



**OFFICE OF THE
CITY MANAGER**

MEMO

To: Interested Marihuana Business License Applicants, Members of the Public
From: Matthew Baumgarten, City Manager
Date: May 18, 2020
Subject: Rescheduled and Update Marihuana Business License Process

To Whom It May Concern:

Due to the COVID-19 public health emergency and the flurry of Executive Orders from the Governor of Michigan, we at the City of Berkley postponed the Marihuana Business License application process which was set to begin March 16, 2020.

Since then, the internal policy team has been hard at work in planning for a process which reflects new protocols and procedures that will protect City staff, members of the public, and potential applicants. Please see the updated guidelines and timeline here:

Submission Process:

- Applications shall be submitted via Certified Postage or City Hall Dropbox. (Certified Postage is recommended)
- Application envelopes shall only include the following:
 - Three (3) flash drives containing identical virtual copies of the application and all required documentation.
 - One (1) physical copy of the Marihuana Business License Application with original signatures (supporting documents should not be attached).
 - Check or Money Order made payable to the *City of Berkley* for the exact amount of fees associated with each license type. (\$5,000 for single marihuana Use, \$10,000 for Co-Location of marihuana uses).
- A Receipt which includes the date of receipt and Application Number will be mailed and emailed to the Main Contact Address included on the application. Please retain this for your records; final evaluation points will be published using your Application Number.
- A “completeness check” will be performed by the Community Development Department upon reception of the application.
 - Incompleteness information will be sent using the “Responsible Party email address” listed on the application.
 - Resubmission of missing information must be postmarked by the prescribed deadline.

Submission Period Timeline:

- June 15, 2020: Application submission period Opens at 8:30 AM
- June 29, 2020: Application submission period Closes at 5:00 PM*
- September 25, 2020: Final Date Staff may release Merit Point Evaluation Results

*All application materials must be Postmarked no later than the deadline.

Questions and Answers

- Please first reference the Marihuana Policy Documents found on the City website.
- If you have questions they MUST be submitted via email to the following:
 - dhill@berkleymich.net
 - eschlutow@berkleymich.net
 - mbaumgarten@berkleymich.net
- Once the evaluation process has begun we will not respond to questions relating to our progress in completing evaluations.

Following the release of the evaluation results, applicants will be expected to complete the Site Plan approval process with the Planning Commission, acquire City Council approval, and apply for all relevant building permits. Construction work may only begin once approvals are granted and building permits are issued by the City.

Thank you,



Matthew Baumgarten
City Manager