



APPLICATION PROCEDURE TO OPERATE A MEDICAL CANNABIS DISPENSARY IN HOLLISTER ROUND 2

The application process for a license to operate a Medical Cannabis Dispensary in Hollister will open on August 27th 2018. To be considered, original application **must be** submitted no later by 5:00 PM on September 28th 2018 at the Cannabis Affairs Office located at **211 Fifth St., Hollister, CA 95023**. This application process is adopted pursuant to Hollister Municipal Code (“HMC”) section 5.42.290(A).

BEFORE YOU APPLY:

- Review the information to learn about the application process and which documents you will need.
- Review the application in its entirety to ensure that it is complete and accurate.
- **Applications would not be considered without a satisfactory background investigation approved by the Hollister Police Department.**

(1) **Process:** The selection process shall consist of the following Stages:

Stage 1

- a) **Preliminary Determination of Eligibility Evaluation:** The application will only be a portion of the overall application identifying the business, principals, and location. Staff will request that the Live Scans will be done on the principals to ensure compliance with Ordinance 1149. Applicants will be notified if any of the Principals are ineligible and/or if their application is incomplete and will not move forward in the application process.
- b) **Public Meeting and City Council Final Selection:** Council conducts a lottery of qualified facilities. At the October 15, 2018 City Council meeting, staff will present the applicants that met the minimum requirements and request the Council to ratify staffs determination prior to the lottery drawing. Business names will be drawn by the Mayor in order to establish a list in the event the first selection is unable to receive a City regulatory permit within 6 months.

(2) **Application:** Applicants must hand deliver a complete comprehensive and signed copies of the Hollister Medical Cannabis Facility Application Form, and all attachments on September 28, 2018 no later than 5:00pm. application will consist of the following information:

- a) The Hollister Medical Cannabis Facility Application Form; and
- b) Proof of live Scan approval Property owner/ Landlord authorization for and inspection and right to operate a Medical Cannabis Facility (if the applicant rents, leases, or is in the process of leasing and/ or purchasing the property a copy of proof of ownership, lease, and/or letter of landlord’s commitment to lease upon issuance of a license to the proposed business location including an original fully executed letter of

- c) authorization, for each owner, landlord, and leasing agent of the property
Acknowledgement Form
- d) Indemnification Form

Criminal History Check: As part of Stage 1 of the Application Process, each individual applying to be a principal of the MCF (“Principal”) must apply for a Live Scan criminal history check. This process must be conducted by the City of Hollister by appointment only. Please contact by phone at (831)636-4330 or by email at jhoefling@police.hollister.ca.us in order to schedule your appointment. Due to limited staff resources you are encouraged to schedule your appointment as early as possible in order complete your Live Scan requirement before the due date of the application. The City cannot guarantee that it will be able to accommodate applicants who do not attempt to schedule an appointment until near the application deadline, and the City is not responsible for applicants who are unable to schedule an appointment prior to the application deadline. Please be advised that there will be a Live Scan processing fee per person, which must be paid at the time of the Live Scan. The Live Scan process involves submitting fingerprints to the DOJ, which will review for criminal offender record information (CORI). CORI reports will be provided to the City of Hollister for the sole purpose of determining eligibility for operating a MCF. See Hollister Municipal Code Section 5.42.290 for background check requirements. Principals who do not meet criminal history eligibility requirements will be disqualified.

The City’s Reservation of Right’s

The City reserves the right to reject any and/or all proposals, with or without any cause or reason. The City may also, modify, postpone, or cancel the request for permit applications without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any candidate submitting a proposal. **Late Medical Cannabis Dispensary Applications and/or generally incomplete Applications WILL BE REJECTED.** Furthermore, a proposal RISKS BEING REJECTED for any of the following reasons:

1. Proposal considered not fully responsive to this request for a permit application.
2. Proposal contains excess or extraneous material not called for in the request for permit application.

CONTACT:

If you have any questions or would like an update on the status of your application, please contact Maria C. Mendez at (831)636-4356 x12 or by email at maria.mendez@hollister.ca.gov.