



Use Permit – Cannabis Application Checklist and Procedures

Summary:

Cannabis activities require land use controls due to state legal constraints on cannabis activity, and the potential environmental and social impacts associated with cannabis activity. To conduct commercial cannabis activity within designated zones in the City, operators are required to obtain both a commercial cannabis operator permit as outlined in Chapter 9.10, Cannabis Regulations, along with a use permit from the City in accordance with Chapter 17.86.

Materials and References:

- [Application Checklist – Conditional Use Permit](#)
- [Planning Application](#)
- [Ch. 17.86.080 Cannabis | San Luis Obispo Municipal Code](#)
- [Ch. 17.110 Minor Use Permits and Conditional Use Permits | San Luis Obispo Municipal Code](#)
- [Ch. 17.104 Permit Application Filing and Processing | San Luis Obispo Municipal Code](#)
- [Comprehensive Fee Schedule Fiscal Year 2023-2024](#)
- [Development Review Process Flowchart](#)

Summary of Requirements:

Project Plans – provide 12 copies at full size (Min. 11" x 17") and 1 copy at reduced size (8.5" x 11") using U.S. Customary or English Units.

- Completed Planning Application Form.
- Description of the proposed use including:
 - Type of proposed activity(ies)
 - Hours of operation
 - Goods and services offered
 - Number of employees
 - Number of parking spaces
- Title page including:
 - Zoning and current uses of the site
 - Total square footage
 - Area of the site to be covered by structures
 - Density calculations
 - Parking calculations
 - Total area of landscaping excluding setback areas



- Site plan, schematic floor plans, and a general description of the nature, square-footage, parking, and type of cannabis activity(ies) being requested including:
 - Building footprints
 - Existing and proposed impervious surfaces
 - Existing and proposed drainage patterns
 - Dimensioned property lines and all building setbacks
 - Location, name, and width of adjacent rights-of-way
 - Location and width of all waterways
 - Proposed improvements and demolitions
 - Dimensions of all parking spaces and bays
 - Walls, fences, and exterior lights
 - Location of recycling and refuse enclosures
 - Landscaping and outdoor use areas
 - Distance to nearest structure on adjacent property
 - North arrow and scale
- An operations plan including:
 - A security plan to the approval of the chief of police, including but not limited to on-site security measures both physical and operational and, if applicable, security measures for the delivery of cannabis associated with the commercial cannabis business
 - Plan for restriction of access by minors
 - Employee safety and training plan
 - Odor, noise, and light management plan
 - Estimated energy usage and energy efficiency plan
 - Estimated water usage and water efficiency plans
 - Waste management plan
 - For retail sales, an educational material dissemination plan
- Proposed signage including sign size, height, colors, and design of any proposed signage at the site.
- An analysis demonstrating neighborhood compatibility and a plan addressing potential compatibility issues.
- For retail storefronts, a vicinity map showing distances from uses such as schools, public parks, playgrounds, daycares, and residentially zoned areas.
- Proof of ownership, option to purchase, or other proof of right to apply for the permit at the location.
- A list of all other uses on the property.



Permit Application Filing and Processing:

The entire timeline to file and process an application varies but can take up to 8-12 weeks. Projects may be subject to environmental review depending on the complexity and location, which adds a minimum of 4 weeks to the project timeline.

- 1) Prior to Filing: Use the Application Checklist, Materials and References, and the Summary of Requirements to compile application materials for a Use Permit.
- 2) Filing: Application is made to the Community Development Department. Refer to the Fee Schedule for applicable fees due at the time of filing.
- 3) Review for Completeness: Application is reviewed for completeness and accuracy before accepted as complete and officially filed.
Note: Determination of completeness is based on the City's list of required application contents and related additional instructions provided to the applicant in any preapplication conference and/or during the initial application review period.
- 4) Notification to Applicant: Within 30 calendar days of filing, the applicant is notified in writing on the status of their application (i.e. accepted for processing, incomplete, additional information needed, etc.)
Note: Additional information is subject to another 30-day period of review for completeness for each resubmittal necessary.
- 5) Public Hearing: Use Permit applications are subject to public hearing before the Planning Commission.
- 6) Resolution: The Planning Commission's decision is adopted by Resolution within 10 days of the concluding hearing, becoming effective immediately and is final.