



300 First Street, Woodland CA 95695

CANNABIS DELIVERY PERMIT APPLICATION – OUT OF TOWN DELIVERY SERVICE

New: _____ Renewal: _____ Modification: _____

Cannabis Delivery Permit: CDP # _____

A. General Application Information

Cannabis Delivery Service means an approved cannabis business located outside of the city that delivers cannabis or cannabis products to a physical location in the city as part of a retail sale. (Section 13A-4-11 of the Woodland Municipal Code).

Delivery Business Name: _____

Retail Business Address: _____ Zip: _____

Phone #: _____ Assessor Parcel Number: _____

Provide a description of the retail cannabis business (hours of operation and when deliveries will be conducted (during all business hours?), estimated number of deliveries per day in Woodland, number of employees, sale of medical or adult cannabis or both, approving jurisdiction and entitlement type. Will employees use their own vehicles or are there company vehicles? (See Section G of this application):

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Contact: _____

Email Contact: _____

24-Hour Emergency Contact Information:

Contact Name: _____ Title: _____

Contact Phone #: _____ Alternate Phone #: _____

Alternate Contact: _____ Title: _____

Contact Phone #: _____ Alternate Phone #: _____

B. Applicant Information

Applicant Name: _____ DOB: _____
Title: _____
Mailing Address: _____ City/State/Zip _____
Primary Phone No: _____ Alt. Phone No: _____
Email address: _____
Preferred method of contact (check one): Mail _____ Phone _____ Email _____

C. Information on Owner(s)

Provide the name, address, telephone number, title and function of each of the cannabis delivery service's owners and managers (Section 13A-4-11(c)(3))

Name: _____ DOB: _____
Title: _____
Mailing Address: _____ City/State/Zip _____
Primary Phone No: _____ Alt. Phone No: _____
Email address: _____
Preferred method of contact (check one): Mail _____ Phone _____ Email _____

Name: _____
Title: _____ DOB: _____
Mailing Address: _____ City/State/Zip _____
Primary Phone No: _____ Alt. Phone No: _____
Email address: _____
Preferred method of contact (check one): Mail _____ Phone _____ Email _____

Please attach additional sheets if necessary

D. Information on Management

Name: _____
Title: _____ DOB: _____
Mailing Address: _____ City/State/Zip _____
Primary Phone No: _____ Alt. Phone No: _____
Email address: _____ Fingerprinted: Yes ___ No ___

Name: _____
Title: _____ DOB: _____
Mailing Address: _____ City/State/Zip _____
Primary Phone No: _____ Alt. Phone No: _____
Email address: _____ Fingerprinted: Yes ___ No ___

E. Retail Business Approval Information

Provide information for all land use and regulatory permits for the business (local and state). See Section G below:

Jurisdiction in which the retail business is approved: _____

Approved License(s) and/or Permit Number(s): _____

Date of Issuance and Expiration of License or permits (local and state): _____

Final Notice of Decision received: Yes _____ No _____

Have all conditions of the Retail Permit been met: Yes _____ No. _____

Contact Name(s) and Number(s) and email address(es) for land use approval/entitlement, local regulatory permit and state licenses: _____

Please attach additional sheets if necessary

F. Employee Information

Provide the name, address, telephone number, and title of each of the employees that are authorized to perform deliveries from the cannabis business.

For each employee authorized to perform deliveries, proof of valid driver's license and current employment by the business is required as described in Sections 13A-4-11(c)(4) of the Municipal Code.

If employees will be using their own vehicles for deliveries, provide vehicle information and proof of insurance (see Section G below regarding Delivery Plan)

G. Required Submissions

Please attach the following documents to your application pursuant to Section 13A-4-11 of the Woodland Municipal Code. Some information requested may be duplicated in this form:

Business Structure: A description of the statutory entity or business form that will serve as the legal structure for the applicant and a copy of its formation and organizing documents, including, but not limited to, articles of incorporation, certificate of amendment, statement of information, articles of association, bylaws, partnership agreement, operating agreement, and fictitious business name statement. (*Section 13A-4-11(c)(1) of the City Municipal Code*).

Business Site:

Description: A general description of the proposed cannabis business site, including street address, parcel number and hours of operation, from which the cannabis delivery service operates. Indicate whether the business intends to sell medical or adult use cannabis.

Approval Permits: Provide a copy of valid retail entitlement permit approved by the originating jurisdiction for the proposed retail location, including all conditions and related documents.

Business Operations:

State Licenses: Copies of the state license(s) relating to cannabis, as required by state law. If the applicant applies for the Cannabis Delivery permit prior to the state issuing appropriate licenses, the applicant shall specify which state license(s) will be obtained.

Tax Compliance: A copy of the following:

- Applicant’s city business registration
- State sales tax seller’s permit

Insurance Certificates: The applicant’s certificate of commercial general liability insurance equal to or more than \$2,000,000 plus \$1,000,000 for each loss, endorsements, and certificates of all other insurance related to the operation of the cannabis business.

Transport Vehicle Information:

Delivery Plan: Provide a description describing how the proposed delivery service will meet all requirements provided in Section 13A-4-11(g)(3) of the City’s Municipal Code, as provided in Ordinance 1630. Provide a detailed vehicle security plan outlining the measures that will be taken to ensure the safety of persons and property. Provide the estimated number of deliveries per day in Woodland.

Provide the following information for each company vehicle, and/or any employee vehicle that may be used for deliveries:

Proof or Documentation Showing:

- Motor carrier permit;
- Proof of ownership or lease for all vehicles and trailers.
- Year, make, model, license plate number, and VIN for all vehicles and trailers;
- Proof of insurance for all vehicles.

H. License Revocation Certification

Has the applicant or any of its managers been associated with a business that has had its cannabis permit revoked:

Yes _____ (if yes, please provide the following information) No _____

City or County: _____ Date: _____

Please attach additional sheets if necessary

I. Authorization to City of Woodland to Seek Verification

I, the applicant, provide authorization and consent for the Community Development Director or his/her designee to seek verification of the information contained on this application

J. Indemnification

I, the applicant:

A. Release the City of Woodland, its agents, officers, elected officials, and employees from any and all claims, injuries, damages, or liabilities of any kind arising from:

(i) any repeal or amendment of chapter 13A-3-04(a)(9) of the Woodland Municipal Code or any provision of the Zoning Code relating to the cannabis business, and;

(ii) any arrest or prosecution of the applicant or its managers, employees, or members for violation of state or federal laws; and

B. Defends, indemnifies, and holds harmless the city and its agents, officers, elected officials, and employees from and against any and all claims or actions:

(i) brought by adjacent or nearby property owners or any other parties for any damages, injuries, or other liabilities of any kind arising from operations at the cannabis business site; and

(ii) brought by any party for any problems, injuries, damages, or other liabilities of any kind arising out of the distribution of marijuana produced or processed by the cannabis business site.

K. Applicant Certification

I certify under penalty of perjury under the laws of the State of California, that I have personal knowledge of the information contained in this application, and that the information contained herein is true and correct.

Signature: _____ Date: _____

Print Name: _____

The information contained in this document is subject to disclosure under the Public Records Act

L. Terms of the Cannabis Delivery Permit

Pursuant to Section 13A-4-11 of the Municipal Code, the applicant agrees to the following terms of the Cannabis Delivery Permit:

- a. A cannabis delivery permit is valid for one year from the date that the permit is issued, unless suspended or revoked sooner. A permittee may apply for a cannabis delivery permit renewal at least thirty days before the expiration of the permit on a form approved by the Community Development Director.
- b. A cannabis delivery permit is only valid for the operator of the cannabis business(es) identified on the cannabis delivery permit for that particular cannabis business.
- c. A cannabis delivery permit means a cannabis business located outside the city that delivers cannabis or

cannabis products to a physical location in the city as part of a retail sale.

- d. The permittee shall notify the Community Development Director of any change in the information provided on the application to obtain the cannabis business permit within 30 days of the change.
- e. The Community Development Director may impose additional conditions on the cannabis delivery permit, including safety and security features.
- f. Deliveries shall be conducted by employees of the retail cannabis business who are at least 21 years old. The retail cannabis business shall not use the services of an independent contractor or courier service to deliver cannabis for retail sales.
- g. Every employee of the retail cannabis business engaging in delivery services shall maintain on his or her person a physical copy of the following when conducting delivery:
 - 1. The business's current valid retail cannabis business permit;
 - 2. Valid driver's license;
 - 3. Employer-provided badge containing the name and photo of the employee; and
 - 4. Each customer's delivery request. The delivery request must identify the retail cannabis business, the customer's name and address, and the product(s) being delivered.
- h. Cannabis may only be delivered in-person to the customer who made the delivery request, and shall not be left unattended or delivered to another person. The delivery employee shall verify the customer's age, identity, delivery request, and if applicable, valid physician's recommendation prior to completing the delivery.
- i. Cannabis may not be delivered to an address located on publicly-owned land or any address on land or in a building leased by a public agency.
- j. All deliveries shall be conducted in an enclosed motor vehicle or other acceptable delivery method in compliance with state law, operated by the delivery employee or another delivery employee of the retail cannabis business.
- k. Cannabis and cannabis products shall not be left unattended in a vehicle, except for brief periods as necessary to deliver cannabis to a customer. If cannabis and cannabis products are left unattended in a vehicle, the vehicle must remain locked and must be equipped with an active vehicle alarm system.
- l. For purposes of this section, a delivery begins when an employee leaves the retail cannabis business premises with cannabis intended for delivery, and ends when the delivery employee returns to the retail cannabis business premises. When conducting deliveries, the employee shall only travel from the business premises to a delivery address, from one delivery address to another delivery address, or from a delivery address back to the business premises.
- m. The Community Development Director is authorized to establish permitted and preferred delivery routes applicable to retail cannabis businesses.
- n. These regulations are intended to be the minimum requirements imposed by law, and shall not be construed to conflict with state law. Where State law provides more restrictive requirements for cannabis deliveries, State law controls.
- o. A cannabis delivery service is prohibited from conducting cash transactions at the time of delivery in the City.