

Introduction to Public Convenience or Necessity (PCN)

Pursuant to LAMC Section 104.03(a)(1) (amended 6/2/2023)



CITY OF LOS ANGELES DEPARTMENT OF
**CANNABIS
REGULATION**

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Understanding the Public Convenience or Necessity Process (PCN)



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The Los Angeles Municipal Code limits the number of Storefront Retailer Commercial Cannabis Activity Licenses (Types 10 or 12) the Department of Cannabis Regulation (DCR) may issue by Community Plan Area based on the definition of “Undue Concentration” in [LAMC Section 104.01\(a\)](#).

Understanding the Public Convenience or Necessity Process (PCN) cont.



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Once DCR has issued a specific number of Type 10 or 12 Licenses in a particular Community Plan Area, Undue Concentration is reached and the City Council must authorize DCR to process additional Type 10 or 12 Applications in that Community Plan Area. The Public Convenience or Necessity Process (PCN) provides the City Council an opportunity to make a PCN finding which provides DCR authorization to process an Application.

Understanding the Public Convenience or Necessity Process (PCN) cont.



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Under Section 104.03 of Article 4, Chapter X of the Los Angeles Municipal Code:

The cannabis Public Convenience or Necessity Process allows prospective Social Equity Individual Applicants (SEIAs) to request a finding from City Council that the license would serve the “public convenience or necessity” to be permitted to apply for a retail storefront commercial cannabis license in a Community Plan Area subject to a finding of Undue Concentration.

Read the [resolution](#) and original ordinance adopting the PCN process, [Ordinance No.186703](#). The PCN process was recently amended with [Ordinance No. 187879](#).

Unduly Concentrated Community Plan Areas



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The following Community Plan Areas have reached Undue Concentration:

- Central City
- Central City North
- Harbor Gateway
- Sherman Oaks - Studio City
- Venice

Navigating DCR's Licensing Map



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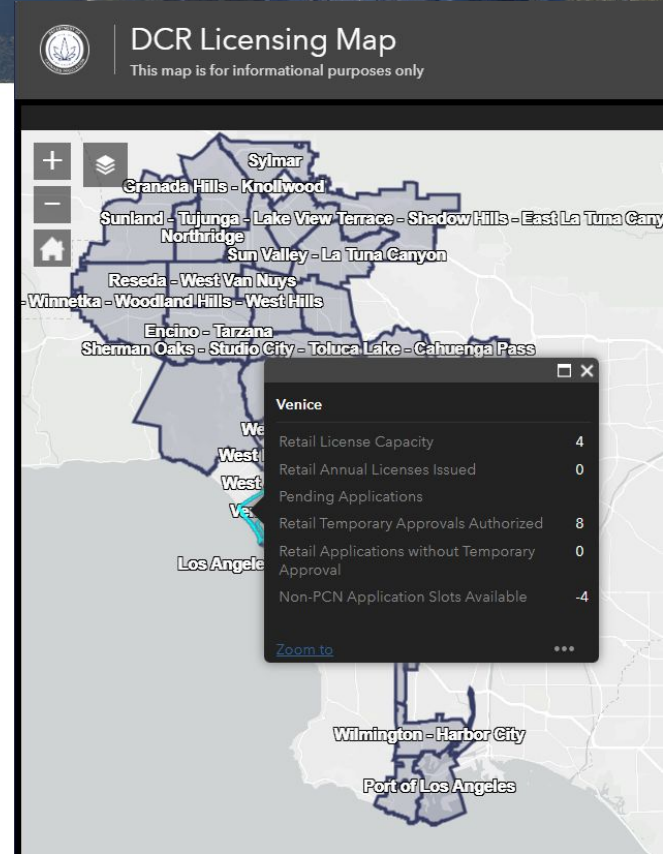
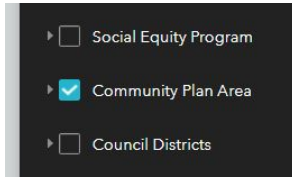
[DCR Licensing Map](#)

1. Navigate to DCR's Licensing Map using the link above

2. Open the "Layer list"



3. Press "Community Plan Area"



Before starting...



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To submit a Pre-Application Record on [Licensing Portal](#), **you must already have:**

- 1) **Business Tax Registration Certificate (BTRC); and**
- 2) **Legal Business Entity Record (LBER).**

Instructions for applying for these two items are available on the [Licensing 101 webinar](#) on DCR's [Event Page](#). A quick refresher follows.

Step 1 - Log-In to the Licensing Portal



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DCR Licensing Portal

Home Activities


Submit a Modification Request Advanced Search

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

[Forgot Password?](#)

I'm not a robot  [Privacy](#) [Terms](#)

Sign In

Remember me on this device

[Not Registered?](#)
[CREATE AN ACCOUNT](#)

Step 2 - Click Activities



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DCR Licensing Portal

LOS ANGELES 311

Los Angeles Department of Cannabis Regulation

Announcements(28) Logged in as: Jason Killeen Account Management Logout

Home **Activities**

Dashboard My Records My Account Submit a Modification Request Advanced Search

Search...

Hello, Jason Killeen

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress [View All Records](#)




Record Name	Record ID	Module	Creation Date	Action
Application Modification Request	2STMP-003936	Licenses	8/9/2023	Resume Application

Step 3 - Click Apply for a License





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DCR Licensing Portal

 **LOS ANGELES** 311  

Los Angeles Department of Cannabis Regulation

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Search... 

Home **Activites**

Apply for a License Search for a License Submit a Modification Request

My Records --Select--

Showing 1-20 of 68 | Download results | Add to collection

<input type="checkbox"/>	Record Number	Record Type	Business	Outstanding Balance	Status	Status Date	Action
<input type="checkbox"/>	23TMP-003936	Application Modification Request				08/09/2023	Resume Application

Step 4 - Read and Accept the Terms



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DCR Licensing Portal

The screenshot shows the DCR Licensing Portal interface. At the top, there is a navigation bar with the City of Los Angeles logo, the text "LOS ANGELES", a "311" button, and search and menu icons. Below this is a sub-header "Los Angeles Department of Cannabis Regulation" and a user status bar showing "Announcements(28)", "Logged in as: Jason Killeen", "Account Management", and "Logout". A search bar is located on the right side of the page. The main content area has a navigation menu with "Home" and "Activities" (highlighted). Under "Activities", there are three options: "Apply for a License", "Search for a License", and "Submit a Modification Request". The "Apply for a License" option is selected, leading to the "Online License Application" section. This section contains a welcome message and a disclaimer. At the bottom of the disclaimer, there is a checkbox labeled "I have read and accepted the above terms" and a "Continue »" button. Red arrows and boxes highlight these elements. The footer contains the copyright notice: "© Copyright 2017 City of Los Angeles. All rights reserved. Disclaimer | Privacy Policy".

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Los Angeles Department of Cannabis Regulation

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Search...

Home **Activities**

Apply for a License Search for a License Submit a Modification Request

Online License Application

Welcome to our Online Licensing System. Using this system you can submit information, pay fees, and track the status of your application all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the City of Los Angeles (City) attempts to keep its web information accurate and timely, the information and documents available on this website are provided on an "as is" and "as available" basis without warranties or conditions of any kind, either express or implied. The City neither warrants nor makes representations as to the functionality or condition of this website, its suitability for use, or non-infringement of proprietary rights.

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In addition to the preceding terms and conditions, the City, its officers, employees, agents or representatives shall not be liable for any damages of any kind arising from a user's use of the website or its online payment service.

I have read and accepted the above terms

Continue »

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Step 5 - Open a Pre-Application Request



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Search...

Home **Activities**

Apply for a License Search for a License

Select a License Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- ▼ Request for Pre-Application Review
 - Cannabis Business Application
 - ▶ Modification
 - ▶ Business Legal Entity Record

Step 6 - Pre-Application Request pg. 1



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Home **Activities**

Apply for a License Search for a License

Cannabis Business Application

1 Basic Information 2 People 3 Documents Required 4 Review 5 Pay Fees 6

* indicates a required field.

Application Information

Are you applying for a Type 10 (Retail Storefront) Commercial Cannabis Activity license in area of Undue Concentration? Yes No

The following Community Plan Areas (CPAs) have reached Undue Concentration:

- Central City
- Central City North
- Harbor Gateway
- Sherman Oaks - Studio City- Toluca Lake - Cahuenga Pass
- Venice
-

Request Environmental Review: Yes No

Entity Record Id: *

Save and resume later

Step 7 - Pre-Application Request pg. 2



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DCR Licensing Portal

LOS ANGELES 311 Search...

Home **Activities**

Apply for a License Search for a License

Cannabis Business Application

1 Basic Information 2 People 3 Documents Required 4 Review 5 Pay Fees 6

* indicates a required field.

Detail Information

Legal Business Name:

Fictitious Business Name (DBA):

Premises Address

* Street No.: Street (end): Direction: * Street Name: FIGUEROA

* City: * State/Prov: * Zip Code:

* County:

Step 7b - Pre-Application Request pg. 2b



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DCR Licensing Portal

LOS ANGELES 311

1 Basic Information 2 People 3 Documents Required 4 Review 5 Pay Fees 6

*indicates a required field.

Detail Information

Legal Business Name:

Fictitious Business Name (DBA):

Premises Address

*Street No.: Street (end): Direction:

*Street Name: The Community Plan Area (CPA) (Van Nuys - North Sherman Oaks) that you have selected has not reached Undue Concentration under Los Angeles Municipal Code (LAMC) Section 104.01(a) (48). An area is considered unduly concentrated when DCR issues the maximum number of these license types in that CPA.

*City: *State/Prov.: *Zip Code:

*County:

[Save and resume later](#) [Continue >](#)

Step 8 - Pre-Application Request pg. 3



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DCR Licensing Portal

LOS ANGELES 311

Los Angeles Department of Cannabis Regulation

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Search...

Home **Activities**

Apply for a License Search for a License

Cannabis Business Application

1 Basic Information 2 People 3 Documents Required 4 Review 5 Pay Fees 6

* indicates a required field.

Business Activity Type

Use: *

Step 9 - Pre-Application Request pg. 4



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DCR Licensing Portal

LOS ANGELES 311

Search...

Home **Activities**

Apply for a License Search for a License

Cannabis Business Application

1 Basic Information 2 People 3 Documents Required 4 Review 5 Pay Fees 6

* indicates a required field.

Business Activity Selection

- Retail Storefront (currently unavailable to non-PCN):
- Microbusiness (currently unavailable):
- Delivery Only - Type 9 (limited to Social Equity Applicants):
- Delivery Only - Microbusiness (limited to Social Equity Applicants):
- Distributor:
- You may only select one Manufacturer level.**
- Manufacturer Level 1 - Type S:
- You may only select one Manufacturer level.**
- Manufacturer Level 1 - Type N:
- You may only select one Manufacturer level.**
- Manufacturer Level 1 - Type P:
- You may only select one Manufacturer level.**
- Manufacturer Level 1 - Type S:
- Cultivation Small Indoor (currently unavailable):
- Cultivation Medium Indoor (currently unavailable):
- Cultivation Specialty Indoor (currently unavailable):
- Cultivation Processor:
- Nursery:
- Testing:
- Distributor Transport Only:

Save and resume later

Continue »

Step 10 - Pre-Application Request pg. 5



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Los Angeles Department of Cannabis Regulation

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Search...

Home **Activities**

Apply for a License Search for a License

Cannabis Business Application

1 Basic Information 2 **People** 3 Documents Required 4 Review 5 Pay Fees 6

* indicates a required field.

Contact

Select from Account Enter Information Look Up

Showing 0-0 of 0

ACA Reference Id	Contact Type	First Name	Last Name	Business Name	Work Phone	E-mail	Action
No records found.							

Save and resume later Continue »

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Step 10 - Contacts



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DCR Licensing Portal



LOS ANGELES

311

Cannabis Business Application

1 Basic Information

2 People

3 Documents
Required

4 Review

5 Pay Fees

6

*indicates a required field

Contact List

Required Contact Type	Minimum
 Neighborhood Liaison	1
 Person-in-Charge	1

Select from Account

Look Up

Showing 0-0 of 0

ACA Reference Id	Contact Type	First Name	Last Name	Business Name	Work Phone	E-mail	Action
No records found.							

Save and resume later

Continue »

Step 11 - Pre-Application Request pg. 6



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DCR Licensing Portal

LOS ANGELES 311 Q ☰

Los Angeles Department of Cannabis Regulation

Announcements(28) ▼ Logged in as: Jason Killeen Account Management Logout

Home **Activities**

Apply for a License Search for a License

✖ An error has occurred.
The following documents are required based on the information you have provided:

1. LIC-4001-FORM - Public Convenience or Necessity Finding Request: LIC-4001-FORM
2. LIC-4016-FORM - Landowner Attestation: Location Eligibility: LIC-4016-FORM

Cannabis Business Application

1 Basic Information 2 People 3 **Documents Required** 4 Review 5 Pay Fees 6

* indicates a required field.

Condition Document

Please upload the documents listed below.
The maximum file size for each individual upload is 50 MB.

* Required Documents

1. Licensing - LIC-4001-FORM - Public Convenience or Necessity Finding Request
2. Licensing - LIC-4016-FORM - Landowner Attestation: Location Eligibility

Save and resume later

Continue »

LIC-4001-FORM



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<https://neighborhoodinfo.lacity.gov/>

Business Premises Location: _____

Community Plan Area: _____ CD: _____

Applicant Entity Name: _____

Contact Name: _____ Phone No. _____

Applicant's Email: _____

Total Floor Area of Business: _____ square feet

Proposed Hours of Operation: _____ Days: _____

_____ Days: _____

_____ Days: _____

LIC-4001-FORM



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Explain how the Commercial Cannabis Activity will serve the public convenience or necessity (attach and number additional pages if necessary):

LIC-4001-FORM



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Explain how this request meets one or more of the City Council's public convenience or necessity standards pursuant to City Council's adopted [Resolution](#) (attach and number additional pages if necessary):

Lined writing area for the response. A large, faint watermark of the City of Los Angeles Department of Cannabis Regulation logo is visible in the background of this section.

LIC-4001-FORM



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LAMC Section 104.03(a)(1)(iii) requires the Applicant to engage with and seek input from stakeholders in or near the Community Plan Area where the proposed Business Premises is located. Please provide the following information about the stakeholders with whom you will engage and seek to obtain written input.

Neighborhood Council: _____

LAPD Division / Station: _____

Chamber of Commerce: _____

Substance Abuse Intervention, Prevention and Treatment Organization(s):

Name: _____

Address: _____

Distance from Business Premises: _____ miles

Total number of pages attached: _____

I declare under the penalty of perjury under the laws of the State of California that the information presented in this form and its attachments are true and correct to the best of my knowledge.

Requester's Name

Requester's Signature

Date

<https://neighborhoodinfo.lacity.gov/>



<https://www.uschamber.com/co/chambers/california/los-angeles>

Step 12 - Pre-Application Request pg. 7



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DCR Licensing Portal

LOS ANGELES 311

Los Angeles Department of Cannabis Regulation

Announcements(28) Logged in as: Jason Killeen Account Management Logout

Home **Activities**

Apply for a License Search for a License

Cannabis Business Application

1 People 2 Documents Required 3 **4 Review** 5 Pay Fees 6 Record Issuance

Save and resume later Continue »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

Cannabis Business Application

Application Information

Are you applying for a Type 10 (Retail Storefront) Commercial Cannabis Activity license in area of Undeclared Concentration? The following Community Plan Areas (CPAs) have reached Undeclared Concentration: Central City • Central City North • Harbor Gateway • Sherman Oaks • Studio City • Toluca Lake • Culver City • Venice: Yes No

Request Environmental Review: Yes No

Entity Record Id:

Detail Information Edit

Legal Business Name: DCR TEST RECORD - LEGAL - 2023.08.15
Fictitious Business Name (DBA): DCR TEST RECORD - DBA - 2023.08.15

Premises Address Edit

221 N FIGUEROA
LOS ANGELES LOS ANGELES CA 90012

Business Activity Type

Use: Adult and Medical

Business Activity Selection

Step 12 - Pre-Application Request pg. 7

continued



DCR Licensing Portal

LOS ANGELES 311

Business Activity Selection

Retail Storefront (currently unavailable to non-PCNE)	Yes
Microbusiness (currently unavailable)	No
Delivery Only - Type 9 (limited to Social Equity Applicants)	No
Delivery Only - Microbusiness (limited to Social Equity Applicants)	No
Distributor	No
Manufacturer Level 1 - Type E	No
Manufacturer Level 1 - Type H	No
Manufacturer Level 1 - Type P	No
Manufacturer Level 1 - Type S	No
Cultivation Small Indoor (currently unavailable)	No
Cultivation Medium Indoor (currently unavailable)	No
Cultivation Specialty Indoor (currently unavailable)	No
Cultivation Processor	No
Nursery	No
Testing	No
Distributor Transport Only	No

Contact List

Showing 1-2 of 2

ACA Reference Id	Contact Type	First Name	Last Name	Business Name	Work Phone	E-mail	Action
317065261	Neighborhood Liaison	Jason	Killeen			jason.killeen@lacity.org	Edit
317065261	Person-in-Charge	Jason	Killeen			jason.killeen@lacity.org	Edit

Condition Document

Name	Type	Size	Latest Update	Action
TEST RECORD DOC.pdf	LC-4016-FORM - Public Convenience or Necessity Finding Request	32.87 KB	08/15/2023	Actions ▾
TEST RECORD DOC.pdf	LC-4016-FORM - Landowner Attestation: Location Eligibility	32.87 KB	08/15/2023	Actions ▾

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: _____

[Save and resume later](#) [Continue >](#)

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Fees



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Type	Fee
Pre-Application Review ^(a)	\$597

Full fee schedule can be found [here](#).

Step 1



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DCR Licensing Portal

Cannabis Business Application

1 2 People 3 Documents Required 4 Review 5 Pay Fees 6 Record Issuance



Your application has been successfully submitted

Thank you for using the DCR Licensing Portal.

Your temporary DCR record number is: LA-P-23-403091-01-01-PREAPP.

Click on "View Record Details" for your final DCR record number. You will need this number to check the status of your record. To access your invoice, if applicable, click on "View Record Details" below, then click on "Record Info", then click on "Attachments", then click on the newest document beginning with "Fees_and_Payments_Custom_Invoice". This document is your invoice.

Your record shall not be deemed filed or processed until all required documents, information, and fees have been submitted. If you do not comply with all of these requirements within 30 days, this record, if applicable, shall be deemed abandoned.

[View Record Details »](#)

Fees



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(g) **Public Convenience or Necessity (PCN) Filing Fees.** PCN fees shall be payable pursuant to Section 104.03(a)(4) and in accordance with the following schedule:

Type	Fee
Cannabis Public Convenience or Necessity Filing Fee ^(b)	\$1,592

^(b) Fee is charged per Activity.

Full fee schedule can be found [here](#).



LIC-4002-FORM

Instructions: Please complete and submit this form to each stakeholder type as required per Los Angeles Municipal Code Section 104.03(a)(4).

Date: _____

Type of Stakeholder: Chamber of Commerce Neighborhood Council LAFD
 Substance Abuse Intervention, Prevention and Treatment Organization

To: _____
(Name of Stakeholder, i.e. Sherman Oaks NC)

Stakeholder Address: _____

Attention: _____
(Contact)

RE: CITY COUNCIL TO CONSIDER REQUEST FOR PUBLIC CONVENIENCE OR NECESSITY (PCN) FINDING; COUNCIL FILE NO. _____

Dear Stakeholder,

Pursuant to Los Angeles Municipal Code (LAMC) Section 104.03(a)(4), an Applicant seeking to apply for a Commercial Cannabis Activity License in a Community Plan Area that has reached Undue Concentration, as defined in LAMC Section 104.01(a)(4B), is required to engage with and seek input from your agency/organization as part of the PCN process.

On _____ a PCN Request Form was submitted to the Department of Cannabis Regulation (DCR). After DCR reviews the PCN Request Form and all applicable fees are paid, the request will be transmitted to the City Council. The City Council will either approve or deny the request.

If you would like to submit any comments and/or documents to the City Council pertaining to this request, you may do so at: LACouncilComment.com.

LIC-4002-FORM

LIC-4002-FORM



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Instructions: Applicants for the Public Convenience and Necessity (PCN) process must complete and submit this form to each stakeholder type as required in Los Angeles Municipal Code Section 104.03(a)(1)(iii).

Date: _____

Type of Stakeholder: Chamber of Commerce Neighborhood Council LAFD
 Substance Abuse Intervention, Prevention and Treatment Organization

To: _____
(Name of Stakeholder, i.e. Sherman Oaks NC)

Stakeholder Address: _____

Attention: _____
(Individual Name/Contact)

RE: CITY COUNCIL TO CONSIDER REQUEST FOR PUBLIC CONVENIENCE OR NECESSITY (PCN) FINDING; COUNCIL FILE NO. _____

LIC-4002-FORM



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RE: CITY COUNCIL TO CONSIDER REQUEST FOR PUBLIC CONVENIENCE OR NECESSITY (PCN) FINDING; COUNCIL FILE NO. _____

Dear Stakeholder,

Pursuant to Los Angeles Municipal Code (LAMC) Section 104.03(a)(1), an Applicant seeking to apply for a Commercial Cannabis Activity License in a Community Plan Area that has reached Undue Concentration, as defined in LAMC Section 104.01(a). As part of the Public Convenience and Necessity (PCN) process, an Applicant seeking to apply in an area of Undue Concentration is required to engage with and seek input from your organization.

On _____, a PCN Request Form was submitted to the Department of Cannabis Regulation (DCR). After DCR reviews the PCN Request Form and all applicable fees are paid, the request will be transmitted to the City Council. The City Council will either approve or deny the request.

If you would like to submit any comments and/or documents to the City Council pertaining to this request, you may do so at: [LACouncilComment.com](https://lacouncilcomment.com).

LIC-4002-FORM



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Please be advised that stakeholders may make recommendations on potential operating conditions, such conditions may only be imposed by either the Department of Cannabis Regulation or Cannabis Regulation Commission and only to address public safety concerns. (LAMC §§ 104.06(b)(2), 104.06(c)(2).)

Information regarding the proposed Commercial Cannabis Activity associated with this PCN request:

Business Premises Location: _____

Community Plan Area: _____ CD: _____

Applicant Name: _____

Applicant's Phone No. _____; Email: _____

Total Floor Area of Business: _____ square feet

Proposed Hours of Operation: _____ Days: _____

_____ Days: _____

_____ Days: _____

If you have any questions, please contact the Applicant's representative:

Name: _____

Phone: _____

Email: _____

<https://neighborhoodinfo.lacity.gov/>



Requester's Name

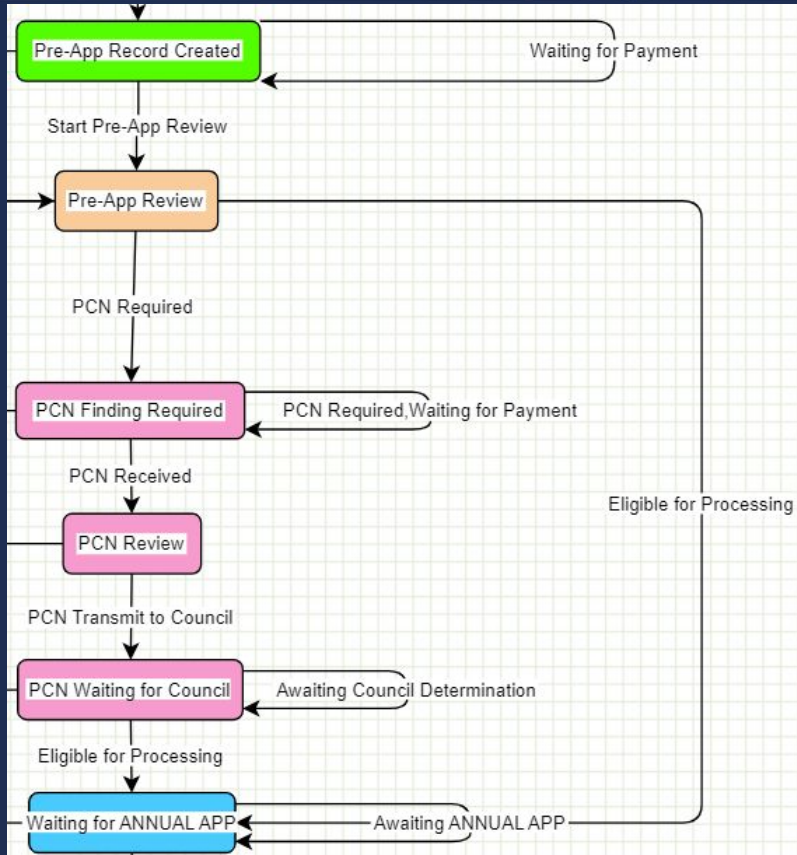
Requester's Signature

Date

PCN Workflow



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August 15, 2023 will start a two-week filing period in which DCR will accept PCN requests.

All applications, files, and supporting documents must be submitted by 11:59 PM on Tuesday, August 29th.

Anticipated PCN Timeline and Key Dates



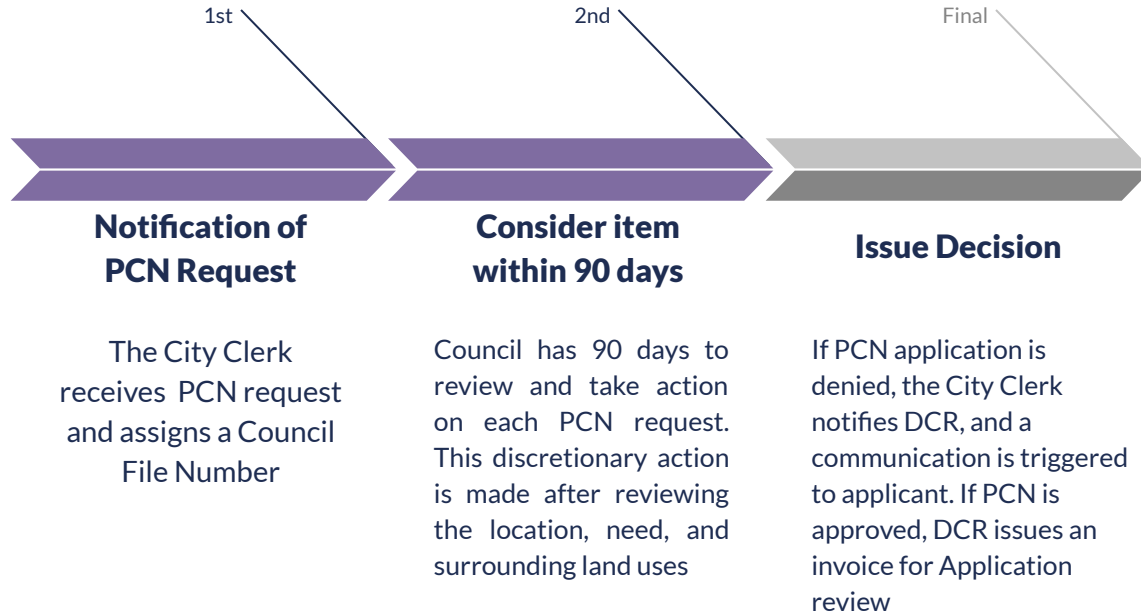
CITY OF LOS ANGELES DEPARTMENT OF
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- Pre-Application Record filing period opens
 - Tuesday, August 15, 2023 to Tuesday, August 29, 2023 (11:59 P.M. local time)
- August 30, 2023 - Issue Pre-Application Record Invoices (\$597)
 - Due on or before Friday, September 29, 2023
- October 2, 2023 - Issue PCN Invoices (\$1,592)
 - Due on or before Wednesday, November 1, 2023
- November 13, 2023 - Transmit filed PCN request to the City Clerk
- February 11, 2024 - Last Day for City Council to adopt PCN finding

Council Action



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Q & A Session



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DCR is hosting its monthly Q&A Virtual Lunch tomorrow, August 16 at noon. To RSVP and submit questions, visit the [DCR Events section](#) of the website.



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Thank you.