership agreements, or such other documentation acceptable to the city.
- ☐ An authorization letter (signed) from the property owner and/or property management company (if proposed in a multi-tenant retail center) acknowledging submittal of the Local License Application.
- ☐ A copy of the original stamped approved Local License “Cannabis Proposal Package” with all the required elements shall be provided in one (1) Pdf document that includes a cover page, detailed table of contents (TOC), and chapter/section dividers for each section for easy reference.
- ☐ If there are changes to the original stamped approved Local License “Cannabis Proposal Package” then a new and/or updated “Cannabis Proposal Package” must also be submitted.

B. Applicant / Property Owner Acknowledgments:

- ☐ The Applicant/Property Owner hereby acknowledges and understands the Local License application must be reviewed and approved by the City prior to making a formal submittal of the CUP/Development Agreement application package.

- ☐ The Applicant/Property Owner hereby acknowledges to provide any additional information that the City may request to process and fully investigate this Local License application, and that failure to provide such additional information requested by the City may result in denial of the application.
- ☐ The Applicant/Property Owner acknowledges that the City has 30-days from application submittal and payment of fees to perform its first completeness review of the application and accompanying materials/information. If the application is incomplete, the City will prepare, in writing, an incompleteness letter and provide that to the Applicant. The Applicant will then have up to 30-days to cure the incompleteness by submitting the information and/or documentation outlined in the City's incompleteness letter.
- ☐ By submitting this Local License Renewal application, the Applicant and/or Property Owner, hereby acknowledges that the Local License Renewal, if approved, is valid for two (2) additional years from date of approval by the City.
- ☐ In accordance with City Regulations, the Applicant/Property Owner acknowledges that full payment of the City's Regulatory License fee of \$142,615.60 (as set forth in Council Resolution No. 2020-35) shall be paid in full at the beginning of year three (3) and prior to the Local License Renewal application being approved by the City.

If the applicant has not initiated the cannabis business or been issued a Certificate of Occupancy (C of O) during the initial two (2) year local license approval period, the regulatory license fee may be paid in full upfront at the time of issuance of Occupancy Permits. If the Applicant chooses, the regulatory license fee may be paid in two (2) equal installments with payment #1 (50%) due at the time of issuance of a Certificate of Occupancy, followed by payment #2 (50%) due within six (6) months after issuance of a Certificate of Occupancy. The amount of the regulatory licensing fee payment will be prorated based on the amount of time remaining on the renewal license at the time a Certificate of Occupancy is issued.

- ☐ By submitting this Local License Renewal application, the Applicant and/or Property Owner, hereby acknowledges that the City may place conditions upon the approval of the Local License Renewal which are, in the opinion of the City, reasonably related to the protection of the health, safety and welfare of the neighborhood in which the proposed licensed premises is to be located and of the general public.
- ☐ By submitting this Local License Renewal application, the Applicant/Property Owner acknowledges and provides authorization for the City to seek verification of the information contained within the application, and any such additional and further information, as is deemed necessary by the City.
- ☐ By submitting this Local License Renewal application, the Applicant and/or Property Owner, hereby acknowledges that, in addition to any applicable requirements in Chapter 17.240 of the WMC (Ordinance No. 187), that application for transfers of or changes to the ownership of a licensee, modifications to a licensed premises, and changes of location of a cannabis business shall comply with Chapter 5.76 of the WMC (Ordinance 188).
- ☐ By submitting this Local License application, the Applicant and/or Property Owner, hereby acknowledges that the cannabis business shall comply with the operational requirements set forth in Chapter 5.76 of the WMC, and the City approved Local License Cannabis package.

- ☐ By submitting this Local License application for a retail business, the Applicant and/or Property Owner hereby acknowledges that the cannabis business shall also comply the specific retailer requirements set forth in Chapter 5.76 of the WMC as applicable. (Ordinance 188).
- ☐ By submitting this Local License application for manufacturing business, the Applicant and/or Property Owner hereby acknowledges that the cannabis business shall comply with the specific manufacturing requirements set forth in Chapter 5.76 of the WMC as applicable. (Ordinance 188)
- ☐ By submitting this Local License application for cultivation business, the Applicant and/or Property Owner hereby acknowledges that the cannabis business shall comply with the specific cultivation requirements set forth in Chapter 5.76 of the WMC as applicable. (Ordinance 188)
- ☐ By submitting this Local License application for distribution business, the Applicant and/or Property Owner hereby acknowledges that the cannabis business shall comply with the specific distribution requirements set forth in Chapter 5.76 of the WMC as applicable. (Ordinance 188)
- ☐ By submitting this Local License application for a testing laboratory business, the Applicant and/or Property Owner hereby acknowledges that the cannabis business shall comply with the specific testing laboratory requirements set forth in Chapter 5.76 of the WMC as applicable. (Ordinance 188)
- ☐ By submitting this Local License application, the Applicant and/or Property Owner, hereby acknowledges that they have read Ordinance 188 (attached hereto) which establishes specific commercial cannabis licensing regulations which were approved by the City Council on May 28, 2020 and June 10, 2020 and which became effective on July 10, 2020.
- ☐ By signing below (and Notarized), the Applicant and Property Owner certifies under the penalty of perjury, that they acknowledge these statements and that all the information provided in this Local License application is true and correct.

Applicant Printed Name

Signature of Applicant

Date

Property Owner Printed Name

Signature of Property Owner

Date