



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.



MARIHUANA FACILITIES APPLICATION PHASE I

City of Big Rapids
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APPLICANT INFORMATION		
Applicant Name:	Doing Business As:	
Entity Mailing Address:	City:	State and Zip:
Entity Physical Address:	City:	State and Zip:
Telephone Number:	Email Address:	

FACILITY TYPE (Note: One application per facility type and location.)
<input type="checkbox"/> Provisioning Center (MMFLA) <input type="checkbox"/> Retailer (MRTMA) <input type="checkbox"/> Microbusiness <input type="checkbox"/> Safety Compliance Facility <input type="checkbox"/> Grower: <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C <input type="checkbox"/> Excess Grower <input type="checkbox"/> Processor <input type="checkbox"/> Secure Transporter

FACILITY SITE INFORMATION		
Property Address:	Zoning District:	Parcel Number:
Property Status: <input type="checkbox"/> Owned <input type="checkbox"/> Leasing <input type="checkbox"/> Option <input type="checkbox"/> Land Contract		
Property Owner Name: (if different than Applicant)		Affiliation with Applicant:
Owner Mailing Address:	City:	State and Zip:
Owner Telephone Number:	Owner Email Address:	

PERSON COMPLETING THE APPLICATION (if different than the Applicant)		
Name:	Affiliation with Applicant:	
Mailing Address:	City:	State and Zip:
Telephone Number:	Email Address:	

APPLICATION ATTACHMENTS

The following is a checklist of items that must be submitted with the Phase I Marihuana Facilities Application. See the Application Instructions for item details. Incomplete Applications will not be processed.

- 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. Also, written, notarized consent of the Property Owner authorizing the lessee to use the property for a marihuana facility, if property is leased.
- Scaled diagram of the proposed licensed facility and premises.
- Staffing Plan.
- City of Big Rapids Income Tax Withholding Employer Registration Form.
- Explanation of Economic Benefits to the City.
- Nonrefundable Application Fee of \$5,000.

CERTIFICATION

I, the undersigned, have the authority to sign this Application on behalf of the above-named entity. I have read all of the above answers and attached materials and they are true and correct. The entity certifies the following:

Neither the Applicant nor any true party of interest is in default to the City for any property tax, special assessment, utility charge, fines, fees, or other financial obligation owed to the City,

The Applicant has reviewed and agrees to conform its hiring and public accommodation practices to the state and federal anti-discrimination laws,

Neither the Applicant nor any true party of interest is ineligible from holding a license for any of the reasons set forth in the MMFLA, MCL 333.27402, and

The Applicant consents to inspections, examinations, searches and seizures required or undertaken pursuant to enforcement of this Ordinance.

Signature: _____ Date: _____

Printed Name: _____



MARIHUANA FACILITIES APPLICATION PHASE II

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

PHASE I APPLICATION INFORMATION	
Application Number:	Date Received Provisional Approval:

APPLICANT INFORMATION		
Applicant Name:	Doing Business As:	
Entity Mailing Address:	City:	State and Zip:
Entity Physical Address:	City:	State and Zip:
Telephone Number:	Email Address:	

FACILITY TYPE (Note: One application per facility type and location.)
<input type="checkbox"/> Provisioning Center (MMFLA) <input type="checkbox"/> Retailer (MRTMA) <input type="checkbox"/> Microbusiness <input type="checkbox"/> Safety Compliance Facility <input type="checkbox"/> Grower: <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C <input type="checkbox"/> Excess Grower <input type="checkbox"/> Processor <input type="checkbox"/> Secure Transporter

FACILITY SITE INFORMATION		
Property Address:	Zoning District:	Parcel Number:
Property Status: <input type="checkbox"/> Owned <input type="checkbox"/> Leasing <input type="checkbox"/> Option <input type="checkbox"/> Land Contract		

PERSON COMPLETING THE APPLICATION (if different than the Applicant)		
Name:	Affiliation with Applicant:	
Mailing Address:	City:	State and Zip:
Telephone Number:	Email Address:	

APPLICATION ATTACHMENTS

The following is a checklist of items that must be submitted with the Phase II Marihuana Facilities Application. See the Application Instructions for item details. Incomplete Applications will not be processed.

- Security and Lighting Plan.
- Fire Suppression and Hazardous Materials Plan.
- Waste Management Plan.
- Odor Control Plan. (Only required with Grower, Processor, and Safety Compliance Facility Applications.)
- Proof of Insurance.

CERTIFICATION

I, the undersigned, have the authority to sign this Application on behalf of the above-named entity. I have read all of the above answers and attached materials and they are true and correct. The entity certifies the following:

Neither the Applicant nor any true party of interest is in default to the City for any property tax, special assessment, utility charge, fines, fees, or other financial obligation owed to the City,

The Applicant has reviewed and agrees to conform its hiring and public accommodation practices to the state and federal anti-discrimination laws,

Neither the Applicant nor any true party of interest is ineligible from holding a license for any of the reasons set forth in the MMFLA, MCL 333.27402, and

The Applicant consents to inspections, examinations, searches and seizures required or undertaken pursuant to enforcement of this Ordinance.

The Applicant shall provide the City with a copy of the Applicant's State-Issued Facility Operating License within five days of it being issued.

Signature: _____ Date: _____

Printed Name: _____



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 marihuana 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 marihuana 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 marihuana or marihuana-infused product that is not sold.
 - As determined by the Wastewater Superintendent, wastewater generated from the cultivation or processing of marihuana or marihuana-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 marihuana 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 marihuana or marihuana-infused product.