

Planning Entitlement Application Instructions

CUP Modification Adding Delivery to an Existing Storefront Dispensary

Applications are not accepted after 3:15pm

Planning Entitlement Applications are filed with the Planning Division at the Community Development Department. Only applications with all required submittals will be accepted. Please submit the following information:

1. Attached application. In the Project Narrative section please answer the following questions regarding delivery:
 - a. Detailed description of operations, including hours of operation;
 - b. Number of vehicles in fleet (The Office of Cannabis Policy & Enforcement will require additional information on vehicles);
 - c. Number of drivers;
 - d. Number of trips per vehicle per day;
 - e. Number of employees;
 - f. Number of available parking spaces on-site, including handicap spaces and number used by delivery vehicles;
 - g. Vehicle storage after hours of operation;
 - h. Any remodeling or new construction proposed in order to accommodate delivery.
2. Letter of Agency (if not the property owner)
3. Two copies of scaled site plan of the storefront dispensary site, including all buildings, structures, driveways, parking lots, loading and unloading areas, landscaped areas and boundaries. If changes are made to the inside or outside of the dispensary in order to accommodate delivery, revised floor plans and elevations must also be submitted.
4. An 8 ½" x 11" reduction of all submitted plans.
5. A revised Security Plan. The security plan will need to show proposed procedures related to safety of drivers and prevention of diversion.
6. Fee: \$918.00. After initial review by planning staff, if it is determined that the application requires additional entitlements, a public hearing, and/or routing to other agencies, the project planner will contact you regarding additional information and fees.

Applicants should contact the Planning Division regarding any concerns regarding application requirements prior to submitting an application.

How to contact a planner:

1. Email your questions to the Planning Helpline: planning@cityofsacramento.org, or visit our website at www.cityofsacramento.org/dsd for information and forms;
2. Call the City Operator by dialing 311 or (916) 264-5011 from outside the city;
3. Visit the Public Counter, located at 300 Richards Boulevard, Third Floor.

Submitting a complete application and accurate development plans will help avoid delays in processing the application.

Planning Entitlement Application - CUP Modification to Add Delivery to Storefront Dispensary

The City of Sacramento Planning Division has designed this application in order to obtain important information about your proposed project that will help to expedite the application review process. Please complete all sections, providing as much detail as possible regarding the scope of your proposal.

Subject Site Information

Project Name: _____

Zoning: _____

General Plan Designation: _____

Site address or location of property: _____

Assessor's Parcel Number(s): _____

Total property size in acres (Gross/Net): _____

Square feet if less than one (1) acre: _____

Lot dimensions: _____

Property Owner Information

Contact name: _____

Company name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Ext: _____ Fax: _____

Email Address: _____

Applicant Information

Contact name: _____

Company name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Ext: _____ Fax: _____

Email Address: _____

Staff Use Only

Date Filed: _____ Received By: _____

File Number: _____

City of Sacramento
Letter of Agency

If the applicant is not the owner of record of the subject site, a Letter of Agency from the owner or the owner's authorized representative must be submitted which grants the applicant permission to submit an application for the requested entitlement(s).

Date: _____

To: City of Sacramento
Community Development Department
300 Richards Boulevard,
Third Floor
Sacramento, CA 95811

Community Development Department:

I, the undersigned legal owner of record, hereby grant permission to:

Applicant: _____ Phone: _____

Applicant's Address: _____

to apply for the following entitlement(s): _____

The subject property located at: _____

Assessor's Parcel Number: _____

Printed Name of Owner of Record: _____

Address of Owner of Record: _____ Phone: () _____

Signature of Owner of Record: _____

(must be original signature)