

Ebron, Eugene

From: Tony Fong <tony@magentala.com>
Sent: Monday, June 17, 2019 11:24 AM
To: Nunez, Guille; LEONARD WANG
Subject: Re: Instructions for Preliminary Submission of CUP for Cannabis Retailer

CAUTION: This email was delivered from the Internet. Do not click links or open attachments unless you know the content is safe.

Hi Guille,

We are trying to upload our CUP application into the onedrive. I attempted many times to request the "sharing link validation" code, but I cannot receive it. Can you open another file for us to share under SIXZT@HOTMAIL.COM or if you can let me know how it can be fixed. Please let me know if there is another option to upload or I can email you the application in a compressed file.

Thanks,

Tony

On Wed, Jun 12, 2019 at 2:46 PM Nunez, Guille <gnunez@cityofpasadena.net> wrote:

Emails have been sent to each individual in this group to access OneDrive for preliminary submission of your applications. If you or your colleague did not receive the email, please notify me immediately.

A few additional questions have been received:

3. Where can I find the forms for Environmental Assessment & Tree Inventory, Taxpayer Protection Act Disclosure Form and the Public Hearing Notification Packet.

a. **ANSWER:** The forms are attached. Note that the Environmental Assessment packet contains the Tree Inventory forms.

4. Is the Lease required if we provide owner's consent, i.e., is it either or both required?

a. **ANSWER:** Yes, the lease is always required. IF the lease contains the owner's signature, then a separate document showing the owner's consent is not required.

5. Do you need the notification packet with the initial submittal for completeness review?

a. **ANSWER:** *Yes, the notification packet is required for completeness review.*

Guille Nuñez | Management Analyst IV (Concierge)

Hale Building, 175 N. Garfield Avenue | Pasadena, CA 91101

gnunez@cityofpasadena.net | [O] 626-744-7634



From: Nunez, Guille

Sent: Wednesday, June 12, 2019 2:20 PM

To: marijuanaregulations <marijuanaregulations@cityofpasadena.net>

Subject: Instructions for Preliminary Submission of CUP for Cannabis Retailer

Good afternoon,

Thank you for attending this morning's cannabis application meeting. As discussed, attached is the:

- Master Application
- Conditional Use Permit Application for Cannabis Retailer
- Live Scan Authorization form for the Cannabis Permit

A sample of the location map will be sent to this group by tomorrow.

[Instructions for Submitting your Appointment Request](#)

As stated in today's meeting, applications will be accepted via appointment only. To request your appointment, you will first need to have a fully completed application that is sent electronically to me. We will be using OneDrive, a file-sharing service, for submission of the applications. OneDrive issues a date and time stamp when the file is uploaded.

1. The applications will be reviewed in the order that they are uploaded onto OneDrive. You will receive an email confirming receipt of your submission. The email will tell you where your application stands in the queue. For example, if you are the 3rd applicant to submit you will receive an email indicating that your application is 3rd in line for review. Do not make any changes to the file after it is uploaded as this will void your application and you will be required to re-submit. Submission of an incomplete application will not 'hold your place' in line. If your application is incomplete, an appointment will not be issued and your application will be taken out of the queue. As indicated in today's meeting, we expect all applicants to submit their best application at the time that the appointment is requested with the full body of information you want included for the CUP.

A secured, private folder has been created for each applicant on OneDrive. You will be receiving a link to the folder within the next 10 minutes. Access to this folder is restricted only to the specific email addresses that receive the invitation. We are limiting access to only two email addresses per applicant. There is no limit to the file size that can be uploaded onto OneDrive.

Once your appointment is set, you will need to bring your completed application, including required duplications, along with a check or credit card for payment of the CUP application fee. The fee is \$13,654.

Responses to Some of the Questions Asked Today:

1. Can I send my application for review to make sure that it is complete before I upload it onto OneDrive? **ANSWER:** No
2. What is the parking requirement for commercial cannabis retailers? **ANSWER:** 3 spaces per 1,000 sq. ft.

Additional Questions:

Please send all questions to Guille Nunez at gnunez@cityofpasadena.net. Responses from the City will be sent only to the 12 individuals that attended today's meeting.

Respectfully,

Guille Nuñez | Management Analyst IV (Concierge)

Hale Building, 175 N. Garfield Avenue | Pasadena, CA 91101

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