



HOW TO APPLY FOR A CONDITIONAL USE PERMIT
Marijuana Production Facility

City of San Diego
 Development Services Department
 1222 First Avenue, MS 301, San Diego, CA 92101-4101

INFORMATION BULLETIN
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This Information Bulletin describes the application process for a Marijuana Production Facility (MPF) Conditional Use Permit.

I. MARIJUANA PRODUCTION FACILITY

All Marijuana Production Facilities (MPF) are regulated by SDMC, Section 141.1004 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 MPF. For general information, please see <https://www.sandiego.gov/development-services>.

II. MARIJUANA PRODUCTION FACILITY RESTRICTIONS

- A.** The total number of MPFs is limited to forty (40) City-wide, with no limitations on number per Council District.
- B.** MPFs are not allowed within 1,000 feet of the following: resource and population-based City parks; churches; child care centers; playgrounds; City libraries; residential care facilities; minor-oriented facilities; or schools (as defined in SDMC Section 141.1004).
- C.** MPFs are not allowed within 100 feet of a residential zone.
- D.** MPFs are allowed only in the following zones: Light Industrial (IL-1-1, IL-2-1, IL-3-1); Heavy Industrial (IH-1-1, IH-2-1); and Barrio Logan Planned District Ordinance (Subdistrict D).
- E.** MPFs are not currently allowed within the Coastal Overlay Zone. Applications for MPFs in these areas may be submitted, however applicants are on notice that no applications will be scheduled for a decision by the Hearing Officer until Coastal Commission certification of the MPF regulations.

Documents referenced in this Information Bulletin

- San Diego Municipal Code (SDMC) [Section 141.1004](#)
- 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 Marijuana Outlet/Marijuana Production Facilities 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](#)

F. MPFs with an approved Zoning Use Certificate and a Business Tax Certificate issued before January 31, 2017, have 24 months from date of final passage of the MPF regulations to either cease use or obtain required permits.

III. OPTIONS FOR SERVICE

MPF 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 MPF CUP applications unless that application package satisfies all of the City's minimum project submittal requirements for Conditional Use Permits (see Project Submittal Manual, Section 4) and this Information Bulletin (Section IV, Step A). 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 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 MPF 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 Requirements Checklist (DS-560).
6. Photographic Survey photo and CD-R.
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. Climate Action Plan (CAP) Consistency Checklist.

13. In addition to standard 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 for all properties within the 1,000 foot radius.
 - ii. The map must also identify residential zones within 100 feet of the property.
- b. Affidavit for MO/MPF for Conditional Use Permit (CUP) (DS-190).

Please note that if all required forms above are not completely filled out and/or signed, the application will be rejected. Once staff has determined that the submittal application contains all of the required information listed above, 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 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 project manager and routed to the required reviewers. Once forty (40) projects citywide have obtained final approval from the City's decision-maker, no more applications will be approved.

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. PUBLIC SAFETY PERMIT

MPFs must obtain a MO/MPF Permit (Form DS-191) from the Development Services Department pursuant to Chapter 4, Article 2, Division 15 of the San Diego Municipal Code. Applications for a MO/MPF Permit will be processed after the approval of the Conditional Use Permit. Subsequent annual MO/MPF Permit renewals or any updated fingerprinting and background checks can be processed by the Development Services Department with the submittal of a General Application Form DS-3032 and fee payment for Single Discipline Preliminary Review (see Information Bulletin 513).