



# **TOWN OF FAIRFAX**

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## **COMMERCIAL CANNABIS BUSINESS PERMITTING PROCEDURE**

**PHASE 1:** The commercial cannabis business application period shall commence on November 1, 2019 and close on January 6, 2020. During the application period, a Commercial Cannabis Business Licensing Permit Application and fee must be submitted to the Planning Department, and a Live Scan application form and fee must be filed with the Police Department. If the proposal includes exterior changes to the commercial building in which the business is proposed to be located, a Design Review application and fees shall also must be submitted. If proposed signage involves an exception to the sign ordinance regulations, a Sign Permit applications and fees shall also be submitted.

A written determination will be made on the completion status of all Phase 1 applications by February 5, 2020. If an application is deemed to be incomplete, the determination will list the requirements necessary to complete the application. Each cannabis business applicant will then have until February 20 to provide all required information. Applications not completed by February 20 will be disqualified from further processing.

A final decision regarding applicants being accepted for further processing will be made by the Town Manager by March 26, 2020, or after receipt of Live-scan results, whichever is later.

**PHASE 2:** Application Review Period. Within 2 months of the completion of the Phase 1 process, applications that have been accepted for further processing will be reviewed by the Fairfax Planning Commission. The applications shall be scored against the scoring criteria adopted by the Town (attached).

**PHASE 3:** Applications achieving a score of 80 points or higher from the Planning Commission will be forwarded, with any accompanying Design Review or Sign Permit application(s), to the Fairfax Town Council. The Town Council will hold a public hearing to review the applications within 2 months of the Planning Commission reaching a decision on application(s) preliminary scores. The Council will review the Planning Commission's scoring recommendations and make final scoring decisions.

Depending on the available number of cannabis business permits and applicants, the application(s) that are awarded the highest score(s) will be issued Cannabis Business Permit to operate a commercial cannabis business.

Qualified applicants who are not selected will be placed on a qualified applicant list and will be notified when future applications are accepted. A qualified applicant will remain eligible for 3 years.

Issuance of a Cannabis Business Permit does not create a land use entitlement.

No business issued a Cannabis Business Permit may begin operations until they have obtained a permit to operate from the State of California, and until the business has complied with all of State and local laws and regulations, including but not limited to the requirements of Town Code Titles 5.56 and 17.138.