



MARIHUANA FACILITIES APPLICATION INSTRUCTIONS

City of Big Rapids
226 N. Michigan Ave, Big Rapids, MI 49307
(231)592-4035 www.cityofbr.org

Applicants are required to have Pre-Qualification Status from the State of Michigan Department of Licensing and Regulatory Affairs' Marihuana Regulatory Agency.

To apply for a Marihuana Operating Permit in the City of Big Rapids, please return one hard copy and one digital copy (on a flash drive) of the complete Marihuana Facilities Application form with all the required attachments to City Hall, directed to the Community Development Director.

Phase I Application Instructions

Instructions for the Fill-In Sections

- Applicant Information
 - Please complete all sections for the individual or entity applying for the marihuana facility permit. Use the same name as used on state applications.
- Facility Type
 - Please mark which type of marihuana facility permit the Applicant is applying for.
 - Applicants applying for more than one facility type or location must fill out an application for each one.
- Facility Site Information
 - Complete all sections for the property on which the Application is applying for the marihuana facility permit.
 - The parcel number can be found on property tax documents.
- Person Completing the Application
 - If the Applicant is one individual and is completing the application for themselves, leave this section blank.
 - Fill this section completely with information of the individual who is writing and signing the Application form on behalf of the entity.
- Application Attachments
 - See the detailed instructions for this section below.
- Certification
 - The Person Completing the Application is required to complete this section to certify to the required statements.

Instructions for Phase I Application Attachments

- A copy of the Applicant’s State Application for Pre-Qualification. Please do not provide tax returns and bank statements.
- A copy of the Applicant’s Notice of Pre-Qualification Status from LARA.
- A copy of the deed, lease, or option on the property. If the property is leased, rather than owned by the Applicant, written, notarized consent of the Property Owner authorizing the lessee to use the property for a marihuana facility is also required.
- Scaled diagram of the proposed licensed facility and premises.
 - A scaled diagram of the proposed licensed premises, no larger than 11”x17”. Show all the following items:
 - Building floor plan and layout
 - All entryways, doorways, or passageways
 - All means of public entry and exit
 - Secure delivery and loading zone
 - Available onsite parking spaces. See Note on Parking below.
 - Fencing on or around the premises.
 - All areas where marihuana will be stored, grown, manufactured, or dispensed.
 - Distance from nearest K-12 School.
- Staffing Plan.
 - A staffing plan shall describe the anticipated or actual number of employees, including an estimate of the number and type of jobs that the facility is expected to create, the amount and type of compensation, including benefits, expected to be paid for the jobs.
- City of Big Rapids Income Tax Withholding Employer Registration Form.
 - The City of Big Rapids has a municipal income tax. All Employers must register with the Income Tax Department for withholding. The form is available on the City website. Questions? Call the Income Tax Administrator at 231-592-4003.
- Explanation of Economic Benefits to the City.
 - An explanation of economic benefits to the City, with supporting factual data, shall detail the economic benefits to the City and the job creation for local residents to be achieved by the facility, including plans for community outreach and education, and worker training programs.
 - *Financial contributions are not required nor requested as part of the Application. If the Applicant wants to make financial contributions to the City as part of their plan, suggested direction for contributions is toward City Parks or the Big Rapids Community Library, through the City Treasurer’s Office.*
- Nonrefundable Application Fee of \$5,000 payable to the City of Big Rapids.

Note on Parking.

See Article 5 of the Zoning Ordinance for full details. Commercially zoned marihuana facilities must meet the standards for “Retail Sales and Rental of Goods, Merchandise and Equipment” [one parking space per 200 sq. ft. of net floor area, but not less than three parking space]. If the facility property is zoned C-2, it may be eligible to be included in the downtown Municipal Parking Program, see Section 5.5 of the City Zoning Ordinance. Industrially zoned marihuana facilities must meet the standards for “Manufacturing and Industrial uses” [one parking space for every employee on the largest shift].

Phase II Application Instructions

Instructions for the Fill-In Sections

- Phase I Application Information
 - Fill in the requested sections with information from your Provisional Approval Certificate.
- Applicant Information
 - Please complete all sections for the individual or entity applying for the marihuana facility permit. Use the same name as used on Phase I Application.
- Facility Type
 - Please mark which type of marihuana facility permit the Applicant is applying for.
 - Applicants applying for more than one facility type or location must fill out an application for each one.
- Facility Site Information
 - Complete all sections for the property on which the Application is applying for the marihuana facility permit.
 - The parcel number can be found on property tax documents.
- Person Completing the Application
 - If the Applicant is one individual and is completing the application for themselves, leave this section blank.
 - Fill this section completely with information of the individual who is writing and signing the Application form on behalf of the entity.
- Application Attachments
 - See the detailed instructions for this section below.
- Certification
 - The Person Completing the Application is required to complete this section to certify to the required statements.

Instructions for Phase II Application Attachments

- Security and Lighting Plan.
 - A security plan shall include details of a video surveillance system to be employed at the facility and procedures that meet or exceed the following state law requirements:
 - Security surveillance installed to monitor all entrances, along with the interior and exterior of the permitted premises and all safes or containers in which cash or marihuana is stored;
 - Burglary alarm systems which are monitored and operated 24 hours a day, seven days a week;
 - A locking safe permanently affixed to the permitted premises that shall store all marihuana and cash remaining at the facility overnight;
 - All marihuana in whatever form stored at the permitted premises shall be kept in a secure manner and shall not be visible from outside the permitted premises; and
 - All security recordings and documentation shall be preserved for at least 30 days by the permit holder and made available to law enforcement upon request for inspection.
 - A lighting plan shall show the lighting outside of the marihuana facility for security purposes in compliance with applicable City outdoor lighting requirements, which can be found in Section 4.1:24 of the Zoning Ordinance.

Instructions for Phase II Application Attachments - continued

- Fire Suppression and Hazardous Materials Plan.
 - A fire suppression plan shall describe the required fire suppression system and fire alarm system for the facility which meets the requirements imposed by applicable law. Unless a higher standard is required by applicable law or regulation, there must be a minimum of a one-hour fire separation between a marijuana business and any adjacent business.
 - The plan shall also describe all toxic, flammable, or other materials, including all chemical compounds and pesticides used for cultivation, processing, or testing of marijuana that will be used or kept at the facility, specifying the location of such materials on the premises and how such materials will be stored and disposed of.
- Waste Management Plan.
 - A waste management plan shall detail the protocol and practices that comply with applicable rules and regulations that includes a plan for disposal of any marijuana or marijuana-infused product that is not sold.
 - As determined by the Wastewater Superintendent, wastewater generated from the cultivation or processing of marijuana or marijuana-infused products may require pre-treatment before introduction in the City wastewater system.
- Odor Control Plan
 - Odor Control Plans are only required with Grower, Processor, or Safety Compliance Facility applications.
 - This plan shall detail the type of appropriate exhaust ventilation system which will be installed and maintained to preclude the emission of detectable marijuana odor from the premises.
- Proof of Insurance
 - Proof of insurance is required including worker's compensation insurance as required by state law and general liability insurance with minimum limits of \$1,000,000 per occurrence and a \$2,000,000 aggregate limit issued from a company licensed to do business in Michigan and having an AM Best rating of at least B++.
 - Provide a copy of a certificate of insurance evidencing the existence of a valid and effective policy which discloses the limits of each policy, the name of the insurer, the effective date and expiration date of each policy, the policy number and the names of the additional insureds.
 - The policy shall name the City of Big Rapids and its officials and employees as additional insured to the limits required by this Ordinance.
 - Secure transporter Applicants shall also provide proof of no-fault automobile insurance with a company licensed to do business in Michigan with limits of liability not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage, vehicle registration, and registration as a commercial motor vehicle for all vehicles used to transport marijuana or marijuana-infused product.