

**ATTACHMENT A**  
**CONDITIONAL USE PERMIT: CANNABIS RETAILER APPLICATION**



*Submittal Checklist for*  
**CONDITIONAL USE PERMIT: CANNABIS RETAILER**

*Only applicants that have written authorization from the City of Pasadena can submit an application. Applications will only be accepted in-person via an appointment as indicated in the authorization letter to submit. This checklist must be submitted with the Conditional Use Permit application. Incomplete applications cannot be processed.*

**SUBMITTAL REQUIREMENTS:**

*Listed below are the submittal requirements for the Conditional Use Permit (Cannabis Retailer):*

- MASTER APPLICATION** (eight copies)
  - a) Cover Sheet with Applicant Signature.
  - b) Environmental Assessment.
  - c) Tree Inventory.
  - d) Taxpayer Protection Act Disclosure Form.
  
- OWNERSHIP VERIFICATION** (one copy)
  - a) Copy of Grant Deed, Deed Trust or Title Report showing ownership.
  - b) Written Consent from property owner to authorize representative (if applicable).
  - c) Copy of a signed Lease Agreement for the subject property.
  
- PUBLIC HEARING NOTIFICATION PACKET** (two sets)
  - a) 500-foot Radius Map and Ownership List.
  - b) Affidavit.
  - c) Labels.
  
- LOCATION MAP** (Two copies)
  - a) Identification of the applicable distance requirements as outlined in Section 17.50.066 D (5) "Location Requirements" of the Pasadena Municipal Code prepared by a licensed surveyor.
  - b) Identification of all land uses and zoning classifications for all properties within the applicable distance requirements as outlined in Section 17.50.066 D (5) "Location Requirements" of the Pasadena Municipal Code.
  
- LOCATION AFFIDAVIT** (Two copies)
  
- LIVE SCAN AUTHORIZATION** (one copy)
  - a) Each person listed as an owner, manager, supervisor, employee, or volunteer of the commercial cannabis business must submit fingerprints and other information deemed necessary for a background check by the City of Pasadena's Police Department.
  
- SITE PHOTOS** (two sets)
  - a) A minimum of four colored photos (varied angles) of the project site showing walls, trees and existing structures. The photos shall be numbered and keyed to the site plan.
  
- SITE PLANS** (fully dimensioned, eight full size copies and four 11"X17" reductions)



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- a) Applicant name, address and phone number.
  - b) Project site address, north arrow and drawing scale.
  - c) Property lines.
  - d) Internal and external rights-of-way and any vehicular access or other easements.
  - e) Existing and proposed structures with their uses labeled.
  - f) Location of all structures on the subject site.
  - g) Location of abutting properties and their uses.
  - h) Calculations showing the total site area and existing and proposed square footages for all buildings on the site.
  - i) Setback dimensions from all adjacent properties.
  - j) Mature trees 4 inches or more in diameter (on-site, adjacent to property lines and in public right-of-way).
  - k) Vicinity map showing 1/2-mile radius street system with project site highlighted (integrated at lower right hand corner of plan).
- FLOOR PLANS** (fully dimensioned, eight full size copies and four 11"X17" reductions)
- a) Detailed floor plans for the entire structure that clearly indicate the use of all spaces, placement of fixtures/furniture, entries and exits to each space, and square footage of any separate room(s).
- EXTERIOR BUILDING DETAILS** (fully dimensioned, eight full size copies and four 11"X17" reductions)
- a) Elevations depicting each elevation of the building (existing and proposed).
  - b) Design Inspiration: Maximum three-page narrative that describes the design inspiration for the exterior of the building and the contextual relationship with the surrounding area. This may include a combination of text and visual components (such as photos) to explain the proposed exterior design concept.
  - c) Colors and materials: One page that contains details on the proposed colors and materials for the exterior including walls, windows, window treatments etc.
  - d) Details of all proposed signage including size, location, colors and materials.
- INTERIOR BUILDING DETAILS** (fully dimensioned, eight full size copies and four 11"X17" reductions)
- a) Visual simulations of the proposed interior design concept for all publicly accessible areas of the retail store.
  - b) Design Inspiration: Maximum five-page narrative that describes the design inspiration for the publicly accessible interior spaces and how you achieve superior design. This may include a combination of text and visual components (such as photos) to explain the proposed interior design concept.
  - c) Colors and materials: One page that contains details on the proposed colors and materials for the publicly accessible interior space including wall treatments, fixtures, lighting etc.



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- PARKING AND CIRCULATION PLAN** (Only required for sites with on-site parking. Fully dimensioned, eight full size copies and four 11"X17" reductions)
  - a) Indicate the size, number and location of all parking spaces on the subject site (existing and proposed).
  - b) Details showing all vehicular access into the parking area and all drive aisles.
  - c) Show the location of all bicycle parking and/or alternative transportation accommodation.
  - d) If no on-site parking is available, describe the parking plan for employees and patrons.
  
- LANDSCAPE PLAN** (If new landscaping is proposed. Fully dimensioned, eight full size copies and four 11"X17" reductions)
  - a) Indicate all existing and proposed landscaping and the location of all trees
  
- DEVELOPMENT SCHEDULE** (one copy)
  - a) Brief explanation of the proposed construction schedule for tenant improvements and estimated occupancy of the site.

**SUPPLEMENTAL APPLICATION REQUIREMENTS:**

*The following supplemental applications are required for the Conditional Use Permit:*

- CONDITIONAL USE PERMIT FINDINGS** (eight copies)
  
- DEMONSTRATE COMPLIANCE WITH OTHER CODES** (eight copies)



*Conditional Use Permit Findings Supplemental Application for*  
**CONDITIONAL USE PERMIT: CANNABIS RETAILER**

PROJECT ADDRESS: \_\_\_\_\_

**FINDINGS:**

*The applicant must thoroughly respond to the six (6) directives below to make the required findings to establish the proposed use. The City's Zoning Code and General Plan can be viewed at the Permit Center and online at [www.cityofpasadena.net](http://www.cityofpasadena.net).*

- 1) The proposed use is allowed with a Conditional Use Permit (Major and Minor) within the applicable zoning district and complies with all applicable provisions of this Zoning Code (see Section 17.10 of the City's Zoning Code and the zoning district purposes at the introduction to each zoning district regulation);
- 2) The location of the proposed use complies with the special purposes of this Zoning Code and the purposes of the applicable zoning district;
- 3) The proposed use is in conformance with the goals, policies, and objectives of the General Plan and the purpose and intent of any applicable specific plan;
- 4) The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;
- 5) The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City; and
- 6) The design, location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity, in terms of aesthetic values, character, scale, and view protection.



*Adherence to Required Codes Supplemental Application for*  
**CONDITIONAL USE PERMIT: CANNABIS RETAILER**

**PROJECT ADDRESS:** \_\_\_\_\_

**DEMONSTRATE COMPLIANCE WITH OTHER CODES:**

*The applicant must demonstrate how the proposed use will comply with Municipal Code requirements contained in Chapter 5.78, Chapter 8.10 and Chapter 17.50.066 as those will become conditions of approval.*

- 1) Describe how the proposed use will comply with all applicable provisions of Chapter 5.78 "Commercial Cannabis Activity", specifically Sections 5.78.150-170, 5.78.200 and 5.78.210.
- 2) Describe how the proposed use will comply with all applicable provisions of Chapter 8.11 "Commercial Cannabis Facilities", specifically Sections 8.11.040-140.
- 3) Describe how the proposed use will comply with all applicable provisions of Chapter 17.50.066 "Cannabis Businesses", specifically Section 17.50.066 (D).



*Location Map for*  
**CONDITIONAL USE PERMIT: CANNABIS RETAILER**

**Location Map:**

The location map shall include (1) a certification statement which identifies the proposed location, mapping methodology and enumeration of the sensitive receptors that were included in the mapping, (2) two copies of the printed map (11X17"); (3) map in digital format and (4) a printed list of the properties that fall within the radii including the parcel numbers, addresses, existing land use and zoning classification.

**SAMPLE MAPPING CERTIFICATION STATEMENT**

          [Name of Surveyor]           has conducted an investigation and review to identify all sensitive receptors that surround the property located at           [Property Address]          .

This review has been conducted to the best of our ability and is reflected in the 600' and 100' Land Use Map provided, using the following method:

\_\_\_\_\_

Cannabis retailers may be permitted only in the CO, CL, CG, CD an IG zoning districts and shall comply with the following distance separation requirements:

1. No retailer shall be established within 1,000 feet, measured from the nearest property lines of each of the affected parcels, of any other cannabis retailer or cultivation site, or within 500 feet of any testing laboratory;           STATE IF ANY WERE FOUND
2. No retailer shall be established or located within 600 feet, measured from the nearest property lines of each of the affected parcels, of any existing residential zone;           STATE IF ANY WERE FOUND
3. No retailer shall be established or located within a mixed-use development project containing a residential component;           STATE IF ANY WERE FOUND
4. No retailer shall be established or located within 600 feet, measured from the nearest property lines of each of the affected parcels, of any childcare center, in-home (family day-care home), youth-oriented facility, church or faith congregation, or substance abuse center;           STATE IF ANY WERE FOUND
5. No retailer shall be established or located within 600 feet, measured from the nearest property lines of each of the affected parcels, of any park, library or K-12 school;           STATE IF ANY WERE FOUND

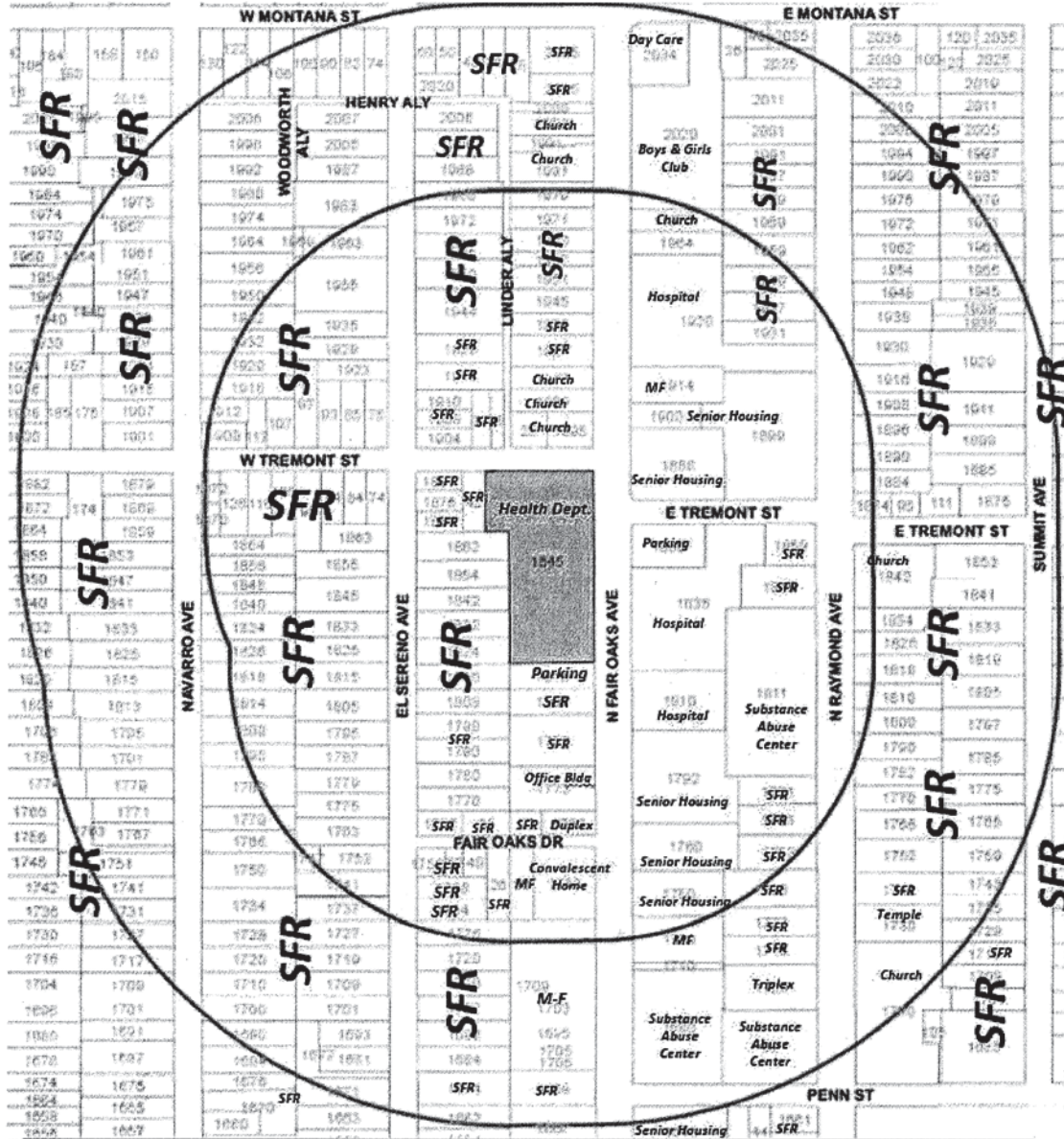
I hereby certify that the above information and land use map being provided for this investigation is true and correct to the best of my knowledge and ability.

Name: \_\_\_\_\_ Date: \_\_\_\_\_



Location Map for  
**CONDITIONAL USE PERMIT: CANNABIS RETAILER**

**SAMPLE MAP**



**600 FT. AND 1000 FT. LAND USE RADIUS MAP**  
**1845 N FAIR OAKS AVE**

600' Buffer  
 1000' Buffer

**SAMPLE ONLY**

1 inch = 300 feet  
Date: 6/10/2019





*Location Map for*  
**CONDITIONAL USE PERMIT: CANNABIS RETAILER**

**LOCATION AFFIDAVIT**

Property Address: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Business Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

*I, as the applicant of the Conditional Use Permit for a cannabis retail business as noted above, hereby affirm that the location proposed as noted above complies with all applicable separation requirements required by the Pasadena Municipal Code Section 17.50.066 (D).*

*I acknowledge that the exhibit submitted with the application was prepared by a licensed surveyor and demonstrates that the proposed location meets all applicable separation requirements contained in the Pasadena Municipal Code Section 17.50.066 (D).*

*I acknowledge that the information submitted identifies all land uses and zoning districts within the distance separation requirements contained in the Pasadena Municipal Code Section 17.50.066 (D).*

*I certify that the information contained in the application package is true and correct to the best of my knowledge.*

\*Applicant/Agent Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Note: An original signature is required on this form. An agent for the applicant may sign the application provided that a signed original letter of authorization from the property owner accompanies this affidavit.*

**ATTACHMENT B**  
**EMAIL FROM CITY TO TOP APPLICANTS (June 13, 2019)**

## Nunez, Guille

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**From:** Nunez, Guille  
**Sent:** Thursday, June 13, 2019 10:35 AM  
**To:** marijuanaregulations  
**Subject:** RE: Instructions for Preliminary Submission of CUP for Cannabis Retailer

Additional questions have been asked:

7. I called a few licensed surveyor to start the "location map" section, and they said they do not do these types of work. They asked me to call mapping companies to do this job. I will like to confirm with you if we should have a mapping companies to work on this or should I continue to look for a licensed surveyor to work on the "location map" section.

**ANSWER:** As indicated on the Conditional Use Permit submittal checklist (page 1, Location Map), the radius map must be prepared by a licensed surveyor. The addresses and identification of uses can be prepared by a mapping service company.

8. Does the CUP run with the land? If not, is the property owners TPA information required?

**ANSWER:** This CUP does not run with the land. The property owner does not need to complete the TPA form.

9. Today in the meeting I was under the impression that live scan submissions would not be necessary at this point, only an authorization form to be signed by Owners/Directors stating they are aware they will need to do fingerprints. But the Request for Live Scan Service document that was sent this afternoon is actually the form that you take when you get your prints done for the DOJ submission.

Could you confirm that prints do need to be done prior to the CUP submission via One Drive? Or are the Owners/Directors just filling in the highlighted information and signing the Live Scan Service Document and uploading that for right now?

**ANSWER:** Correct. Only the form needs to be completed. The actual fingerprinting will be done at a later date.

10. If the owners/directors are only filling out the highlighted portion (no fingerprints yet), there is nowhere for them to sign on this form.

**ANSWER:** Correct. There is no signature line on the Live Scan Authorization form.

Guille Nuñez | Management Analyst IV (Concierge)  
Hale Building, 175 N. Garfield Avenue | Pasadena, CA 91101  
[gnunez@cityofpasadena.net](mailto:gnunez@cityofpasadena.net) | [O] 626-744-7634



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**From:** Nunez, Guille  
**Sent:** Thursday, June 13, 2019 7:45 AM  
**To:** marijuanaregulations <marijuanaregulations@cityofpasadena.net>  
**Subject:** RE: Instructions for Preliminary Submission of CUP for Cannabis Retailer

Good morning,

This email is to confirm that three applications have been submitted for completeness review:

	Applicant	Date of Submission	Time Last File Submitted	Proposed Location	Council District
1.	SweetFlower	June 12, 2019	5:34 p.m.	827 E Colorado Blvd	3
2.	Harvest of Pasadena	June 12, 2019	10:20 p.m.	169 W Colorado Blvd	3
3.	Atrium	June 12, 2019	10:56 p.m.	70 W Union	3
4.					
5.					
6.					

The applications will be reviewed for completeness in the order received and appointments for formal submission will be issued in the order received and only to those who have been determined to have a complete application.

Review for completeness will be done as expeditiously as possible but may take a few days given the size of the applications. As a reminder, only one application will be accepted per Council District. Our offices are closed tomorrow. We thank you in advance for your patience.

Regards,

**Guille Nuñez** | Management Analyst IV (Concierge)  
Hale Building, 175 N. Garfield Avenue | Pasadena, CA 91101  
[gnunez@cityofpasadena.net](mailto:gnunez@cityofpasadena.net) | [O] 626-744-7634



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**From:** Nunez, Guille  
**Sent:** Wednesday, June 12, 2019 3:16 PM  
**To:** marijuanaregulations <marijuanaregulations@cityofpasadena.net>  
**Subject:** Re: Instructions for Preliminary Submission of CUP for Cannabis Retailer

Another question has been asked:

6. A sensitive use is located within the required 600' distance separation but is located in unincorporated Pasadena, does this disqualify our proposed location?

Answer: No, the distance separation requirements do not apply to sensitive uses located on parcels in neighboring jurisdictions or in unincorporated properties.

Sent from my iPhone

On Jun 12, 2019, at 2:46 PM, Nunez, Guille <[gnunez@cityofpasadena.net](mailto:gnunez@cityofpasadena.net)> wrote:

Emails have been sent to each individual in this group to access OneDrive for preliminary submission of your applications. If you or your colleague did not receive the email, please notify me immediately.

A few additional questions have been received:

3. Where can I find the forms for Environmental Assessment & Tree Inventory, Taxpayer Protection Act Disclosure Form and the Public Hearing Notification Packet.
  - a. **ANSWER:** The forms are attached. Note that the Environmental Assessment packet contains the Tree Inventory forms.
4. Is the Lease required if we provide owner's consent, i.e., is it either or both required?
  - a. **ANSWER:** Yes, the lease is always required. IF the lease contains the owner's signature, then a separate document showing the owner's consent is not required.
5. Do you need the notification packet with the initial submittal for completeness review?
  - a. **ANSWER:** Yes, the notification packet is required for completeness review.

**Guille Nuñez** | Management Analyst IV (Concierge)  
Hale Building, 175 N. Garfield Avenue | Pasadena, CA 91101  
[gnunez@cityofpasadena.net](mailto:gnunez@cityofpasadena.net) | [O] 626-744-7634



**From:** Nunez, Guille

**Sent:** Wednesday, June 12, 2019 2:20 PM

**To:** [marijuanaregulations](mailto:marijuanaregulations@cityofpasadena.net) <[marijuanaregulations@cityofpasadena.net](mailto:marijuanaregulations@cityofpasadena.net)>

**Subject:** Instructions for Preliminary Submission of CUP for Cannabis Retailer

Good afternoon,

Thank you for attending this morning's cannabis application meeting. As discussed, attached is the:

- Master Application
- Conditional Use Permit Application for Cannabis Retailer
- Live Scan Authorization form for the Cannabis Permit

A sample of the location map will be sent to this group by tomorrow.

**Instructions for Submitting your Appointment Request**

As stated in today's meeting, applications will be accepted via appointment only. To request your appointment, you will first need to have a fully completed application that is sent electronically to me. We will be using OneDrive, a file-sharing service, for submission of the applications. OneDrive issues a date and time stamp when the file is uploaded.

1. The applications will be reviewed in the order that they are uploaded onto OneDrive. You will receive an email confirming receipt of your submission. The email will tell you where your application stands in the queue. For example, if you are the 3<sup>rd</sup> applicant to submit you will receive an email indicating that your application is 3<sup>rd</sup> in line for review. Do not make any changes to the file after it is uploaded as this will void your application and you will be required to re-submit. Submission of an incomplete application will not 'hold your place' in line. If your application is incomplete, an appointment will not be issued and your application will be taken out of the queue. As indicated in today's meeting, we expect all applicants to submit their best application at the time that the appointment is requested with the full body of information you want included for the CUP.

A secured, private folder has been created for each applicant on OneDrive. You will be receiving a link to the folder within the next 10 minutes. Access to this folder is restricted only to the specific email addresses that receive the invitation. We are limiting access to only two email addresses per applicant. There is no limit to the file size that can be uploaded onto OneDrive.

Once your appointment is set, you will need to bring your completed application, including required duplications, along with a check or credit card for payment of the CUP application fee. The fee is \$13,654.

**Responses to Some of the Questions Asked Today:**

1. Can I send my application for review to make sure that it is complete before I upload it onto OneDrive? **ANSWER:** No
2. What is the parking requirement for commercial cannabis retailers? **ANSWER:** 3 spaces per 1,000 sq. ft.

**Additional Questions:**

Please send all questions to Guille Nunez at [gnunez@cityofpasadena.net](mailto:gnunez@cityofpasadena.net). Responses from the City will be sent only to the 12 individuals that attended today's meeting.

Respectfully,

**Guille Nuñez** | Management Analyst IV (Concierge)  
Hale Building, 175 N. Garfield Avenue | Pasadena, CA 91101  
[gnunez@cityofpasadena.net](mailto:gnunez@cityofpasadena.net) | [O] 626-744-7634



<Environmental-Assessment.pdf>

<Notification-Packet.pdf>

<Taxpayer-Protection-Disclosure-Form.pdf>

**ATTACHMENT C  
CORRESPONDENCE FROM SWEETFLOWER PASADENA TO  
CITY OF PASADENA (June 19, 2019)**

**Nunez, Guille**

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**From:** Tim Dodd <tim@sweetflower.com>  
**Sent:** Wednesday, June 19, 2019 2:42 PM  
**To:** Nunez, Guille; Reyes, David  
**Subject:** City of Pasadena and Sweetflower Pasadena, LLC - Conditional Use Permit  
**Attachments:** City Of Pasadena Letter.pdf

CAUTION: This email was delivered from the Internet. Do not click links or open attachments unless you know the content is safe.

Dear Ms. Nunez and Mr. Reyes -

Please see attached correspondence from SweetFlower Pasadena, LLC in connection with our complete and duly filed application for a Conditional Use Permit.

I would be happy to discuss further with you at your convenience.

Best regards,  
Tim

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Timothy Dodd  
Sweet Flower







City of Pasadena  
Planning and Community Development Department  
175 Garfield Avenue, Pasadena CA 91101

Attention: Guille Nunez and David Reyes

Dear Ms. Nunez and Mr. Reyes,

On behalf of SweetFlower Pasadena, LLC, I wish to extend our sincere appreciation to you and to the City of Pasadena council and staff for the diligence, thoughtfulness and thoroughness evidenced in the City of Pasadena's cannabis retail license application process.

We commend the City of Pasadena on the process that it has put in place, and we are privileged and grateful to have been selected as a winning applicant.

Sweet Flower believes that all cities have the right to choose the type of cannabis retailers operating in their jurisdictions, and we strive to work collaboratively with the communities we serve, to build a business sensitive to and reflective of their and our shared values of community engagement, trust and transparency, inclusion and diversity and public health and safety. We look forward to building a community-focused business in Pasadena, founded on these cornerstone values.

Last Wednesday morning, June 12, 2019, we were privileged to attend the Conditional Use Permit process meeting hosted by the City of Pasadena, and to receive the application process packet and related materials. We listened intently to the process as outlined by City officials, focusing on the City's instruction that each applicant should prepare and file, in good faith, a complete application package, with no material gaps. The City would then review all applications for completeness, and once satisfied as to completeness, would invite applicants in for appointments for review of the application, based on the order received.

Due in large part to our extensive, early preparation and diligence, our experience with and knowledge of Pasadena ordinances, and our meaningful collaboration with our landlord, Ms. Pattyl Aposhian and her husband John, both proud Pasadena residents and upstanding and highly engaged community members, Sweet Flower submitted in good faith our complete application package for a Conditional Use Permit for our cannabis retail business (located at 827 E Colorado Blvd.), at 5.34pm that same day, marking it as the first application to be received by the City.

Subsequent to our submittal, a number of correction and clarifying emails were provided by the City to applicants, including a sample map, which contained information that further elaborated on the instructions received earlier during the Wednesday meeting.





We have modified certain aspects of our filed and complete application (for example, a more detailed, certified radius map) to reflect this later correspondence from the City, but have not formally amended our already filed and complete application, as we understand that under the rules as articulated by the City staff any modifications will be treated as a withdrawal of the original application and the filing of a new application as of the time of such amendment. This would have the deleterious effect of moving our already complete application from the first filed to the last, obviously an effect that is neither warranted nor acceptable. Rather, we expect to address any such clarifications or revisions in the application review process with the City staff in due course once our interview is scheduled. We are immediately ready and prepared to review with the City our complete application and provide any information required in connection with our already complete application.

We trust the City will review this letter in the collaborative spirit it is intended, and apply the "complete, in good faith" standard the City provided to all applicants last week, to ensure that Sweet Flower's full and complete Conditional Use Permit application be processed in its original and current order, as submitted first for an appointment with the City.

We steadfastly believe in following rules, in acting with integrity, and in being trusted and transparent. We believe that process integrity and transparency matters. We look forward to discussing any issues relating to our complete application in our appointment with the City.

We again wish to commend the City on the integrity of the process it has established and on its exemplary conduct to date.

Best regards,



Timothy Dodd

CEO, SweetFlower Pasadena, LLC



**ATTACHMENT D**  
**STATUS LETTER (JUNE 27, 2019)**



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

June 27, 2019

Tim Dodd  
10000 Culver Boulevard  
Culver City, CA 90232

(Sent via email only: [tim@sweetflower.com](mailto:tim@sweetflower.com))

**Re: Conditional Use Permit: Cannabis Retailer for SweetFlower Pasadena, LLC**  
827 East Colorado Boulevard  
Council District 3

Dear Mr. Dodd:

On June 12, 2019 at 5:34 p.m., your *Conditional Use Permit: Cannabis Retailer* application to allow the retail sales of Cannabis at the above referenced address was received for processing. Based upon the application and plans received, the application is deemed **incomplete**. The following is a list of required information not included in your application:

1. *LOCATION MAP – Identification of the applicable distance requirements as outlined in Section 17.50.066 D (5) "Location Requirements" of the Pasadena Municipal Code prepared by a licensed surveyor as indicated in the Cannabis Retailer application.*

As stated in the Rules and Regulations for *Conditional Use Permit: Cannabis Retailer* applications:

**I. Conditional Use Permit Application Acceptance.**

- A. Only the first COMPLETE application submitted within a council district will be processed.
  - i. Subsequent additional complete applications received within the same council district will be held in the order received; an application is not considered received until it is complete.
  - ii. Where an application is on hold, the time for obtaining a permit pursuant to Section 5.78.080 (H) is concurrently tolled as to that application.
  - iii. Upon issuance of a commercial cannabis permit, no other applications within that same council district will be processed.
  - iv. Should the first complete commercial cannabis CUP applicant fail to secure a CUP, the next complete application in the queue will be processed.

If you wish to pursue a *Conditional Use Permit: Cannabis Retailer* you are required to provide the incomplete information and re-submit the items via the same on-line share folder used for your initial submittal. Further evaluation of this application will not occur at this time.

Your standing on the City's list of complete applications will be determined by the date/time stamp of any new submittal.

If you have any questions, please contact Guille Nunez at (626) 744-7634 or [gnunez@cityofpasadena.net](mailto:gnunez@cityofpasadena.net).

Sincerely,

A handwritten signature in black ink, appearing to read 'Guille Nunez', written in a cursive style.

Guille Nunez,  
Management Analyst IV