



**CITY MANAGER OFFICE**  
1001 West Center Street  
Manteca, CA 95337  
Ph: (209) 456-8011  
Email: mantecacannabis@manteca.gov

## **APPLICATION PROCEDURE GUIDELINES AND REVIEW CRITERIA FOR A COMMERCIAL CANNABIS BUSINESS PERMIT (STOREFRONT RETAIL APPLICATIONS)**

**Application Period**  
**OPENS – March 8, 2023**  
**CLOSES – May 8, 2023**

**These Procedure Guidelines apply solely to Cannabis Retail Applications**

### **NUMBER OF PERMITS**

During this application period the City will be allowing up to three (3) cannabis Retail permits under this process, consistent with the City's ordinance.

### **RETAIL BUSINESS**

- "Retailer" shall have the same meaning as that contained in Section 26070(a)(1) of the California Business and Professions Code.

### **CONTACT**

If you have any questions or would like an update on the status of your application, please contact the City Manager's Office at (209) 456-8016 or by email at mantecacannabis@manteca.gov.

### **APPLICABLE REGULATIONS**

Information regarding the Commercial Cannabis Business (CCB) Permit Application process can be found on the City's website at <https://www.manteca.gov> and includes the following:

- Application Procedures Guidelines and Review Criteria
- City of Manteca Municipal Code (MMC) Title V, Chapter 5 (Business Regulations)
- City of Manteca Municipal Code (MMC) Title XVII (Zoning Regulations)
- Property Owner Consent/Landlord Affidavit
- Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement
- Background Check Portal Link
- Commercial Cannabis Business (CCB) Permit Application

To be considered for issuance of a Cannabis Business Permit, applications must be submitted to the City Manager's Office located at the address listed on these procedures by the deadline. Failure to follow the procedures detailed below will result in your application not being considered. These Procedure Guidelines and Review Criteria (hereafter referred to as

“Procedures”) constitute the application process and are adopted pursuant to the Manteca Municipal Code (MMC) Chapter 5.64.130.

***Applicants should monitor the City’s web page for any additional information, FAQs, or updates. It is the Applicant’s responsibility to stay informed of this information.***

## **AMENDMENTS TO THE APPLICATION**

Applicants will not be allowed to make amendments to their application or to supplement their application, except as follows: (1) as otherwise specifically permitted in these Procedures, (2) posted on the City’s website as a clarification update, or (3) as authorized in writing by the City Manager or his/her designee.

City staff and/or a consultant will conduct a preliminary evaluation of the applications for completeness.

Applications missing a major component (for example, a Security Plan), will be rejected and the City will notify the applicant by email that they have been disqualified.

For Applications missing minor, but essential information, (for example, signatures/dates on forms, proof of payment receipts, scanned pages in one of the scoring criteria documents, or incorrect formatting or organization of files), the primary contact will be notified by email that their application is found to be missing minor requirements. The Applicant may be granted up to five (5) business days from the date of the email to submit the required supplemental information.

Should you receive an email from the City Manager’s Office, please confirm receipt of that email immediately, within twenty-four (24) hours. If the City does not receive confirmation from your primary contact within forty-eight (48) hours, the City may, but is not required to, make an attempt to notify the primary contact by phone in case the email was diverted the recipient’s spam folder. Please note, additional time, beyond the five (5) days to complete the curing process will not be provided. Applicants should monitor incoming and spam email carefully and regularly to ensure that communications regarding their Application are not missed. Furthermore, any additional information, other than what was requested to cure the minor deficiencies, will not be considered. Applicants will be notified if their Application is incomplete or if there is any other reason why they will not be moving forward in the Application process.

## **LIMITATIONS ON MULTIPLE SUBMISSIONS**

Applicants possessing an ownership interest of ten percent (10%), or more, in a retail cannabis permit application shall be limited to submitting only one retail Application which includes retail during this application period. In addition, the City will only accept a maximum of one (1) Application per property (APN). Without exception, City Council will only issue **one** retail permit per property (APN).

## **CITY’S RESERVATION OF RIGHTS**

The City reserves the right to reject any application, with or without cause. The City may modify, postpone, or cancel the request for a CCB permit without liability, obligation, or commitment to any person, party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any Applicant in order to conduct a complete review of the

Application or an investigation into the truthfulness of the statements set forth in the Application or provided at any stage of the Application process.

## **APPLICATION PROCESS**

This Application process is adopted pursuant to MMC Chapter 5.64.130. Review the information regarding the Application process and which documents you will need. Before submitting the Application, review it in its entirety to ensure the completeness and accuracy of the Application. Review the information regarding the Cannabis Business Permit application process for a CCB on the City webpage provided on page one.

[https://library.qcode.us/lib/manteca\\_ca/pub/municipal\\_code/item/title\\_5-chapter\\_5\\_64-5\\_64\\_130](https://library.qcode.us/lib/manteca_ca/pub/municipal_code/item/title_5-chapter_5_64-5_64_130)

### **APPLICATION SUBMITTAL REQUIREMENTS**

Applications must respond to all requirements outlined in the “Application Procedure and Review Criteria for a Commercial Cannabis Business Permit.” Applicants must submit all required application materials together in one complete comprehensive application package. Applications may be submitted by any of the following methods: in person, by U.S. Mail, or by common carrier delivery service (e.g., FED EX, UPS, etc.). The complete application package must be submitted in a sealed envelope or box addressed as follows:

City Manager’s Office  
Attn: Cannabis Application Process  
City of Manteca  
1001 West Center Street  
Manteca, CA 95337

The application package must include all the following documents with original (“wet”) signatures for each document (where applicable):

1. Commercial Cannabis Business Permit Application;
2. Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement;
3. Agreement on Limitations of City’s Liability and Indemnification to City;
4. Application fee and Background Check fee(s);
5. Property Owner Consent/Landlord Affidavit;
6. Proof of Insurance or Letter of Insurability from the Insurance Company;
7. Proof of Capitalization; and
8. Zoning Research Letter.

### **FLASH DRIVE CONTENT**

In addition to the above hard copies, all Applicants must submit a USB flash drive containing one complete digital copy of the application package per the requirements as outlined in the below format. The application package, including the flash drive and application fees, must be received by the City Manager’s Office at the same time and in the same sealed envelope or box

as the hard copies submitted to the City Manager’s Office; Attn: Assistant City Manager – 1001 W. Center Street, Manteca, CA 95337.

Please note that responses to the Evaluation Criteria, Sections A-H (found in Appendix A of the Procedures) shall be limited to 125 pages, otherwise points will be deducted. Responses pertaining to Backgrounds, Proof of Capitalization, Zoning Research Letter, Property Owner Consent/Landlord Affidavit, and Business Owner Acknowledgement Form shall not be included in the 125-page limitation. Those responses should be saved in PDF files that are separate from the Evaluation Criteria (see below).

Applicant responses to the Evaluations Criteria (Sections A-H) must be provided in the section order identified in Appendix A. Each section shall be clearly labeled, with responses provided in the appropriate section. Any response to Evaluation Criteria that is not placed within the appropriate section will receive a deduction in points.

All materials must be submitted on a USB flash drive in a PDF format in the following files. Please submit the files in the correct format and organized correctly or your application may be rejected.

PDF File #1	Cannabis Business Permit Application (pages 1-3); Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement (pages F1-F3); Agreement on Limitations of City’s Liability and Indemnification to City (pages F4-F6); and Property Owner Consent/Landlord Affidavit. All copied documents shall display required signatures to be deemed complete.
PDF File #2	Evaluation Criteria (Responses to Sections A-H of Appendix A limited to 125 pages, excluding Proof of Capitalization, which shall be included separately in PDF File #4).
PDF File #3	Background Check documentation (All required documents for each owner). Upon submission of the online background application, Applicants will receive an email confirmation. This confirmation needs to be printed, scanned, and included within PDF File #3.
PDF File #4	Proof of Capitalization (Appropriate bank statements, loan documents, promissory notes, financial and commitment letters)
PDF File #5	Zoning Research Letter (ZRL) which shows the correct location, unit, space, or suite number in the building being used. Proof of Insurance or a letter showing proof of insurability by a qualified insurance company showing the location being insured in City of Manteca, the type of activity being insured, and the name of the business being insured. Copies from another business location in another city owned by the Applicant will not be accepted.

**CRIMINAL BACKGROUND CHECK**

Each Owner as defined in Chapter 5.64.060 (L) must undergo a criminal history background check to demonstrate they meet the qualifications as outlined in MMC Chapters 5.64.080 and 5.64.380 (K). Owners who do not meet the criminal history eligibility requirements of Chapter 5.64.380 (K) will be disqualified. The background form can be found online at:

[https://hdlcompanies.formstack.com/forms/bc\\_manteca](https://hdlcompanies.formstack.com/forms/bc_manteca)

The initial background check fee for each owner shall be \$300.00. This process will be required to meet the minimum threshold qualifications pursuant to MMC Chapter 5.64.380 (K).

In addition, each successful applicant will be asked to submit to a Live Scan as part of the background check as determined by the Chief of Police. Prior to being issued a permit, the Applicant's primary contact will be notified by email with the instructions on how to schedule the Live Scan appointment.

### **ZONING RESEARCH LETTER (ZRL)**

As part of a complete application packet, an Applicant must obtain a Zoning Research Letter from the Development Services Department. To secure this letter, an Applicant must make a written request to the Development Services Department. The request should specify the intended use of the building and the proposed building location. Please advise the City if you or a tenant currently occupy the premises and what type of business activity is being conducted. Development Services Office – 1215 W. Center Street, Ste 201, Manteca, CA 95337.

The issuance of a ZRL only indicates whether the site in the Application is located within a zone that allows for retail cannabis use and whether that location falls within a known sensitivity buffer. A ZRL does not constitute written evidence of permission given by the City or any of its officials to operate a cannabis business, nor does it establish a "permit" within the meaning of the Permit Streamlining Act. Furthermore, does it create an entitlement under either the Zoning or Building Code. A regulatory permit for a CCB is not a permit that runs with the land on which the cannabis business is established.

### **FEES**

All applicants will be required to submit a fee of \$10,368. This amount will be charged against time spent by City staff and the Consultant in reviewing Applications and administering the Application process. Applicants may be required to pay additional amounts, as required, for the sole purpose of the City's completion of the Application review process. Payment must be made by a certified check, cashier's check, or money order made payable to the City of Manteca. Please note the City will not accept cash or credit cards. Application fees are non-refundable once the City begins reviewing the application.

A separate fee for the Zoning Research Letter (ZRL) of \$219 per site. A Background Check Fee of \$300 per owner is also required. Successful Applicants, will also be subject to a Live Scan Fee of up to \$150 prior to obtaining the Commercial Cannabis Business Permit or at a time determined by the Police Chief.

### **SUBMITTAL DEADLINE**

Applications and payment must be submitted to City Manager's Office on May 8, 2023 by 4:00 p.m. Late applications will not be accepted. Furthermore, an application may be rejected for the following reasons:

1. It is not responsive to this Commercial Cannabis Business Permit Application and the Application Procedure Guidelines for a Commercial Cannabis Business Permit.
2. The issuance of the Cannabis Business Permit for the proposed location does not

comply with State law, MMC Title V, Chapter 5 (Business Regulations) and/or Title XVII (Zoning Regulations).

## **APPLICATION REVIEW, SCORING, AND APPROVAL PROCESS**

### **PHASE I: DETERMINATION OF ELIGIBILITY**

During Phase I, Applications will be reviewed for completeness and compliance to meet the minimum submittal requirements. The determination of eligibility will be based on the criteria outlined in these Procedures, in accordance with MMC Chapter 5.64.130. These Procedures may be amended as provided in MMC Chapter 5.64.450, in writing, for clarification to application submittal questions which will be posted in the FAQ section of the Cannabis Information webpage and shall go into full effect immediately upon being posted on the website.

### **PHASE II: APPLICATION EVALUATION AND REVIEW (1,300 points)**

During Phase II, the City will review and score each application using a merit-based system. Applicants will be scored and ranked using the following evaluation criteria identified in Appendix A:

- Section A – Business Plan (400 points)
- Section B – Labor and Employment Plan (400 points)
- Section C – Security Plan (400 points)
- Section D – Proposed Location (100 points)

The top ranked applicants from Phase II, as determined by the City, may be eligible to advance to Phase III. The City Manager or his/her designee will decide the number of Applicants to interview based on the number and quality of Applications received. Notice of the results of Phase II will be provided in writing via email to the primary contact listed on the Application.

### **PHASE III: INTERVIEWS (2,000 points)**

During Phase III, a Staff Selection Committee designated by the City Manager will conduct a discretionary merit-based interview process. Applicants will be scored using the following evaluation criteria identified in in Appendix A:

- Section E – Qualifications of Owners (400 Points)
- Section F – Neighborhood Compatibility (500 Points)
- Section G – Community Benefits and Investments Plan (900 Points)
- Section H – Proposed Site Plan (200 Points)

Upon the completion of Phase III, the Staff Selection Committee will tabulate the scores of all Applicants from Phase III to create a preliminary ranking. The preliminary ranking will determine who will be invited to participate in Phase IV. The ranking will be based upon the scores received through the Phase III discretionary merit-based interview process. Should there be a tie in any scoring, the Staff Selection Committee shall force rank each of the Applicants who participated in Phase III, in order to establish an eligibility list. Should multiple Applicants from the same property (APN) receive highest ranking during the Phase III interview process, only the top ranked Applicant from that property (APN) will be eligible to proceed to Phase IV.

#### **PHASE IV: CITY COUNCIL INTERVIEWS AND FINAL DECISION**

Upon the completion of Phase III, the City Manager shall present to the City Council the top Applicants from the Phase III process. The City Council will interview top Applicants and make a final determination as to which Applicant(s) will be awarded a CCB permit. Each Applicant should be prepared to conduct a brief presentation in order to be interviewed by the City Council. Further details as to date, time, place, and length of presentation will be provided prior to the City Council interviews.

After the City Council has made a determination as to who, if any, Applicants will be awarded a CCB permit, the operator of each cannabis facility shall enter into a Community Benefit Agreement (CBA) with the City. A condition of issuance of the regulatory permit shall be the Applicant's entrance into the CBA with the City. The CBA shall set forth the terms and conditions under which the cannabis facility will operate. These terms are in addition to the requirements of MMC Section 5.64.370 (c), including, but not limited to: community benefits such as public outreach and education, community service, payment of fees and other charges as mutually agreed, and such other terms and conditions that will protect and promote the public health, safety and welfare.

Any community benefit(s) that an Applicant agrees to provide shall be included in the conditions under which the Applicant will operate with the City of Manteca's approval. Upon successfully completed negotiations, the Applicant is then authorized to proceed to apply for any required land use permits, business license, and other required approvals.

Any Applicant wishing to appeal Phase I through Phase III of the Application Process may file an appeal with the City Clerk's Office within ten (10) days of the Applicant receiving a notice that they will not move forward in the Application process. Appeals shall comply with the requirements of MMC Chapters 5.64.220 through 5.64.260. Any decision made by the City Council regarding the award of a cannabis permit shall be final and shall not be subject to appeal.

**NOTE:** Being awarded a CCB permit does not constitute a land use entitlement. Further, it does not waive or remove the requirement(s) of applying for and receiving permits for all construction including: electrical, plumbing, fire, Development Services Department permits or reviews, and any other permits, licenses, or reviews as deemed necessary by the relevant departments or governmental entities in charge of said permits. The award of a CCB permit also does not guarantee that the plans submitted via the CCB application process meet the standards or requirements in MMC Title 17 and any other permit requirements from other City departments or agencies.

## APPENDIX A: EVALUATION CRITERIA

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The City of Manteca is a public agency subject to the California Public Records Act (“CPRA”). In the event a request for information under the CPRA seeks disclosure of application materials marked by Applicant as “Confidential Information,” the City will make reasonable efforts to provide notice to the Applicant prior to such disclosure to allow Applicant to seek the appropriate remedy to prevent disclosure. If an Applicant contends any portion of its materials are not subject to the CPRA, it must seek the appropriate legal remedy no fewer than two (2) days before City’s deadline to respond to the CPRA request. If the Applicant fails to obtain such a remedy before the deadline for the City’s response to the CPRA request, the City will disclose the requested information and shall not be liable or responsible for such disclosure. Ultimately, independent of a judicial order, the City will make the decision as to whether or not a record is subject to the CPRA.

### **PHASE II EVALUATION**

#### **Important Instructions:**

- Evaluation Criteria identified in Sections A-C will be scored based upon an Applicant’s written response. The City may deduct points for responses that fail to meet State/local regulatory requirements or best practices for the cannabis industry.
- Applicant responses to the Evaluations Criteria must be provided in the same order identified in Sections A-C below. Each section shall be clearly labeled with responses provided within the appropriate section. Any response to Evaluation Criteria outside the appropriate section will be deducted points.
- Any commitments made by an Applicant during the evaluation process will become conditions under which the cannabis business must operate. The City may revoke or suspend or revoke an Applicant’s business license if the Applicant fails to meet the conditions imposed during the evaluation process.

#### **SECTION A: BUSINESS PLAN (400 points)**

1. Finances – Application shall include budgets for: construction, operations, maintenance, compensation of employees, equipment, property lease, security equipment and staff, City fees, state fees, utility costs, product purchases, and other anticipated contingency costs. The budgets must demonstrate that the Applicant has sufficient capital to pay startup costs and at least three months of operating costs, as well as a description of the sources and uses of funds. Application must also address the following:
  - A. Proof of capitalization, in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets. *(Note: Proof of Capitalization should be submitted in a separate PDF file. See “Application Process” section for more information.)*
  - B. A pro forma for at least three years of operations.
  - C. A schedule for beginning operation, including a narrative outlining any proposed construction and improvements and a timeline for completion.
  - D. A letter from a bank, credit union, or similar financial institution stating that the cannabis applicant has, or will be provided, access to banking services.



2. Daily Operations – Application shall describe the day-to-day operations of the proposed Retail business. The day-to-day operations shall meet industry best practices. This shall include a description of at least the following:
  - A. Customer check-in procedures.
  - B. Location(s) and procedures for receiving deliveries during business hours.
  - C. The Point-of-Sale system (including name) and how it will interface with the state’s mandated track and trace system. Identify the number of Point-of-Sales terminals in operation when the business is at full capacity.
  - D. The projected number of customers served per hour/day.
  - E. The proposed product line, including brand names, and estimated percentage of sales of flower and manufactured products.
  - F. How the Cannabis Business will conform to local and state laws. See MMC Chapters 5.64.400 and Title 17 as they pertain to retail establishments within the City of Manteca.
  - G. How cannabis and cannabis products will be tracked and monitored to prevent diversion.
  - H. The proposed waste management plan, including waste disposal locations, security measures, methods of rendering all waste unusable and unrecognizable, and the vendor in charge of disposal.

#### **SECTION B: LABOR AND EMPLOYMENT PLAN (400 points)**

1. Collective Bargaining – Application describes to what extent the cannabis business will recognize the collective bargaining rights of employees in accordance with MMC Chapter 5.64.130 (G).
2. Number of Employees – Application identifies the number of employees at initial opening, and the maximum number of employees when the business is at full capacity.
3. Employee Responsibilities – Application identifies all positions to be employed at the proposed business, and their responsibilities.
4. Employee Benefits – Application identifies the benefits provided to employees, including health care, vacation, and medical leave, to the degree they are offered as part of employment.
5. Living Wage – Application commits to offering employees, at minimum, a Living Wage, as defined by the MIT Living Wage calculator (<https://livingwage.mit.edu/>).

#### **SECTION C: SECURITY PLAN (400 points)**

1. Qualified Security Professional – The Application must include a security plan prepared by a qualified professional. The security plan can be prepared with in-house staff or a third-party security consultant, but must clearly demonstrate that it meets the qualified professional standard to receive the appropriate points for each criterion in this section. The Applicant must also submit the qualifications of the person(s) preparing the security to verify that they meet the qualified professional standards.

2. Premises Diagram – The Application includes a Premise Diagram in the Security Plan that meets the following requirements:
  - A. The diagram meets all of the standards identified in Department of Cannabis Control DCR Title 4, Division 19, §15006 Premises Diagram.
  - B. The diagram shows the boundaries of the property and the proposed location to be licensed, showing all dimensions, entrances and exits, interior partitions, walls, rooms, windows, and doorways, and includes a brief statement or description of the principal activity to be conducted therein.
  - C. The diagram shows and identifies commercial cannabis activities that will take place in each area of the premises and identifies all limited-access areas.
  - D. The diagram shows where all cameras are located and assigns a number to each camera for identification purposes.
  - E. If the proposed location consists of only a portion of a property, the diagram will be labeled indicating which part of the property will be used for the licensed premises and what activities will be used for the remaining property.
  
3. Operational Security – The Application includes a description of operational security, including but not limited to general security for access/visitor control and inventory control.
  
4. Cash Handling – The Application includes a description of cash handling procedures, including the process for receiving, tracking, storing, and transporting cash generated by the retail business.
  
5. Perimeter Security – The Application includes a description of perimeter security, exterior lighting, on-site security guards, proposed guard hours, and their responsibilities.
  
6. Employee Training and Policies – The Application includes a description of employee training and general security policies.

## **SECTION D: PROPOSED LOCATION (100 points)**

### **Important Instructions:**

- Applicants are not required to provide a written response to the Evaluation Criteria identified in Section D. Section D will be scored based upon the applicant's proposed location, identified in the Commercial Cannabis Business Permit Application.
  - Where applicable, distances will be measured using the City's Geographic Information System.
1. Buffer Distances in Excess of Minimum Required – Proposed location exceeds the minimum sensitive-use buffer requirement established in the Manteca Municipal Code by an additional 50-feet, as measured from the closest property line of the proposed location to the closest property line of the closest sensitive-use. Additional points will be awarded to Applications that exceed the minimum buffer to the nearest sensitive-use by a greater distance than other Applicants.
  
  2. Distance from Residential Zones – Proposed location maintains a minimum 50-foot distance from the closest property zoned residential (R-1, R-2, R-3, or R-E). Additional

points will be awarded to Applications that exceed the 50-foot minimum by a greater distance than other Applicants.

### **PHASE III EVALUATION**

#### **Important Instructions:**

- During Phase III Interviews, Applicants will be asked questions related to Evaluation Criteria Sections E-H.
- Due to the time limitation of interviews, Phase III questions will cover only a portion of the criteria identified within each Section E-H.
- Scoring for Sections E-H will be based upon information conveyed verbally by Applicants, in response to the questions asked. Scoring for Section H may also consider photographs, site plans, and other visual depictions provided by Applicants.
- All Applicants will be asked the same questions and be provided the same amount of time to respond.
- Any commitment made by an Applicant during the Phase III Interview process may become a condition on the business permit, if issued, and may be incorporated as terms to the Community Benefit Agreement during Phase IV.

#### **SECTION E: QUALIFICATION OF OWNERS (400 points)**

1. Describe the business owner's prior experience in owning, managing, and operating a legally permitted or licensed retail cannabis business in the United States. *For purposes of this section, owner shall mean the State definition of owner in the State Business and Professions Code Section 26001.*
2. Describe your overall knowledge of the cannabis industry, including identification of how industry best practices and State regulations have been incorporated in existing/prior legal businesses outside the City of Manteca.
3. Describe the involvement of the ownership team in the day-to-day operation and management of the proposed business.

#### **SECTION F: NEIGHBORHOOD COMPATIBILITY PLAN (500 points)**

1. Describe how the business will take proactive steps to avoid becoming a nuisance or having negative impacts on its neighbors or surrounding community. Additionally, describe how the business will react and respond to complaints specifically related to noise, light, odor, public consumption, loitering, littering, and vehicle and pedestrian traffic.
2. Describe any diversity and inclusion programs that will be developed as part of the business model which embrace a rich and diverse work force with a diverse set of perspectives, work and life experiences, as well as religious and cultural differences that provide equal opportunities for employee development.
3. Describe the policies that you would implement, and how you would enforce these policies, to ensure your cannabis products do not end up in the hands of underage youth.

4. Provide a 1,000-foot radius map/aerial-photo of the proposed location, and a narrative description of the neighborhoods and/or business corridors immediately surrounding the proposed location.

### **SECTION G: COMMUNITY BENEFITS AND INVESTMENTS PLAN (900 points)**

1. Describe the benefits that the business will provide to the local community, for example by directly aiding, participating in, or funding the work of local non-profits, community-based organizations, civic organizations, or social services organizations (“Community Organizations”). *Note: Applicants should not identify any specific Community Organization at this time, or provide commitment letter(s) from local Community Organizations in the Application submittal. This section is only intended to capture the overall commitment of Applicants to fund or support local community-based activity in general.*
2. Identify the minimum wage that will be offered to employees of the proposed business, excluding tips and gratuities. If entry-level employees are salaried, the Applicant should divide the minimum annual salary by 2,087 hours to arrive at an hourly rate.
3. The Community Benefits and Investment Plan should also include a description of the direct fee that will be offered to the City, expressed as a percentage of annual gross receipts. Additionally, Applicants should describe a minimum fee payment that will be offered to the City, expressed as a flat dollar amount, should the business annual gross receipts fall below a minimum threshold.

### **SECTION H: PROPOSED SITE PLAN (200 points)**

1. Provide the following information about the existing site:
  - A. Physical address;
  - B. Narrative description of the existing site, including building(s), parking spaces, driveways, pedestrian sidewalks/rights-of-way,
  - C. Photographs of the existing property and building(s);
    - i. Note: Photographs of building interior are not required.
  - D. Description of how the site is currently being used;
  - E. Description of any businesses currently operating on the parcel (if any), and any parcels directly adjacent to the existing site.
2. Provide the following information about the proposed site:
  - A. A site plan, drawn to scale, of the proposed business showing perimeter fencing, driveways, streets, property lines, buildings, parking areas, and outdoor areas.
  - B. A narrative description of proposed site improvements, including façade rehabilitation, building expansion, parking, landscaping, fencing, or other exterior site improvements;
    - i. Note: Descriptions of interior site improvements are not a requirement of this section.
  - C. Visual depictions of the proposed exterior of the cannabis business.
3. Describe how the proposed modifications and utilization of the site for cannabis retail activity will impact the public health, safety, welfare, environmental quality, and/or quality of life in the surrounding area.