

**2020 APPLICATION PERIOD**

# **MARIHUANA BUSINESS LICENSE APPLICATION**

PRESENTED: MARCH 6, 2020

DATES & SUBMISSIONS REVISED: JUNE 1, 2020

**BERKELEY**

# 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

- Marijuana 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