



City Clerk's Office
11701 Community Center Dr.
Northglenn, CO 80233
303.450.8755

Marijuana Business License Annual Renewal Application

Submittal Requirements and Processing Information

The following documents/information must be submitted as part of the marijuana business license application for annual renewal:

- ✓ A completed City of Northglenn Marijuana Business License Annual Renewal Application.
- ✓ Required attachments:
 - A complete list of all current employees, including the on-site manager, of the marijuana business. Attach a copy of the key or support occupational badge issued by the State of Colorado Marijuana Enforcement Division for each person on the list;
 - If any changes have been made, an updated copy of any deed, lease, contract or other document reflecting the right of the applicant to possess the proposed licensed premises;
 - Any additional information that the local licensing authority reasonably determines to be necessary in connection with the investigation and review of the application.
- ✓ A copy of the current State of Colorado Marijuana Business License(s).
- ✓ Applicable City of Northglenn fees, per license:
 - \$1,000.00 annual renewal application fee;
 - \$1,500.00 license fee; and
 - \$ 500.00 late fee for applications submitted less than thirty (30) days prior to expiration.

Following is an overview of the processing steps for a marijuana business license annual renewal application:

Application Submittal: Applications for renewal may be submitted no more than sixty (60) days and no less than thirty (30) days prior to the date of expiration of the existing license. A renewal application filed less than thirty (30) days prior to expiration is considered late and will incur a non-refundable late fee in the amount of five-hundred dollars (\$500.00). An application for renewal will not be accepted after the City of Northglenn Marijuana Business License expires.

City Clerk's Office Investigation: Upon receipt of a completed application, the City Clerk's Office will circulate the application to all affected departments of the City to determine whether the licensee is in full compliance with all applicable laws, rules and regulations.

Administrative Approval: If there have been no violations of applicable laws, rules and regulations during the preceding year, and if there is no other derogatory information regarding the licensee, its partners, officers, directors, managers, or shareholders, then the City Clerk may grant the renewal on behalf of the local licensing authority.

Local Licensing Authority Review – Hearing on Renewal: If the City Clerk's investigation discloses any proved or alleged violations of applicable laws, rules and regulations, or any derogatory information as described above, the City Clerk shall schedule the application before the local licensing authority for determination. The City Clerk's Office will notify the applicant of the date and time the application will be considered. At initial review, the local licensing authority may approve the application or, if there is potential good cause to deny the application, set a public hearing on the application. If the local licensing authority sets a public hearing, written notice will be provided to the applicant and all interested parties at least ten (10) days prior to the hearing. Upon conclusion of the public hearing, the local licensing authority will issue a decision in writing. The applicant will be provided a copy of the decision via certified mail at the address listed on the application.

Issuance of the Renewed License: Upon approval, the city license will be delivered directly to the licensee.

Other Permits and Licenses Required: Approval of the marijuana business license annual renewal application does not eliminate the need for the licensee to maintain other required permits or licenses related to the operation of the marijuana business. All associated licenses and permits, to include corresponding State of Colorado Marijuana Business Licenses, shall remain approved and effective during the operation of a marijuana business within the City of Northglenn.



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Type of License Requested for Renewal (*check all that apply*):

- | | | |
|---|---|--|
| <input type="checkbox"/> Medical Marijuana Center | <input type="checkbox"/> Medical Infused Products Manufacturer | <input type="checkbox"/> Medical Marijuana Cultivation |
| <input type="checkbox"/> Medical Marijuana Transporter | <input type="checkbox"/> Medical Marijuana Transporter Storage Facility | |
| <input type="checkbox"/> Retail Marijuana Store | <input type="checkbox"/> Retail Infused Products Manufacturer | <input type="checkbox"/> Retail Marijuana Cultivation |
| <input type="checkbox"/> Retail Marijuana Transporter | <input type="checkbox"/> Retail Marijuana Transporter Storage Facility | |
| <input type="checkbox"/> Dual Medical and Retail Business | | |

Applicant: _____

☐ Individual ☐ Corporation ☐ Partnership ☐ Limited Liability Company ☐ Other _____

Address: _____
Street City State Zip Code

Phone Number: _____ Trade Name (or DBA) of Business: _____

Address of Business: _____ Zip Code: _____
Street Unit #

Business Phone: _____ Premises ☐ Owned or ☐ Rented? Lease Expiration Date: _____

Name of Property Owner: _____ Property Owner's Phone Number: _____

Name of On-Site Manager: _____ Date of Birth: _____

Provide a complete description of the site for which the license is being obtained: _____

Names and address of any other facilities to be used in the furtherance of this business, whether or not such facilities are, or are planned to be, in Northglenn: _____

Has the applicant, any partners, any officers, any directors, any employees, or any shareholders (greater than 10% financial interest) of said applicant held a marijuana business license in any jurisdiction in the past?

☐ Yes ☐ No If yes, explain in detail: _____

Has the applicant, any partners, any officers, any directors, any employees, or any shareholders (greater than 10% financial interest) of said applicant been denied a marijuana business license by any jurisdiction in the past?

☐ Yes ☐ No If yes, explain in detail: _____

Has the applicant, any partners, any officers, any directors, or any shareholders (greater than 10% financial interest) of said applicant had a marijuana business license suspended or revoked by any jurisdiction in the past?

☐ Yes ☐ No If yes, explain in detail: _____

Has the applicant, any partners, any officers, any directors, any employees, or any shareholders (greater than 10% financial interest) of said applicant been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or are there any current charges pending?

☐ Yes ☐ No If yes, explain in detail: _____

Has the applicant, any partners, any officers, any directors, any employees, or any shareholders (greater than 10% financial interest) of said applicant ever been in default or are there currently any delinquencies on any tax, government issued student loans, or child support obligations?

☐ Yes ☐ No If yes, explain in detail: _____

Has the applicant, any partners, any officers, any directors, any employees, or any shareholders (greater than 10% financial interest) of said applicant ever failed to file any tax return with a taxing agency?

☐ Yes ☐ No If yes, explain in detail: _____

Colorado Sales Tax Number: _____ Northglenn Sales Tax Number: _____

State the Hours of Operation each day:

Monday	_____	to	_____	Friday	_____	to	_____
Tuesday	_____	to	_____	Saturday	_____	to	_____
Wednesday	_____	to	_____	Sunday	_____	to	_____
Thursday	_____	to	_____				

I declare under the penalty of perjury that this application, including the background investigation forms and any accompanying statements or documents, have been examined by me and to the best of my knowledge and belief are true, correct and complete. I also declare that I have been given a copy of Northglenn Municipal Code Chapter 18, Article 14 and/or Article 16, as applicable, pertaining to medical marijuana and retail marijuana businesses.

Signature of Applicant: _____ Date: _____