



TEMPORARY CANNABIS EVENT PERMIT APPLICATION PROCEDURE GUIDELINES AND REVIEW CRITERIA

APPLICATION PROCEDURES AND GUIDELINES

INTRODUCTION

The City of Monterey is seeking qualified applicants to apply for Temporary Cannabis Events Permits. Applications for a cannabis temporary event permit are accepted, until two (2) permits have been issued for the calendar year. In order to qualify for the issuance of a Temporary Cannabis Event Permit, the event must be pre-approved by the Monterey County Fairgrounds (the venue is not managed by the City of Monterey), and all completed applications must be submitted to the Community Development Department at the specified address mentioned in these guidelines.

Applicants should monitor the City's web page for any additional information, FAQs, or updates. It is the responsibility of the applicant to stay informed of this information.

CONTACT

If you have any questions or would like an update on the status of your application, please contact the Community Development Department by email at cannabis@monterey.org.

APPLICABLE REGULATIONS

Information regarding the Commercial Cannabis Business (CCB) Application process can be found on the City's website at <https://monterey.org/cannabis> and includes the following:

- MMC Chapter 7, Article 7 (Health and Safety Business Regulations – Cannabis Business Regulations)
- Application Procedures Guidelines and Review Criteria
- Commercial Cannabis Business (CCB) Permit Application
- Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement
- Agreement on Limitations of City's Liability and Indemnification to City

For background and additional information regarding timelines and important updates moving forward please visit <https://haveyoursaymonterey.org/cannabis>.

NUMBER OF PERMITS AND LOCATION LIMITATIONS

No more than two (2) temporary cannabis event permits may be issued by the City per calendar year. Temporary cannabis events are only authorized to be held at the Monterey County Fairgrounds, located at 2000 Fairgrounds Road, Monterey.

AMENDMENTS TO THE APPLICATION

Applicants will not be allowed to make amendments to their application or to supplement their application, except as otherwise specifically permitted in these procedures, or posted on the City's website as a clarification update, or as authorized in writing by the City Manager or their designee.

City staff and/or the City's designated consultant will conduct a preliminary evaluation of the applications for completeness. If any items required by the application are not met or provided, the applicant may be granted ten (10) business days from the date of the notice to correct the deficiency.

Upon receiving an email from the City, we request that you promptly acknowledge receipt. If the City does not receive confirmation from your primary contact within two (2) days, the City reserves the right, but is not obligated, to make an attempt to contact the primary contact via phone. Please be aware that there will be no extension beyond the initial ten (10) days provided to address any deficiencies, and it is essential for applicants to monitor both incoming and spam emails. Additionally, please note that any extra information beyond what was specifically requested to rectify minor deficiencies will not be taken into consideration.

CITY'S RESERVATION OF RIGHTS

The City reserves the right to reject any and/or all applications, with or without cause or reason. The City may modify, postpone, or cancel the request for a Temporary Cannabis Event permit without liability, obligation, or commitment to any person, party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any applicant in order to conduct a complete review of the application or an investigation into the truthfulness of the statements set forth in the application or provided at any stage of the application process.

APPLICATION SUBMITTAL PROCESS

APPLICATION SUBMITTAL REQUIREMENTS

Applicants must submit all required application materials together in one complete comprehensive application package. Applications must be submitted by the Cannabis Event Organizer to the City Manager **no less than 45 calendar days** before the first day of the temporary cannabis event. This can be done in person, by U.S. Mail, or by common carrier delivery service (e.g., FedEx, UPS, etc.) as long as it is a complete application. The application process must be secured in an envelope or box addressed as follows:

**Community Development Office
Attn: Cannabis Application Process
City of Monterey
570 Pacific Street
Monterey, CA 93940**

HARD COPY CONTENT

One complete hard copy is required. The application package must include hard copies of the following documents with original signatures for each document (where applicable):

1. Temporary Cannabis Event Permit Application;
2. Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement;
3. Agreement on Limitations of City's Liability and Indemnification to City;
4. A printed hard copy of cannabis business license tax registration certificate pursuant to Monterey City Code, Chapter 19, Article 6.
5. A printed hard copy of a DCC cannabis event organizer license temporary cannabis event license.
6. Application Fee(s) Payment;

APPLICATION FEES

All applicants will be required to submit a fee of \$1,610. This amount will be charged against time spent by City staff and the consultant reviewing applications and administering the application process. Applicants are advised that they may be required to pay additional amounts as required for the sole purpose of the City's completion of the application review process.

Payment must be made by cash, credit card, certified check, cashier's check, or money order made payable to the City of Monterey. Please note application fees are non-refundable.

APPLICATION REVIEW AND APPROVAL PROCESS

PHASE 1: APPLICATION SUBMITTAL AND DETERMINATION OF ELIGIBILITY

During Phase 1, applications will be reviewed for completeness and compliance with minimum submittal requirements. The determination of eligibility will be based on the criteria outlined in these procedures. These procedures may be amended, in writing, for clarification to application submittal questions. Additional information may be found at <https://monterey.org/cannabis>.

PHASE 2: PERMIT ISSUANCE

Upon completion of Phase 1, applicants must undergo review and approval by the City Manager before a Temporary Cannabis Event Permit can be issued. The City Manager may grant a Temporary Cannabis Event Permit in their reasonable discretion, or may deny a Temporary Cannabis Event Permit in their reasonable discretion based on one or more of the following findings:

1. The applicant has not sufficiently established that the sale or consumption of cannabis or cannabis products at the event would comply with applicable State and City laws;
2. The applicant has not sufficiently established that the sale or consumption of cannabis or cannabis products at the event would be consistent with public health or public safety;
3. The applicant has not sufficiently established that the sale or consumption of cannabis or cannabis products at the event would not have adverse impacts on nearby neighborhoods or public spaces;
4. The applicant has not taken steps sufficient to reasonably ensure that the only individuals and/or entities that will provide onsite sales of cannabis goods at the proposed event are those that have been identified on the application as holding a DCC retail permit;
5. The applicant has provided materially false or incomplete information in support of the application;
6. There is insufficient time to process the permit application adequately in advance of the proposed event;
7. If the Monterey Police Department has insufficient staff available to cover other special events (e.g., car week) and patrol or respond to calls for service at a temporary cannabis event at the Monterey County Fairgrounds.
8. The event is on or within ten (10) days of a special event permit issued by the City that is assigned four (4) or more officers per day;
9. When vacancies (including absences due to vacations, injuries, etc.) for sworn positions in the police department are at or above 20%.