



THE CITY OF SAN DIEGO

HOW TO APPLY FOR A CONDITIONAL USE PERMIT

Medical Marijuana Consumer Cooperative

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 301 SAN DIEGO, CA 92101-4101

INFORMATION BULLETIN

170

JULY 2014

This Information Bulletin describes the application process for a Medical Marijuana Consumer Cooperative Conditional Use Permit.

I. MEDICAL MARIJUANA CONSUMER CO-OPERATIVES

All Medical Marijuana Consumer Cooperatives (MMCC) are regulated by SDMC, Section 141.0614 and Chapter 4, Article 2, Division 15. This information bulletin provides general information, regulations and minimum submittal requirements to apply for a Process 3 Conditional Use Permit (CUP) for an MMCC. For general information please E-mail dsdmedmarco@sandiego.gov.

II. MEDICAL MARIJUANA CONSUMER CO-OPERATIVE RESTRICTIONS

- A. The total number of MMCCs is limited to four (4) per City Council District.
B. MMCCs are not allowed within 1,000 feet of the following: public park; church; child care center; playground; City library; minor-oriented facility; other Medical Marijuana Consumer Cooperatives; residential care facilities; or schools (as defined in Section 141.0614).
C. MMCCs are not allowed within 100 feet of a residential zone.
D. MMCCs are allowed only in the following zones: IBT; IL-3-1; IS-1-1; CC-2-1; CC-2-2; CC-2-3; CR-2-1; CO-2-1; CO-2-2; and within the following Planned Districts; Barrio Logan (Subdistrict D), Carmel Valley (EC & SP), Centre City (WM, I, T & CC), Mission Valley (CO, CV & CR-without residential), San Ysidro (Commercial Zones 1, 2 & 3 and I-1 Industrial Zones) and Southeastern San Diego (Commercial Zones 1, 2 & 3 and I-1 Industrial Zones).

III. OPTIONS FOR SERVICE

MMCC CUP applications may be submitted by appointment by calling (619) 446-5300 or as a Walk-In Service at 1222 1st Avenue, 3rd floor, Check-In Counter.

IV. SUBMITTAL REQUIREMENTS

The Development Services Department will not accept, formally review nor deem complete any MMCC CUP applications unless that application package satisfies all of the City's minimum project submittal requirements for Conditional Use Permits (see Project Submittal Manual, Sec-

Documents Referenced in this Information Bulletin

- San Diego Municipal Code, (SDMC)
Medical Marijuana Consumer Cooperatives, Chapter 4, Article 2, Division 15
Project Submittal Manual, Section 4
Information Bulletin 503, Fee/Deposit Schedule For Development & Policy Approvals/Permits
Information Bulletin 512, How to Obtain Public Noticing Information
Information Bulletin 580, Potential Historical Resource Review
Affidavit for Medical Marijuana Consumer Cooperatives for Conditional Use Permit (CUP), DS-190
Ownership Disclosure Statement, DS-318
Storm Water Requirements Applicability Checklist, DS-560
General Application, DS-3032
Deposit Account/Financially Responsible Party, DS-3242

tion 4). The Submittal Matrix and the Minimum Submittal Requirements Checklist identify the forms, documents, and plans that are required. The Submittal Matrix is an easy-to-use tool to help you quickly identify the type of items needed for submittal. The Submittal Requirements Checklist provides a description of the requirement and content of each form, document, and plan details needed. The checklist also provides the applicant with information references regarding the required fees and deposits.

All MMCC CUP applications will go through a three-step completeness review process to ensure that all of the required information is provided to review the project.

A. STEP ONE: INITIAL SCREENING

One copy of all items noted in the checklist below must be provided during this first initial screening step:

- 1. General Application (DS-3032).
2. Deposit Account/Financially Responsible Party Form (DS-3242).
3. Ownership Disclosure Statement (DS-318).
4. Proof of Ownership/Legal Lot Status (Grant Deed).
5. Storm Water Requirement Checklist (DS-560).
6. Photographic Survey photos and CD-R.

Printed on recycled paper. Visit our web site at www.sandiego.gov/development-services. Upon request, this information is available in alternative formats for persons with disabilities.

7. Site plan with development summary.
8. Floor plan.
9. Elevations if proposing exterior modifications.
10. Historic Resources Information (See Information Bulletin 580) if exterior alterations are proposed on a structure 45 years or older.
11. Fees (see Information Bulletin 503 & Section V of this bulletin).
12. In addition to the submittal requirements for CUP, the following information is required:
 - a. 1000-foot Radius Map.
 - i. Provide a one page Assessor’s parcel map outlining a 1000-foot radius around the subject property. Include a [spreadsheet](#) identifying the use, address, assessor parcel number, and business name within the 1,000 foot radius.
 - ii. The map must also identify residential zones within 100-feet of the property.
 - b. Affidavit for Medical Marijuana Consumer Cooperatives for Conditional Use Permit (CUP) (DS-190).

Please note that all forms required above not completely filled out and/or signed will be rejected. Once staff has determined that the submittal application contains all of the required information listed above, the MMCC CUP application will be entered into the Development Services Department’s Project Tracking System, assigned a project number and given a creation date. Your application will then go to Step Two, known as Submitted Completeness Review.

B. STEP TWO: SUBMITTED COMPLETENESS REVIEW

If your project application meets the minimum requirements described in Step One above, your project will then go through the Step Two comprehensive review called Submitted Completeness Review. Submitted Completeness Review can take up to 30 (calendar) days to complete.

The Public Notice Package will not be required as part of the Submitted Completeness Review, but will be collected at the time of Full Submittal. Upon completion of the Submitted Completeness Review, staff will notify the applicant via E-mail or by telephone whether the application is ready to be fully submitted or if additional information/clarification is required.

C. STEP THREE: FULL SUBMITTAL

When the project is ready for a Full Submittal, staff will provide the applicant with the number of document sets required, including the

request for the Public Notice Package. Once staff accepts the Full Submittal, the project will then be assigned to a project manager and routed to the required reviewers.

Once the project application has been determined by staff to meet all City, State and Federal rules, codes, policies and procedures, the project will be scheduled for a public hearing with the Hearing Officer. Once four (4) projects per each council district have obtained final approval from the City’s decision-maker, all other applicants in that Council district will be notified that pursuant to the Municipal Code, no more applications can be approved.

V. DEPOSIT/FEES

The deposit and fees must be paid at the time of Initial Screening (Step One). See Information Bulletin 503 “Fee Schedule for Development & Policy Approvals/Permits.”

The following deposit and fees will be charged at time of application:

Initial Deposit.....	\$8,000.00
General Plan Maintenance Fee.....	\$275.00
Mapping Fee.....	\$10.00
Close Out Fee.....	\$515.00

VI. PUBLIC SAFETY PERMIT

MMCCs must obtain a Public Safety Permit from the Development Services Department pursuant to Chapter 4, Article 2, Division 15 of the San Diego Municipal Code. Applications for this permit will be processed after approval of the Conditional Use Permit.