



Office of the City Manager · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4576

**CITY OF VALLEJO
MEDICAL MARIJUANA DISPENSARY
GUIDELINES: LIMITED IMMUNITY PROOF OF COMPLIANCE FORM**

The City Council of the City of Vallejo adopted an ordinance providing limited immunity for medical marijuana dispensaries that meet certain requirements. The ordinance is at Vallejo Municipal Code Section 7.100 and was adopted July 28, 2015, as Ordinance NO. 1715 N.C (2d), an Ordinance Adding Chapter 7.100 to the Vallejo Municipal Code Pertaining to Requirements for Limited Immunity and Repealing Ordinance NO. 1709 N.C. (2d) "Ordinance". A medical marijuana dispensary seeking limited immunity must submit a Limited Immunity Proof of Compliance Form ("Compliance Form") to the City Manager of the City of Vallejo, who will determine compliance with the requirements of the Ordinance.

Pursuant to the Ordinance, no Medical Marijuana Dispensary, Manager or person shall carry on, maintain or conduct any Medical Marijuana Dispensary related operations, including retail or wholesale sales of marijuana or preparing, giving away or distributing edible marijuana products unless all requirements in section 7.100.060 through section 7.100.110 of the Ordinance are met.

These Guidelines: Limited Immunity Proof of Compliance Form ("Guidelines") – provide information for completing the Compliance Form.

The City of Vallejo will provide two options for submitting the Compliance Form:

1. A Medical Marijuana Dispensary can submit a partially completed Compliance Form to get a better understanding whether the dispensary is likely to meet the requirements. The dispensary must submit a "Request for Preliminary Determination of Compliance with Requirements" which requires only partial completion of the Compliance Form, and following such Determination by the City Manager, the Medical Marijuana Dispensary must complete and file the remainder of the information required on the Compliance Form. This is to allow Medical Marijuana Dispensaries who are not certain that they meet the Requirements to seek an early determination on the Requirements, without having to complete the remainder of the Compliance Form.
2. Alternatively, a Medical Marijuana Dispensary may submit a complete Compliance Form without submitting a Request for Preliminary Determination of Compliance with Requirements.

Under either of the above options, a Medical Marijuana Dispensary will not receive a limited immunity letter from the City of Vallejo City Attorney until the complete Compliance Form is received by the City and the City has determined that the Requirements of the Ordinance have been met. The City Manager is authorized to determine that a Requirement is met when the Medical Marijuana Dispensary shows proof of compliance, or the Medical Marijuana Dispensary demonstrates circumstances beyond its control prevented compliance.

Medical Marijuana Dispensaries must request a City inspection for compliance with the Building Code, Fire Code and Property Maintenance Ordinance, and pay the applicable City fees by 5 p.m., September 4, 2015. Medical Marijuana Dispensaries are encouraged to submit this request

as soon as possible, to allow time for City inspections. Requests for inspections may be made by contacting the City of Vallejo Building Department at 707-648-4326. Once a request for inspection is made by the Medical Marijuana Dispensary, the City will contact the Medical Marijuana Dispensary's designated representative between August 10 and September 4, 2015 to schedule the inspection. The fee for the inspection is \$349, which must be paid at the time that the MMD requests the inspection. Additional fees may be required for re-inspection or further inspections required in the event of non-compliance with the Building Code, Fire Code or Property Maintenance Ordinance.

If the inspection of Medical Marijuana Dispensary for compliance with the Building Code, Fire Code and Property Maintenance Ordinance identifies corrections that must be made, the City will not issue a limited immunity letter to a Medical Marijuana Dispensary that otherwise complies with the Ordinance until the corrections have been made, the City conducts a re-inspection and approves the corrections.

The following dates have been established for Compliance Form submittals, review and determinations.

August 7, 2015	Compliance Forms available on City of Vallejo website. Frequently Asked Questions (FAQ) available on City of Vallejo website.
August 10, 2015	First day to request a City inspection for compliance with Building Code, Fire Code and Property Maintenance Ordinance. Medical Marijuana Dispensaries are encouraged to submit this request as soon as possible to allow time for City inspections. Requests for inspections may be made by calling the City of Vallejo Central Permit Center at (707) 648-4326. Applicable City fees are due upon request for inspection by the Medical Marijuana Dispensary.
August 21, 2015 5:00 p.m. PDT	Last day to submit a Request for <u>Preliminary</u> Determination of Compliance with Requirements. Medical Marijuana Dispensaries are encouraged to submit this request on earlier dates, to allow time for City review.
August 27, 2015	Effective date of the Ordinance.
August 28, 2015	City will make determinations and inform Medical Marijuana Dispensaries that have submitted a Request for Preliminary Determination of Compliance with Requirements.
September 4, 2015	Last day to request a City inspection for compliance with Building Code, Fire Code and Property Maintenance Ordinance. Medical Marijuana Dispensaries are encouraged to submit this request as soon as possible after August 10, 2015, to allow time for City inspections. Requests for inspections may be made by calling the City of Vallejo Central Permit Center at (707) 648-4326. Applicable City fees are due upon request for inspection by the Medical Marijuana Dispensary.
September 20, 2015	First day upon which the City ten (10) percent business license medical marijuana tax (Measure C) is reinstated. For Medical Marijuana Dispensaries that meet the requirements of the Ordinance and receive a limited immunity letter from the City Attorney, taxes for the period September 20 – 30, 2015 are due on October 20, 2015.
September 21, 2015 5:00 p.m. PDT	Last day to submit complete Compliance Form.
September 30, 2015	City Attorney will issue limited immunity letters to medical marijuana Dispensaries that meet the requirements of the Ordinance.

The Request for Preliminary Determination of Compliance with Requirements, Medical Marijuana Dispensary Limited Immunity Proof of Compliance Form, supporting attachments and documents must be submitted to the following address by the date and time stated above:

City of Vallejo
City Manager
555 Santa Clara Street
Vallejo, CA 94590

Forms, supporting attachments and documents will NOT be accepted via e-mail. Forms, supporting attachments and documents received by the City of Vallejo after the above stated due dates will NOT be accepted, regardless of postmark. A Medical Marijuana Dispensary that submits a Compliance Form after 5:00 p.m., September 21, 2015, will NOT be eligible to receive a limited immunity letter from the City Attorney.

Refer to Vallejo Municipal Code Sec. 7.100, adopted as City of Vallejo Ordinance NO. 1715 N.C. (2d) for information regarding Medical Marijuana Dispensary regulations and proof of compliance requirements. If any information in these Guidelines or the Compliance Form conflict with the Ordinance, the Ordinance shall prevail. The Ordinance can be accessed at www.CityofVallejo.net/MMDCompliance, or, copies may be obtained at the City of Vallejo, City Manager's Office, 555 Santa Clara Street, Vallejo, CA, 94590.

CONTACT INFORMATION:

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