



Planning and Building Agency
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Santa Ana Adult-Use Cannabis Retail Business RSP/Phase 2 Checklist

Submittal Checklist

The following are the submittal items necessary for the Adult-Use Cannabis Retail Business Regulatory Safety Permit (RSP)/Phase 2 process. In order for your application to be deemed complete and entered into the permit database, all items referenced below must be submitted to the City of Santa Ana. Incomplete submittal packages will not be accepted. Please e-mail the City at Cannabis@santa-ana.org should you have any questions regarding the submittal requirements or need additional information.

- A. **Merit Criteria Response Packet** (Please see the Phase 2 Informational PowerPoint at: <http://santa-ana.org/commercialcannabis/documents/RegulatorySafetyPermitApplicationProcessPresentation.pdf> and the Merit Criteria at: <http://santa-ana.org/commercialcannabis/documents/MeritBasedCriteriaVersion3c.pdf> for additional information) – Submitted to the Planning Division by appointment only.
- B. **RSP application, checklist materials, and operating standards affidavit** (Please see the Phase 2 Informational PowerPoint at: <http://santa-ana.org/commercialcannabis/documents/RegulatorySafetyPermitApplicationProcessPresentation.pdf> and the RSP application packet at: <http://santa-ana.org/commercialcannabis/documents/RSPentirePacket2018.pdf> for additional information) – Submitted to the Police Department by appointment only.
- C. **Submittal Fee** – Due with Item A (above) by appointment only (\$12,086.00, payable in cashier's check, money order or cash only. Credit cards and/or personal checks will not be accepted)