

**Marijuana Production Facility (MPF)
Conditional Use Permit (CUP) Applications**
Project Submittal & Management Division
Updated 10-23-17

In order to provide equal opportunities for all and anticipating a high volume of applications, the Development Services Department (DSD) has developed the following process for requests for MPF CUPs.

This plan anticipates three methods of application intake occurring on various days: 1) November 16, 2017: pre-selected appointments only in accordance with the random selection procedure below; 2) November 17, 2017: walk in appointments only; and 3) on November 20, 2017, and after, standard service for appointments or walk-ins. This plan also supports our customers by eliminating any need for queuing.

- Please reference [Information Bulletin 171](#) and [Section 4 of the Project Submittal Manual](#) in developing the MPF CUP application package. Applications failing to meet the minimum submittal requirements per [Information Bulletin 171](#), as determined by staff, will be rejected. Prior positions in the permit process cannot be honored.
- Once accepted for submittal, applications will follow the standard process for discretionary projects, including invoice payment, completeness review, etc.

ADVANCE PROCESSING FOR THURSDAY, NOVEMBER 16, 2017

Submittal appointments on Thursday, November 16, 2017, will be scheduled for MPF CUP applications ONLY via the Appointment Registration Process below.

IMPORTANT: Customers are required to have completed and signed form [DS-318](#) ("Ownership Disclosure Statement") in order to receive an MPF Application Registration Ticket.

Effective Immediately: Submittal Appointment Registration Process (until 3 p.m. Wednesday, Nov. 15, 2017):

- Distribution of MPF Application Registration Tickets will occur at the City Operations Building, 1222 First Avenue, San Diego, CA 92101. Check-in at the 3rd floor for direction until 3 p.m. on November 15, 2017.
- No customers will be routed for ticket distribution after 3 p.m. on November 15, 2017.
- One MPF Application Registration Ticket per premises (listed by project address/suite) will be available for this process.
- DSD will randomly select from these registrations for each available appointment time using a computerized random selection process after 3 p.m. on November 15, 2017.
 - Only customers registering by November 15, 2017, by 3 p.m., as noted above, will receive appointments.
 - Random selection will put each customer in a timeslot, starting with the first available appointment, going to the next available, etc. No choice of appointment times is available.
- The appointment schedule will be announced on the [DSD website](#) and on the 3rd floor of the City Operations Building by 5 p.m. on November 15, 2017.
- MPF Applications will not be accepted via the Professional Certification Process specified in Information Bulletin 514.

Thursday, November 16, 2017:

- MPF CUP Application submittals will be by scheduled appointment only, as specified above.
- Special Check-In for MPF CUP Application submittal appointments will be in the 4th floor Training Room at the City Operations Building starting at 7:30 am.
- Do not attempt to check in more than 30 minutes prior to the scheduled appointment.
- Customers with appointments must be present at the designated appointment time. Per current DSD policy, customers will be called three times, and if not present, will be eliminated from the appointment list for the day.
- Rejected applications will be eliminated from the appointment list for the day.
- Those eliminated from the day's appointment list must return on a different day.
- Cashier will be open at time of service to accept invoice payments for required deposits and fees.
- Invoices not paid at time of submittal will delay the review process, since invoice payment determines order of applications.

Friday, November 17, 2017:

- MPF CUP applications can be submitted **only** on a walk-in basis, from 10 a.m. to 3 p.m.

Starting Monday, November 20, 2017:

- Standard service (appointments/walk-ins) will be available

Updates to this information will be made on the [DSD website](#) and posted on the 3rd floor of the City Operations Building, located at 1222 First Avenue, San Diego, CA 92101.

DSD appreciates our customers' support in implementing this process.