



## City of Riverside Storefront Retail Commercial Cannabis Business Permit Phase 2 FAQs (Updated on 1/16/25)

1. Will the city be sending more information to the top ranked applicants on how to submit a preferred location?
  - Yes, information will be posted on the web page on 4/9/24 followed by an email to each of the 14 applicants who received provisional approvals.
2. When will the City post the names and rankings of the applicants that were not in the top 14?
  - The guidelines do not require the City to post the names and rankings of the applicants that were not in the top 14.
3. Section D.2.a.ii of the [Cannabis Permit Guidelines](#) (the "Guidelines") posted on the city's website state that locations will be reviewed "[b]eginning with the applicant that is ranked number one (1) during Phase 1." Does this mean that the city will not evaluate any preferred locations until expiration of the 90 calendar day period set forth in Paragraph 2.a.i. of the Guidelines or will the City evaluate preferred locations as soon as they are submitted by applicants?
  - The City will start evaluations as they are received. Pursuant to the Guidelines the preferred location submittals will be reviewed in order of rankings from Phase 1.
4. In what order will the city evaluate preferred locations for applicants with tied rankings?
  - In the event two or more applicants with the same ranking score submit the same Preferred Location, the request will be handled via a "game of chance". I.e. Coin flip, etc.
5. Is the City allowing applicants to submit building plans at risk and get approval for such plans (1) now, (2) prior to getting a Zoning Verification Letter per Paragraph 2.b of the Guidelines, and/or (3) prior to obtaining confirmation from the City that the information provided in Step 2.3 is "complete, accurate and in compliance" per Paragraph 2.c of the Guidelines?
  - The City will not be allowing at risk building plan submittals for applicants progressing through Phase 2. Building plans shall be submitted pursuant to Section III.D.2.d.i.F Building, Fire, and Occupancy Permits.
6. Will the City provide a form for the Property Owner Affidavit mentioned in Section 2(a)(i)(a)(3) of the Cannabis Permit Guidelines?
  - Yes, please use the form available via the following link:  
<https://riversideca.gov/cedd/sites/riversideca.gov.chedd/files/SRCC%20Business%20Permit%20Phase%20%20Application%20Packet.pdf>

7. Does the 90 timeline for submitting applications begin on the date the results were posted on the City's website (March 13, 2024) or the date that applicants were notified by email of the results (March 15, 2024)?
  - The 90-day timeline started on March 12, 2024 when the written rankings were posted on the City's website.
  
8. On January 7, 2025, the City postponed the Storefront Retail Commercial Cannabis Business Permit application process for 90 days. This postponement pauses all deadlines under the City of Riverside Storefront Retail Commercial Cannabis Business Permit Procedure Guidelines and Application Review Criteria ("Guidelines") for 90 days, and no Storefront Retail Commercial Cannabis Business ("CCB") Permits shall be issued. Am I required to make my Storefront Retail CCB Permit submissions by the deadlines established prior to the City Council's postponement of the application process?
  - No, the City Council's postponement paused all deadlines under the Guidelines for 90 days. An applicant is not required to comply with Storefront Retail CCB Permit submission deadlines for the duration of the postponement. Please continue to monitor the City's Cannabis website for updates at [Riverside Commercial Cannabis Business Program | CEDD](#).
  
9. Does the City's postponement of the Storefront Retail CCB Permit application process postpone or pause the prohibition on any communication by applicants, whether written or verbal, with any City Councilmember, the Mayor, or City Staff other than the City Manager or his designees prior to the issuance of a permit?
  - Section III.C of the Guidelines states, "...Any communications, whether written or verbal, with any City Councilmember, the Mayor, or City staff other than the City Manager or his/her designee, prior to issuance of a license by the City, is strictly prohibited. Any Applicant who violates this provision shall be immediately disqualified from consideration."
  - This prohibition applies only to communications regarding a Storefront Retail CCB Permit application.