



## **Community Development Department Planning Division**

### **PRE-APPLICATION MEETINGS**

The Pre-Application Meeting offers applicants the chance to meet with multiple departments after City staff reviews preliminary and/or conceptual design applications. These meetings are designed to help applicants better understand the City's permitting process and receive initial feedback. The Pre-Application Meeting is required for certain project types prior to submittal of applications to Planning, Building, or Engineering. Department Staff may also request a Pre-Application meeting for other projects. The applicant is encouraged to bring their technical team to the meeting.

Comments received at the Pre-Application Meeting are informational only, based upon the material provided, and are not binding. Pre-Application Meetings are not a public meeting and/or hearing; the City takes no formal action.

#### **WHEN IS A PRE-APPLICATION MEETING REQUIRED?**

- A change of occupancy for commercial use as such term is defined by the California Building Code;
- New non-residential buildings or major alterations;
- New construction or conversion of multi-family residential, live-work or mixed-use development;
- Cannabis business;
- New business establishment with full alcoholic beverage service;
- Development proposal that would include an application for a Use Permit, Subdivision, Parcel Map, Rezoning or General Plan Amendment;
- Request for right-of-way vacation or abandonment; and/or
- Projects subject to CEQA as determined by the Community Development Director, including master grading permits and design review for "major" projects as defined in the applicable historic conservation plan.

#### **SCHEDULE**

The City of Benicia reserves time for one pre-application meeting per week. A Pre-Application Meeting will be scheduled for the first available meeting time, at least three full weeks following receipt of a complete submittal. Meetings are held in the Commission Room of City Hall, 250 East L Street.

## INFORMATION FOR CANNABIS PRE-APPLICATIONS

Applicants for a cannabis business must submit supplemental information to facilitate pre-application review. Incomplete applications will not be accepted. Security is a key focus of the pre-application meeting; cannabis applicants must bring a licensed security professional to the scheduled meeting.

- **Eligible Business Location.** Provide a scaled map that demonstrates property compliance with the minimum 600-foot distance from K-12 schools. The map shall include parcel lines of the subject property.
- **Equipment and Chemicals** a. Provide a list of chemical substances and hazardous materials, including approximate quantities that will be stored on site including solvents, pesticides and herbicides and flammable or combustible materials. Provide a list of mechanical equipment that will be located and/or used on site.
- **Wastewater Discharge Application.** To the best of your ability, complete the Wastewater Discharge Application. At minimum indicate:
  - ✓ Planned water sources
  - ✓ Monthly consumption and discharge amounts
  - ✓ Operational processes where water will be used or wastewater discharged (may also show on floor plan)
  - ✓ Total grow area/canopy square footage
  - ✓ Planned processes for cannabinoid extraction
  - ✓ Whether edible products will be produced on-site
- **Conceptual Security Plans.**
  - ✓ Security cameras and surveillance systems, alarm systems, locks, and personnel access control systems.
  - ✓ Operational procedures for compliance with State and local regulations.
  - ✓ Areas of the business premises that will be accessible to customers and the public.
  - ✓ Floor plan indicating locations of cannabis and cannabinoid products and secure storage.
  - ✓ Exterior measures for operational security, public and employee safety and nuisance prevention.
  - ✓ External access points and exterior windows and methods for controlling access through these areas.
  - ✓ Location of garbage and refuse storage and security methods.
  - ✓ Locations and means to secure delivery and/or distribution vehicles.