



# City of Riverside Community & Economic Development

## STOREFRONT RETAIL COMMERCIAL CANNABIS

### PREFERRED LOCATION SUBMITTAL

#### Phase 2 – Application Final Approval

City Council Resolution 24048, adopted October 17, 2023, established the process for reviewing Storefront Retail Commercial Cannabis Business Permit (CCB) applications. Additionally, City Ordinance 7628, adopted March 14, 2023, established Municipal Code regulations related to the Storefront Retail Commercial Cannabis program, which are set forth in Riverside Municipal Code Chapter 5.77. These documents are available online at:

[https://library.municode.com/ca/riverside/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_TIT5B\\_UTALIRE\\_CH5.77CABUAC](https://library.municode.com/ca/riverside/codes/code_of_ordinances?nodeId=PTIICOOR_TIT5B_UTALIRE_CH5.77CABUAC)

The top 14 applicants that have received Provisional Approval, as identified in the ranking list posted on the [City's cannabis portal](#), must complete the following Phase 2 requirements to satisfy Step 2.1 of the application process for a Storefront Retail Commercial Cannabis Permit. Pursuant to Section III.D.2.a.i of the City of Riverside Storefront Retail Commercial Cannabis Business Permit Procedure Guidelines ("Cannabis Business Permit Guidelines"), all applications with Provisional Approval must electronically submit through the City's cannabis portal a Preferred Location Submittal beginning March 12, 2024. The submittal deadline for the Preferred Location Submittal is June 10, 2024 at 5:00PM. Late submittals will not be accepted. Applicants that do not submit their Phase 2 Preferred Location Submittal by the deadline of June 10, 2024, unless otherwise notified, will be considered non-responsive.

#### Fees

Each applicant must pay application fees to cover the costs incurred by the City in the application process. Riverside Municipal Code Chapter 5.77.130.F, pursuant to Resolution 24048 and Resolution 24053, requires applicants to submit a *Site Review Application fee*.

Fees are to be paid at the City of Riverside's Treasury Department, located on the first floor of City Hall prior to application submittal. City Hall is located at 3900 Main Street, Riverside, CA 92522, and is open from 8:00AM to 5:00PM, Monday through Friday. All city business shall occur during these business hours. Applicants are required to pay the Phase 2 Site Review fee with a money order or cashier's/certified check. Applicants will receive a receipt of payment to upload with their respective application submittal. Payment can be made anytime during normal business hours, excluding holidays.

All applicants with Provisional Approval shall submit a City Treasury Department receipt of payment for Phase 2 Site Review fee with their Phase 2 Preferred Location Submittal. Applicants that fail to pay and upload the Phase 2 Site Review fee receipt by the filing deadline will be deemed ineligible. The flat fee for Phase 2 is as follows:

**Phase 2: Site Review fee - \$17,864**

#### Preferred Location Packet and Review Process

Preferred Location packets must include all information required by the Cannabis Business Permit Guidelines Section III.D.2.a.i. Preferred Location packets shall be organized with the Preferred Location Submittal Form (page three of this document) on top followed by the Proof of Property

Control/Property Owner Affidavit for each location in the order of preference provided on the Preferred Location Submittal Form. A Preferred Location packet that is missing any of the required components will be deemed incomplete. Any applicant missing components to this Preferred Location packet will be notified within one (1) business day of determination.

If the preferred location submitted by the applicant has already been identified and selected as a preferred location by a higher ranked applicant, the City or designee shall review, in order, any alternative locations provided on the preferred location form. If the preferred location and any provided alternative locations are also unavailable for any reason, the City or designee shall notify the applicant.

All applicant's final approved locations shall be posted to the [City's cannabis webpage](#) and the City or designee shall provide written notice to the applicant of the location's approval.

Applicants receiving notice of preferred location authorization in Phase 2 shall be subject to a Zoning Verification Letter (ZVL) to confirm that the proposed location is properly zoned and meets all the minimum distance requirements from sensitive uses identified in Riverside Municipal Code

### **Proof of Property Control**

**NOTE:** The applicant must provide evidence that they are the legal owner of record of the proposed property or provide a copy of a lease or other documents demonstrating a legal ability to occupy the space for the proposed Storefront Retail CCB. If the Applicant is not the owner of record, a signed affidavit from the recorded property owner acknowledging that the listed location is available for operation by the Applicant as a Storefront Retail Commercial Cannabis Business is required. Proof of payment of the Phase 2 Site Review Fee Totaling \$17,864 is also required at the time of submittal.



City of Riverside Community & Economic Development  
**STOREFRONT RETAIL COMMERCIAL CANNABIS**  
**PREFERRED LOCATION SUBMITTAL**

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

Phase 1: Ranking: \_\_\_\_\_

**Preferred Location Information**

**1. Preferred Property Location**

Mailing Address Street: \_\_\_\_\_

Mailing Address Street 2 (Unit/Suite): \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

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

**1. Property Owner**

Owner Name: \_\_\_\_\_

Owner Mailing Address Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Alternative Property Location**

Mailing Address Street: \_\_\_\_\_

Mailing Address Street 2 (Unit/Suite): \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

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

**2. Property Owner**

Owner Name: \_\_\_\_\_

Owner Mailing Address Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**3. Alternative Property Location**

Mailing Address Street: \_\_\_\_\_

Mailing Address Street 2 (Unit/Suite): \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

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

**3. Property Owner**

Owner Name: \_\_\_\_\_

Owner Mailing Address Street: \_\_\_\_\_

**Preferred Location Information (Cont.)**

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**4. Alternative Property Location**

Mailing Address Street: \_\_\_\_\_

Mailing Address Street 2 (Unit/Suite): \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

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

**4. Property Owner**

Owner Name: \_\_\_\_\_

Owner Mailing Address Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**5. Alternative Property Location**

Mailing Address Street: \_\_\_\_\_

Mailing Address Street 2 (Unit/Suite): \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

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

**5. Property Owner**

Owner Name: \_\_\_\_\_

Owner Mailing Address Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**6. Alternative Property Location**

Mailing Address Street: \_\_\_\_\_

Mailing Address Street 2 (Unit/Suite): \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

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

**6. Property Owner**

Owner Name: \_\_\_\_\_

Owner Mailing Address Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_



# CITY OF RIVERSIDE

## STOREFRONT RETAIL COMMERCIAL CANNABIS BUSINESS PROPERTY OWNER AFFIDAVIT

Cannabis Applicant: \_\_\_\_\_

I, \_\_\_\_\_, declare under penalty of perjury that:

1. I am the record title owner of the property located at:

\_\_\_\_\_, Riverside, California,  
(Physical Address)

APN \_\_\_\_\_, or the title owner is a trust or business entity named,  
\_\_\_\_\_, and I have been duly authorized to represent  
such trust or business entity for purposes of executing this document.

2. I, or the trust or business entity I represent, acknowledge that the applicant, \_\_\_\_\_  
is currently in the process of seeking a permit through the City of Riverside Storefront Retail  
Commercial Cannabis Program to operate a storefront retail commercial cannabis business on the  
property specified above in accordance with all applicable provisions of the Riverside Municipal  
Code and State Law.

Signed on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Landowner Name)

\_\_\_\_\_  
(Landowner Signature)

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(Applicant Signature)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Satisfactory evidence to be the person(s) who appeared before me \_\_\_\_\_.

**\*NOTARIZATION REQUIRED.** This authorization form will not be valid without notarization. The authorization contained in this form automatically expires upon sale or transfer of title to the Property. If sale or transfer of the Property occurs prior to obtaining a business license, the applicant must resubmit this notarized form with approval of the new legal owner(s) of the Property. Property Owner authorization must be signed by all Property Owners of the property identified in the Application. Attach additional pages if necessary.