
Commercial Cannabis Business Application FAQs

Qualified candidates must participate in our application process for an opportunity to be awarded a commercial cannabis permit. The process is described in the Application Procedures to Operate a Commercial Cannabis Business in Union City, which can be found at www.unioncity.org/cannabisbiz. Union City Municipal Code (“UCMC”) 5.44.030(D) governs the requirements to obtain a commercial cannabis permit. However, these FAQs provide additional information that may be helpful to preparing for and submitting the application.

ONLINE SUBMISSION REQUIREMENTS

The application must be submitted via our online application portal at www.unioncity.org/cannabisapp. The online application will become available August 16, 2018 and will close December 7, 2018 sharply at 5:00 PM.

You will first need to create an account with a unique email address and password. The email address listed under the 24/7 Primary Contact person will receive the email notification indicating that your application has been received and all future emails regarding the status of the application.

The online application allows you to start, stop and save your work, allowing you to complete your application over days or weeks. Any submissions made before December 7, 2018 will not be reviewed or evaluated until the close of the submission period.

Along with completing general information on the online application form, applicants will be required to submit the following via PDF:

1. Zoning Verification Letter
2. Proof of payment for Zoning Verification
3. Completed Background Review Form for each principal
4. Proof of Payment of Background Review for each principal
5. Security Plans
6. Business Plans
7. Two current high quality photographs of each principal
8. Copies of DF, DMV-issued ID card for each principal
9. Copies of Proof of Address (utility bill, DL Card)
10. Copies of social security card for each principal
11. Business Proof of Status (articles of incorporation, by laws, partnership agreements)
12. Site Plan
13. Floor Plan (one per use)
14. Vicinity Map

15. Photos of the site and buildings
16. Proposed Location Information
17. Development Plan (one per use)
18. Site Safety Plan (one per use)
19. Air Quality Plan (one per use)
20. Labor and Employment Plan (one per use)
21. Enhanced Product Safety Plan (one per use)
22. Environmental Benefits Plan (one per use)
23. Local Enterprise Information
24. Qualifications of Principals

REQUIRED FORMAT

Anything uploaded and submitted into the online application should be in PDF format. Requirements that include multiple pieces of separate information, like the site and building photos or proof of business organization, should be organized into one PDF document to allow for one upload per required section.

All narratives and descriptions should be typed with a minimum of 11-point font size. There is no word limit; however, there is a file upload limit of 100MB.

Label every page of each supplemental document with the last name of your Primary Contact person and the Business Name. For example, if the Primary Contact's name is "John Smith" and the Business Name is "Cannabis Company", you would label each page with "Smith – Cannabis Company".

TECHNICAL ISSUES

There is an online request form located at www.unioncity.org/cannabisbiz to submit technical issues. We will work to address them as quickly as possible.

MULTIPLE USE APPLICATIONS

Our online application portal simplifies the application process for these cases. Each applicant will have one application profile where you only need to input most general information once. Depending on the selections you make under categories of uses, the application will flex and accommodate based on needing to upload more than one plan.

For example, an applicant for a vertically integrated business will only need to upload and submit one document describing the Proposed Location. However, that same applicant will need to upload two separate Development Plans for each use. Based on your selection of uses, the online application will flex to require additional information from the applicant.

RETAIL USES

Union City Municipal Code Section 5.44.060 of the new Cannabis ordinance states that “Deliveries of cannabis in the City shall only be permitted for operators that obtain a permit under this chapter for cannabis dispensaries and operates from a premises within the City”. The definition for a cannabis dispensary is “any commercial cannabis facility, whether fixed or mobile, operated in accordance with state and local laws and regulations, where cannabis and/or cannabis products are offered for retail sale, including an establishment that delivers cannabis and/or cannabis, products as part of a retail sale, operated pursuant to a cannabis license Type 10, or a cannabis license type subsequently established”.

This is identified on the online application form as “Non-storefront Retailer”.

ZONING VERIFICATION PROCESS

The process we recommend as it relates to obtaining zoning verification is as follows:

1. Provide the address to your proposed location to Planning Manager Carmela Campbell by phone at (510) 675-5316 or by email at carmelac@unioncity.org.
2. If the Planning Manager indicates your proposed location is within the MS or ML Districts, download and complete the Application for Zoning Verification Letter and submit to the Planning Counter located at City Hall – 34009 Alvarado Niles Road.
3. After submitting your Application for Zoning Verification Letter, pay your fee at the Finance front counter located directly adjacent to the Planning front counter.
4. You will receive your Zoning Verification Letter within 10 business days.
5. Both you proof of payment and Zoning Verification Letter must be uploaded with your online application.

BACKGROUND REVIEW INFORMATION

Each principal who is submitting an application for a permit must first pay a Background Review fee. Fees are processed in person at City Hall during normal business hours. For applications with more than one principal, all background fees can be paid at the same time. The Finance counter will produce a receipt, to which a copy will need to be uploaded into the application portal.

Each principal will then need to complete a Background Review form, which can be found online at www.unioncity.org/cannabisbiz. You will need to upload your completed form into the application portal. Applicants will first undergo a background review by a third-party consultant, which will be vetted and approved by the Union City Police Department. Applicants who pass advance to Phase 3 will be notified by the Union City Police Department to complete their Live Scan by scheduling an appointment with Union City Police.

If an applicant is applying for multiple permits for a proposed location with the same principals, the Background Review and Live Scan fee only needs to be paid once for each principal.

BUFFERS AND YOUTH-ORIENTED BUSINESSES

The ordinance requires that a cannabis business not be located within 100 feet of youth-oriented businesses. The youth-oriented businesses that currently exist in the ML (light industrial) and MS (special industrial) districts are listed below. The City Council has the authority to allow distances of less than 100 feet between a youth activity and the cannabis business if the applicant can demonstrate that an effective barrier exists between the youth facility and the prospective cannabis business. If you are planning to locate a cannabis business fewer than 100 feet from a youth activity, be prepared to explain in your application how the business and the youth activity will be buffered or separated.

1. The Tutors & Young Artists Club: 33412 Alvarado Niles Rd
2. Kim's Academy: 33507 Western Ave
3. Joanne Brown Dancers: 33535 Western Ave
4. Little People Preschool: 33700 Alvarado Niles Rd
5. Pac West Gymnastics: 329920 Alvarado Niles Rd
6. Pump It Up: 2995 Whipple Rd
7. Trudance: 2829 Whipple Rd
8. Ascend Rehab: 29516 Kohoutek Way
9. Complete Game: 29534 Kohoutek Way

ONGOING NOTIFICATION

After you submit your application, the city's third-party consultant will be the primary source of notification on updates to the status of your application.

For any questions on the application process, please direct all inquiries to both Deputy City Manager Mark Evanoff and Communications & Marketing Manager Lauren Sugayan via email at:

- marke@unioncity.org
- laurens@unioncity.org

Refer to unioncity.org/cannabisbiz for additional information.