2020 APPLICATION PERIOD
MARIHUANA BUSINESS LICENSE APPLICATION

PRESENTED: MARCH 6, 2020
DATES & SUBMISSIONS REVISED: JUNE 1, 2020
APPLICATION PERIOD

● SUBMISSIONS OPEN:
  June 15, 2020 at 8:30 AM

● SUBMISSIONS CLOSE:
  June 29, 2020 at 5:00 PM
  ○ Must be in City Hall Dropbox by 5PM
  ○ OR Must be postmarked by end of day

NO EXCEPTIONS! No applications will be accepted if they are late. Rejected applications will be returned to sender
APPLICATION REQUIREMENTS
SECTION ONE

- Marihuana Business Types
  - Prequalifications
    - Only apply for existing Prequalifications
    - Add-On licenses can occur later, if granted
  - State Sales Tax Number
    - Must apply with Secretary of State for Number
APPLICATION REQUIREMENTS
SECTIONS TWO & THREE

● Leased
  ○ Option to Lease is acceptable

● Vacant / Underused
  ○ Applicant’s responsibility to accurately demonstrate
  ○ Attach documents as necessary for proof

● Property Owner Use Consent
  ○ This section MUST be completed by the owner and an original signature is required.
APPLICATION REQUIREMENTS
SECTION FOUR

- Parking requirement = 1 parking space per 225 sq. ft. usable floor area
- UFA = 70% gross floor area
- Bicycle racks
- Municipal surface parking lots
- Shared parking agreements
  - Number of shared spaces
  - Duration of agreement
  - Responsibility of site maintenance
APPLICATION REQUIREMENTS
SECTION FIVE

- Supply Information
  - For the merit points you only need to fill one section
  - Completion of this section does not mean it can be omitted from your business plan
APPLICATION REQUIREMENTS
SECTION SIX & SEVEN

● Owner Information
  ○ 10% Stake or More is required
  ○ Listed Most to Least Ownership
  ○ All Stakeholders must be 21+

● Onsite Manager Information
  ○ Who is actually functioning as daily managers?
  ○ Stakeholders as Onsite Managers
APPLICATION REQUIREMENTS
SECTION NINE

● Owner and Business Documents
  ○ Leases
  ○ Insurance

● Visual Concepts and Diagrams
  ○ Does not require full engineering
  ○ Conceptual Site Plans do not need to be sealed
  ○ **Site Plan Format: 24” x 36”**
  ○ Co-Location: visually demonstrates separate areas

● Required Detailed Plans
  ○ Be **detailed**.
  ○ Medical Provision adding Adult Use Retail
APPLICATIONS GENERALLY

● 3 Flash Drive Copies
  ○ Must be identical
  ○ Recommend 1 PDF File in order of packet for overall
    ■ Larger file versions of conceptions are also helpful
● Main Application
  ○ Must be original with signatures
● DUE: June 29, 2020
  ○ In City Hall Drop Box by 5:00 PM
  ○ OR Postmarked by end of the day
APPLICATIONS GENERALLY

- Attached Documents
  - Keep them in order of checklist

- Merit Points
  - Be explicit and label everything
  - Indicate in your descriptions that it satisfies a point value
  - If desired, attach additional document outline
LICENSE APPROVAL

● Evaluation of Applications
  ○ Points Released no later than June 26, 2020
  ○ Do Not Contact City Staff
  ○ Point Totals Posted to Website
    ■ Listed Via Application Number

● Post MBL Approval Process
  ○ Site Plan Approval - Planning Commission
  ○ Marihuana Business License Approval - City Council
  ○ Standard City Business License
  ○ Building and Trade Permits