



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:
 - o \$1,000.00 annual renewal application fee;
 - o \$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:

<u>Application Submittal</u>: 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.

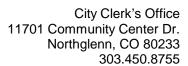
<u>City Clerk's Office Investigation</u>: Upon receipt of a completed application, the City Clerk's Office will circulate the application to all affected departments of the City to determine whether the licensee is in full compliance with all applicable laws, rules and regulations.

<u>Administrative Approval</u>: 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.

<u>Local Licensing Authority Review – Hearing on Renewal</u>: 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.

<u>Other Permits and Licenses Required</u>: 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.





Marijuana Business License Annual Renewal Application

| Type of License Requested for Renewa | l (check all that app | ly): | | |
|--|---|----------------------------|--------------|--|
| □ Medical Marijuana Center | □ Medical Infused Products Manufacturer □ Medical Marijuana Cultivation | | | |
| ☐ Medical Marijuana Transporter | □ Medical Marijuana Transporter Storage Facility | | | |
| □ Retail Marijuana Store | □ Retail Infused Products Manufacturer □ Retail Marijuana Cultivation | | | |
| □ Retail Marijuana Transporter | □ Retail Marijuana Transporter Storage Facility | | | |
| □ Dual Medical and Retail Business | | | | |
| | | | | |
| Applicant: | | | | |
| ☐ Individual ☐ Corporation ☐ | Partnership | Limited Liability Company | □ Other | |
| Address: | | | | |
| Address:Street | City | State | Zip Code | |
| Phone Number: | Trade Name (or | DBA) of Business: | | |
| Address of Business: | | Zip Co | ode: | |
| Street | | Unit # | | |
| Business Phone: | Premises Own | ed or □ Rented? Lease Expi | ration Date: | |
| Name of Property Owner: | | Property Owner's Pho | one Number: | |
| Name of On-Site Manager: | Date of Birth: | | | |
| | | | | |
| Provide a complete description of the si | te for which the lice | nse is being obtained: | | |
| Names and address of any other facilities are planned to be, in Northglenn: | | | | |
| Has the applicant, any partners, any officinterest) of said applicant held a marijua ☐ Yes ☐ No If yes, explain in deta | ına business license | | t? | |
| Has the applicant, any partners, any officinterest) of said applicant been denied a Yes No If yes, explain in deta | n marijuana busines | | the past? | |

| applicant had a marijuan | a business license susper | irectors, or any shareholders (greate | the past? |
|---|---|--|--|
| interest) of said applicant any offense in criminal o | been convicted of a crime r military court or are there | irectors, any employees, or any share or received a suspended sentence, or any current charges pending? | leferred sentence, or forfeited bail for |
| interest) of said applicant loans, or child support of Pyes No If yes Has the applicant, any page 1 | t ever been in default or are oligations? s, explain in detail: | irectors, any employees, or any share there currently any delinquencies on irectors, any employees, or any share return with a taxing agency? | any tax, government issued student |
| | | return with a taxing agency? | |
| Colorado Sales Tax Nun | nber: | Northglenn Sales Tax Numbe | er: |
| State the Hours of Opera | ation each day: | | |
| Monday | to | Friday | to |
| Tuesday | to | Saturday | to |
| Wednesday | to | Sunday | to |
| Thursday | to | | |
| statements or document complete. I also declare to | s, have been examined b | ation, including the background inves y me and to the best of my knowled by of Northglenn Municipal Code Chap ail marijuana businesses. | dge and belief are true, correct and |
| Signature of Applicant: | | Date | : |