



HOW TO APPLY FOR A CONDITIONAL USE PERMIT

Cannabis Production Facility

City of San Diego
Development Services Department

INFORMATION
BULLETIN

171

July 2020

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

I. CANNABIS PRODUCTION FACILITY

Cannabis Production Facilities (Facilities) are regulated by San Diego Municipal Code (SDMC) [§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 general information, please see www.sandiego.gov/development-services. For cannabis-related information, please see www.sandiego.gov/cannabis.

II. CANNABIS PRODUCTION FACILITY RESTRICTIONS

- A.** The total number of Facilities is limited to forty (40) City-wide. For the most current list of approved and pending Facility CUP applications, please see www.sandiego.gov/cannabis.
- B.** Facilities 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 [113.0103](#)).
- C.** Facilities are not allowed within 100 feet of a residential zone.
- D.** Facilities are allowed 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).

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

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 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](#)

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.

Visit our website at www.sandiego.gov/development-services and www.sandiego.gov/cannabis. Upon request, this information is available in alternative formats for persons with disabilities.

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:

1. 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 forty (40) Facility CUPs have obtained final approval from the City's decision-maker, the City must continue to all Facility CUP applications submitted. However, no more than 40 Facilities can be approved citywide in accordance with SDMC [§141.1004](#).

V. DEPOSIT/FEEES

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, Facilities must also comply with the State of California cannabis regulations. For more information, please visit [Bureau of Cannabis Control](#), [CalCannabis Cultivation Licensing](#) and [Manufactured Cannabis Safety Branch](#).