



MARIHUANA FACILITIES APPLICATION PROCESS OVERVIEW

City of Big Rapids
226 N. Michigan Ave, Big Rapids, MI 49307
(231)592-4020 www.cityofbr.org

The City of Big Rapids has a rolling application process and does not have a cap on the number of facilities. Complete applications will be processed when received. While there is no deadline on when applications will be accepted, filing an application starts a timeline with several marked dates. Please do not file an application until you are prepared to meet the timeline. The application process for a acquiring a Municipal Marihuana Operating Permit is divided into several phases, outlined below.

Before Applying with the City of Big Rapids

- Applicants are required to have Pre-Qualification Status from the State of Michigan Department of Licensing and Regulatory Affairs' Marihuana Regulatory Agency prior to applying with the City of Big Rapids.
- Applicants should have a property selected before applying. The application will ask if this property is owned, leased, or under an option; any of these are acceptable with supporting documentation of ownership, lease, or option.

Phase I of the Application Process

- File a complete Phase I Marihuana Facilities Application and all attachments, with the City Clerk. See the Application Instructions for more details on how to complete the Application correctly.
- The City will review the Application within 30 business days. Complete applications determined to be in full compliance with the City's Authorizing and Regulating Ordinance for Marihuana Facilities will be issued a Provisional Approval Certificate.
- If any deficiencies are found in an Application, the City Clerk will notify the Applicant, who will have five business days to correct the deficiency.
- Provisional Approval Certificates expire after one year or on the date that State approval is denied by a final order to the Applicant, whichever occurs first.

After Phase I of the Application Process

- The Applicant pursues required zoning and building permits and prepares the facility for inspection.

Phase II of the Application Process

- File a complete Phase II Marihuana Facilities Application, and all attachments, with the City Clerk. See the Application Instructions for how to complete the Application correctly.
- The City will review the Application and conduct an inspection of the facility within 30 business days. Applicants with a complete Application and a facility which both meet the standards of the Ordinance will be issued a Municipal Marihuana Operating Permit.
- Municipal Marihuana Operating Permits are valid for one year and are required to be displayed prominently within the facility.
- Permit holders are required to provide the City with a copy of their State-issued Facility Operating License within five days of it being issued.