



# CANNABIS PRODUCT MANUFACTURING INFO SHEET

Hours: Monday, Tuesday, Thursday 8 am–4 pm and Wednesday 8 am–3 pm

**CITY OF SAN LEANDRO**  
Community Development Department  
835 East 14th Street  
San Leandro, CA 94577

Email [planner@sanleandro.org](mailto:planner@sanleandro.org)  
Leave a Message (510) 577-3325

## General Information

The Zoning Code defines Cannabis Product Manufacturing as the “processing and packaging of products derived from or infused with cannabis, including edibles, concentrates and extracts for wholesale or retail to cannabis dispensaries or other cannabis product distributors and manufacturers allowed by state law.” This includes the manufacture of food or pharmaceutical products containing cannabis, the packaging of cannabis and the manufacture of products infused or extracted from cannabis, including both volatile and non-volatile extractions.

San Leandro [Zoning Code §4.04.220](#) contains supplemental regulations for considering Cannabis Product Manufacturing Conditional Use Permits.

San Leandro [Administrative Code Title 5 Chapter 6](#) contains application requirements and processing procedures.

We recommend interested applicants consider meeting with a Planner to discuss their proposal before submitting a formal application.

## WHO QUALIFIES AS AN ELIGIBLE APPLICANT?

Applications must be submitted by applicants who intend to apply for or have already received a Cannabis Manufacturing License from the State of California. Speculative or third party applications are not eligible and will be disqualified from consideration.

## DOES CANNABIS PRODUCT MANUFACTURING INCLUDE CANNABIS TESTING LABORATORIES?

No. Cannabis testing laboratories that provide independent safety and quality control testing services for cannabis manufacturers and dispensaries require a separate Conditional Use Permit. Classified as “Laboratories, Cannabis Testing Facilities” in the Zoning Code, the use is eligible for consideration in the following zoning districts: CC Community Commercial; IG Industrial General; IG(AU) Industrial General - Assembly Use; and IP Industrial Park.

## WHERE CAN I PROPOSE A CANNABIS PRODUCT MANUFACTURING FACILITY?

Cannabis Product Manufacturing requires approval of a Conditional Use Permit in the following zoning districts: IG Industrial General; IG(AU) Industrial General - Assembly Use; and IP Industrial Park zoning districts. The use is not permitted in any other zoning district.

[www.sanleandro.org/zoning](http://www.sanleandro.org/zoning) >

Ideal locations are nondescript industrial properties with secure on-site parking and loading areas. An industrial real estate professional can help you find available properties.

Cannabis product manufacturing facilities may only be permitted in appropriate industrial locations where schools, residences, childcare centers, parks, and other sensitive land uses will not be adversely impacted. Multi-tenant buildings with shared public common areas, retail commercial centers, and any properties near schools, parks, or residential uses should be avoided.

## DOES CANNABIS PRODUCT MANUFACTURING INCLUDE THE GROWING OR SELLING OF CANNABIS?

No. The commercial cloning, planting or cultivation of cannabis plants is prohibited in San Leandro.

The direct sales of cannabis products to the public can only be performed by a licensed cannabis dispensary. Cannabis dispensaries are permitted through a separate application process. *UPDATE: The city has a limit of three dispensary permits and all three dispensary permits have been issued as of this time.*

## WHAT ARE THE APPLICATION FEES AND LOCAL TAXES?

Conditional Use Permit applications are subject to the standard deposit-based Planning Fees.

[www.sanleandro.org/planningfees](http://www.sanleandro.org/planningfees) >

If a Conditional Use Permit is approved, Cannabis Product Manufacturers will be required to pay development impact fees, local taxes of up to 10% of their gross receipts (currently set at 6% of gross receipts), and be subject to independent annual audits. Secure tax payments will be coordinated in advance with the Finance Department.

## WHAT ARE THE REQUIRED FINDINGS FOR APPROVAL?

In addition to the required findings for all Conditional Use Permits, there are special findings that must be made in order to approve a Cannabis Product Manufacturing use. [ZC §4.04.220.D](#) >

1. The cannabis product manufacturing facility is situated in an appropriate location where schools, residences, childcare centers, parks, or other sensitive land uses will not be adversely impacted.
2. Appropriate measures have been taken to address nuisances related to odor, noise, exhaust, and waste.
3. The cannabis product manufacturing facility is suitably designed to be secure and aesthetically compatible with the surrounding area.
4. The cannabis product manufacturing facility will not place a burden on the provision of public services disproportionate to other industrial uses.



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## WHAT DO I NEED TO DO TO PREPARE MY APPLICATION?

1. **Operational Plan.** Once you find a suitable location, you will need to begin work on a detailed Operational Plan:
  - a. Clearly explain the type and quantity of products you intend to manufacture;
  - b. The type of equipment you will use in the manufacturing process;
  - c. Description of any hazardous materials involved, including volatile solvents or gases used for extracting and how they are stored;
  - d. Hours of operation;
  - e. Number of employees;
  - f. Transportation and distribution methods;
  - g. Security measures; and
  - h. How you manage cannabis waste and unsold products.
2. **Architect / Civil Engineer / Landscape Architect.** You will need to hire a professional commercial or industrial architect and civil engineer to assist you with the preparation of your application plans and exhibits, which will include architectural, landscaping and stormwater control plans.
3. **Traffic, Noise, and Odor Control Study.** You also will need to have a licensed professional prepare a traffic generation report, noise study, and odor control plan for your application. These reports are necessary to analyze and disclose any potential impacts that may come from the manufacturing process and demonstrate how you will resolve potential problems or nuisances. The reports should reflect the methods and equipment cited in your Operational Plan.

## CONDITIONAL USE PERMIT SUBMITTAL MATERIALS

Please bring these materials when submitting your Conditional Use Permit application:

APPLICATION MATERIALS CHECKLIST	
<input type="checkbox"/>	1. <b>Complete the <u>Direct Cost</u> Planning Application Form (including signatures).</b> <a href="http://www.sanleandro.org/planningforms">www.sanleandro.org/planningforms</a>
<input type="checkbox"/>	2. <b>Bring a check/credit card to pay the required Permit Fee(s).</b> Check made payable to "City of San Leandro" <a href="http://www.sanleandro.org/planningfees">www.sanleandro.org/planningfees</a>
<input type="checkbox"/>	3. <b>Project Scope and Summary.</b> Describe the proposed project. <ul style="list-style-type: none"> <li><input type="checkbox"/> Include total existing square footage (parking noted separately); total proposed additional square footage; existing and proposed open space square footage; landscaping square footage, lot coverage calculations; floor area ratio (FAR); average roof height(s); parking calculations; and existing and proposed storage space.</li> <li><input type="checkbox"/> Include operation plan, business hours, number of staff, trip generation (traffic); and occupancy load (if applicable).</li> <li><input type="checkbox"/> Address how the proposed use complies with the findings necessary for approval (<i>see front side</i>)</li> <li><input type="checkbox"/> Provide color photographs of the project site. Demonstrate the latest conditions on the site and in the adjacent area.</li> </ul>
<input type="checkbox"/>	4. <b>Bring 10 sets of plans + a Digital Copy on a Flash Drive or CD 6 full-size (24"x36") + 4 (11"x17")</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Existing and Proposed Site Plan.</b> Show, label, and dimension the property lines, sidewalks, curbs, all structures with a roof, the outline of buildings and window placement on adjacent lots, landscaping and trees, parking, walls/fences, trash enclosure, and contours (where relevant).</li> <li><input type="checkbox"/> <b>Existing and Proposed Floor Plans.</b> Show, label, and dimension all rooms and spaces (incl. storage, offices, bathrooms, manufacturing area), walls, doors, window sizes, mechanical equipment, and screening for outdoor storage.</li> <li><input type="checkbox"/> <b>Existing and Proposed Elevations.</b> Show, label, and dimension all details for window type, trim, eaves, roof materials, exterior materials, fencing, trash enclosures, mechanical equipment, and screening.</li> <li><input type="checkbox"/> <b>Streetscape.</b> Elevation drawing of proposed project and adjacent neighbors.</li> <li><input type="checkbox"/> <b>Conceptual Sign Plan.</b> Show and dimension the colors, constructions, materials of all signs, including wall and monument signs.</li> </ul>
<input type="checkbox"/>	5. <b>Provide a Color and Material Board.</b> Include proposed materials, color swatches, and window and trim details. Renderings are encouraged.