This Information Bulletin describes the application process for a Cannabis Outlet Conditional Use Permit.

I. CANNABIS OUTLETS
Cannabis Outlets (Outlets) are regulated by San Diego Municipal Code § 141.0504 and Chapter 4, Article 2, Division 15. This information bulletin provides general information, regulations and minimum submittal requirements to apply for a Process Three Conditional Use Permit (CUP). For general information, please see www.sandiego.gov/development-services. For cannabis-related information, please see www.sandiego.gov/cannabis.

II. CANNABIS OUTLET RESTRICTIONS
A. The total number of Outlets is limited to four (4) per City Council District. For the most current list of approved and pending Outlet CUP applications, please see www.sandiego.gov/cannabis.

B. Outlets are not allowed within 1,000 feet of the following: resource and population-based City parks; churches; child care centers; playgrounds; City libraries; minor-oriented facilities; other Cannabis Outlets; residential care facilities; or schools (as defined in SDMC Section 113.0103).

C. Outlets are not allowed within 100 feet of a residential zone.

D. Outlets are allowed in the following zones: IBT-1-1; IL-3-1; IS-1-1; CC-2-1; CC-2-2; CC-2-3; CC-2-4; CC-2-5; CR-2-1; CO-2-1; CO-2-2; and within the following Planned Districts (PDO): Barrio Logan (Subdistrict D), Carmel Valley (EC & SP), and Centre City (WM, I, T & CC).

III. SUBMITTAL INSTRUCTIONS
All forms, documents, and applications are now submitted electronically. Visit the Development Services Department website at sandiego.gov/DSD to create an account and begin the submittal process. A detailed User Guide is also available.

IV. SUBMITTAL REQUIREMENTS
The Development Services Department will not accept applications unless that application package satisfies all of the City's minimum project submittal requirements for a Conditional Use Permit (see Project Submittal Manual, Section 4) and this Information Bulletin. 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 identify the items needed for submittal and 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.

Documents referenced in this Information Bulletin
- San Diego Municipal Code (SDMC) Section 141.0504
- San Diego Municipal Code (SDMC) (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 Cannabis Outlet or Cannabis Production Facility for Conditional Use Permit (CUP), DS-190
- Ownership Disclosure Statement, DS-318
- Storm Water Requirements Applicability Checklist, DS-560
- Climate Action Plan Consistency Checklist
- General Application, DS-3032
- Deposit Account/Financially Responsible Party, DS-3242

Upon request, this information is available in alternative formats for persons with disabilities.

DS-5170 (07-2020)
Applications 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).
      In addition to standard submittal requirements the following information is required:
      
      a. 1000-foot Radius Map.
         a. 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 for all properties within the 1,000-foot radius.
         b. The map must also identify residential zones within 100 feet of the property.
      
      2. Affidavit for Cannabis Outlet (Outlet)/Facility for CUP (DS-190).

   Once staff has determined that the submittal application contains all of the required information, the application will then go to Step Two, known as Submitted Completeness Review.

B. Step Two: Submitted Completeness Review
   Submitted Completeness Review can take up to 30 (calendar) days to complete. Upon completion of the Submitted Completeness Review, staff will notify the applicant via email or by postal mail 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 Development Project Manager and routed to the required reviewers. Once four (4) Outlet CUPs in a Council District have obtained final approval from the City's decision-maker, the City must continue to accept all Outlet CUP applications submitted. However, no more than four Outlets per Council District can be approved in accordance with SDMC §141.0504.

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

VI. BACKGROUND CHECKS AND OPERATIONAL PERMIT
   After the approval and recordation of the Facility CUP, all responsible persons, as defined by SDMC §42.1502, shall undergo fingerprinting and criminal background check. The Designated Responsible Managing Operator of the Facility shall obtain an annual Cannabis Business Operational Permit from the Development Services Department pursuant to SDMC Chapter 4, Article 2, Division 15. To initiate this compliance process, please email DSDCannabis@sandiego.gov.

VII. STATE REQUIREMENT
   In addition to satisfying all local requirements, Outlets must also comply with the State of California cannabis regulations. For more information, please visit Bureau of Cannabis Control.