



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

Marijuana Business License

Transfer of Ownership Application

Submittal Requirements and Processing Information

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

- ✓ A completed City of Northglenn Marijuana Business License Application.
- ✓ Required attachments:
 - If the applicant is a business entity, information regarding the entity, including, without limitation, the name and address of the entity, its legal status, and proof of registration with, or a certificate of good standing from, the Colorado Secretary of State, as applicable;
 - A Marijuana Business Background Form and a complete set of fingerprints are required for each applicant, partner, officer, director, manager, and all persons having a ten percent (10%) or more financial interest in the marijuana business that is the subject of the application or, if the applicant is an entity, having a ten percent (10%) or more financial interest in the entity;
 - A complete list of all employees, including the on-site manager. 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;
 - A copy of any deed, lease, contract or other document reflecting the right of the applicant to possess the proposed licensed premises;
 - Evidence of an application for a City of Northglenn Business and Sales Tax License for the business;
 - If the marijuana business will be providing marijuana in edible form, evidence of, at a minimum, a pending application for any food establishment license or permit that may be required by the State;
 - A "to scale" diagram of the premises, showing, without limitation, a site plan, building layout, all entry ways and exits to the medical marijuana center, retail marijuana establishment, cultivation facility, marijuana-infused products manufacturing facility, or marijuana transporter storage facility and showing loading zones and all areas in which marijuana will be stored, grown or dispensed;
 - A comprehensive business operation plan for the marijuana business which shall contain, without limitation, the following:
 - a. A security plan meeting the requirements of Northglenn Municipal Code § 18-14-22 or § 18-16-24, as applicable;
 - b. A description by category of all products to be sold;
 - c. A signage plan that is in compliance with all applicable state and local laws or regulations;
 - d. A plan for the disposal of marijuana and related byproducts to ensure that such disposal is in compliance with all applicable federal, state and local laws or regulations;
 - For marijuana-infused products manufacturing operation license applications, a copy of any and all contracts between the applicant and any marijuana cultivation operation from which it will be purchasing marijuana for use in the production of marijuana-infused products;

- ✓ Any additional information that the local licensing authority reasonably determines to be necessary in connection with the investigation and review of the application.
- ✓ A complete copy of the State of Colorado Marijuana Business Application.
- ✓ Applicable City of Northglenn fees, per license:
 - \$2,000.00 non-refundable transfer of ownership fee; and
 - \$1,500.00 license fee.

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

- 1) The first step in a marijuana business license transfer of ownership is to submit a completed application, all required attachments, and appropriate fees to the City Clerk's office.
- 2) The application requires a complete set of fingerprints to be submitted for the applicant and all applicable individuals. Refer to the fingerprinting instruction sheet for detailed information.
- 3) A criminal background history will be conducted by the Police Department on the applicant and all applicable individuals. It is important that information contained within the application and attachments is complete and accurate. Any misrepresentations or omissions may affect the issuance of a license.
- 4) If interior or exterior changes are proposed to the tenant space or building, the applicant will need to contact the Building Department at 303-450-8745 for information related to applicable building codes and necessary permits. A valid certificate of occupancy must be obtained prior to a marijuana business license being issued.
- 5) If a sign is proposed, a sign permit may be required. Signs shall comply with Chapter 21 and all applicable articles of Chapter 18 of the Northglenn Municipal Code. Contact the Building Department at 303-450-8745 for information on sign regulations and permitting.
- 6) The applicant must obtain a City of Northglenn Business and Sales Tax License. Questions regarding the reporting of sales tax should be directed to the Department of Finance at 303-450-8729.
- 7) 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 application is in full compliance with all applicable laws, rules and regulations.
- 8) If there is no derogatory information regarding the licensee, its partners, officers, directors, managers, or shareholders, then the City Clerk may approve the application on behalf of the local licensing authority.
- 9) If the City Clerk's investigation discloses 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.
- 10) Approval of the marijuana business license application by the local licensing authority does not eliminate the need for the licensee to obtain other required permits or licenses related to the operation of the marijuana business. All associated licenses and permits, to include a State of Colorado Marijuana Business License, shall be approved and effective prior to the operation of a marijuana business within the City of Northglenn.



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Marijuana Business License

Transfer of Ownership Application

Type of License Requested (*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: _____ Length of existence in Colorado: _____

Trade Name (or DBA) of Business: _____

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

Business Phone: _____ Are the premises owned or rented? _____

If rented, name of property owner: _____

Lease Expiration Date: _____ 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: _____



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Marijuana Business License Background Investigation Form

Name of Individual (Last, First, Middle): _____

List any other names you have used: _____

Residence Address: _____

Social Security Number: _____ Date of Birth: _____

Length of residency in Colorado: _____

Trade Name of Business: _____

Address of Business: _____

Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? ☐ Yes ☐ No

If yes, explain in detail: _____

Have you ever been in default or are you currently delinquent on any tax, government-issued student loan, or child support obligation? ☐ Yes ☐ No

If yes, explain in detail: _____

Have you ever failed to file any tax return with a taxing agency? ☐ Yes ☐ No

If yes, explain in detail: _____

Have you held a marijuana business license in any jurisdiction in the past? ☐ Yes ☐ No

If yes, explain in detail: _____

Have you been denied a marijuana business license by any jurisdiction in the past? ☐ Yes ☐ No

If yes, explain in detail: _____

Have you had a marijuana business license suspended or revoked by any jurisdiction in the past?

☐ Yes ☐ No

If yes, explain in detail: _____

A complete set of fingerprints are required. Refer to the fingerprinting instruction sheet for detailed information.

Pursuant to Northglenn Municipal Code Chapter 18, Articles 14 and 16, the Northglenn Police Department will obtain and review a criminal background records search on the applicant from the Colorado Bureau of Investigation. Applicants who have been previously convicted of a felony violation related to the sale, possession, or use of a scheduled control substance are not eligible for a marijuana business license.

_____ I have read and I understand the above statement. I further acknowledge that I have obtained and examined a copy of Northglenn Municipal Code Chapter 18, Articles 14 and 16, pertaining to medical marijuana and retail marijuana businesses.

_____ As party to a City of Northglenn Marijuana Business License Application, I hereby authorize the release of any and all information of a confidential or privileged nature to the City of Northglenn Police Department and its agents.

_____ I hereby release the City of Northglenn, its officers, elected officials, employees, attorneys, and agents from any liability or damage which may result from furnishing the information requested.

_____ I further certify the facts contained within this Background Investigation Form are true and correct and I understand that any falsification, misrepresentation or deliberate omission will affect the issuance of a license.

Signature

Date



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Fingerprinting for License Applications

Colorado Applicant Background Services (CABS)

Privacy Statement – Notice to Applicants

The City of Northglenn is authorized to collect criminal history record information (“CHRI”) to investigate the qualifications of license applicants under the following Colorado Revised Statute (C.R.S.) Sections:

- Liquor Licensing: C.R.S. 44-3-307(3)(a)
- Marijuana Licensing: C.R.S. 44-10-307(4)(a)
- Other Licenses, as applicable (public check, CBI only): C.R.S. 24-72-304

You are hereby notified that, where applicable, in addition to the criminal history records of the Colorado Bureau of Investigation (CBI), your fingerprints may be used to check the criminal history records of the Federal Bureau of Investigation (FBI). When you submit your fingerprints and associated personal information, you must be provided with, and acknowledge receipt of, the documents attached to this notice:

1. Privacy Act Statement
2. Privacy Act Applicant Rights
3. Colorado Bureau of Investigation (CBI) Notice to Applicants

If you have a CHRI record, your license application may not be denied based on your record until you have been afforded a reasonable time to correct or complete your record, or until you have declined to do so. If your fingerprint background check reveals a CHRI record, you may seek a change, correction, or update of your record in accordance with the Colorado Bureau of Investigation Notice to Applicants and the procedures set forth in at Title 28, Code of Federal Regulations (CFR), Section 16.34.

Acknowledgement of Applicant

By signing below, the applicant acknowledges its receipt of this document and the Privacy Act Statement, the Privacy Act Applicant Rights Statement, and the CBI Notice to Applicants.

Signature

Printed Name

Date

Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

See Page 2 for Spanish translation.

Declaración de la Ley de Privacidad

***Esta declaración de la ley de privacidad se encuentra al dorso del
FD-258 tarjeta de huellas digitales.***

Autoridad: La adquisición, preservación, e intercambio de huellas digitales e información relevante por el FBI es autorizada en general bajo la 28 U.S.C. 534. Dependiendo de la naturaleza de su solicitud, la autoridad incluye estatutos federales, estatutos estatales de acuerdo con la Pub. L. 92-544, Órdenes Ejecutivas Presidenciales, y reglamentos federales. El proveer sus huellas digitales e información relevante es voluntario; sin embargo, la falta de hacerlo podría afectar la terminación o aprobación de su solicitud.

Propósito Principal: Ciertas determinaciones, tal como empleo, licencias, y autorizaciones de seguridad, podrían depender de las investigaciones de antecedentes basados en huellas digitales. Se les podría proveer sus huellas digitales e información relevante/ biométrica a la agencia empleadora, investigadora, o responsable de alguna manera, y/o al FBI con el propósito de comparar sus huellas digitales con otras huellas digitales encontradas en el sistema Next Generation Identification (NGI) del FBI, o su sistema sucesor (incluyendo los depósitos de huellas digitales latentes, criminales, y civiles) u otros registros disponibles de la agencia empleadora, investigadora, o responsable de alguna manera. El FBI podría retener sus huellas digitales e información relevante/biométrica en el NGI después de terminar esta solicitud y, mientras las mantengan, sus huellas digitales podrían continuar siendo comparadas con otras huellas digitales presentadas a o mantenidas por el NGI.

Usos Rutinarios: Durante el procesamiento de esta solicitud y mientras que sus huellas digitales e información relevante/biométrica permanezcan en el NGI, se podría divulgar su información de acuerdo a su consentimiento, y se podría divulgar sin su consentimiento de acuerdo a lo permitido por la Ley de Privacidad de 1974 y todos los Usos Rutinarios aplicables según puedan ser publicados en el Registro Federal, incluyendo los Usos Rutinarios para el sistema NGI y los Usos Rutinarios Generales del FBI. Los usos rutinarios incluyen, pero no se limitan a divulgación a: agencias empleadoras gubernamentales y no gubernamentales autorizadas responsables por emplear, contratar, licenciar, autorizaciones de seguridad, y otras determinaciones de aptitud; agencias de la ley locales, estatales, tribales, o federales; agencias de justicia penal; y agencias responsables por la seguridad nacional o seguridad pública.

A partir de 30/03/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.¹ Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.²
- Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.
- Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).
- Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.
- Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en <https://www.fbi.gov/services/cjis/identity-history-summary-checks> y <https://www.edo.cjis.gov>.
- Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de <https://www.edo.cjis.gov>. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)
- Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usarán para los propósitos autorizados y que no los retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.³

¹ La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).



COLORADO
Bureau of Investigation
Department of Public Safety

Biometric Identification and Records Unit
690 Kipling Street, Suite 4000
Denver, CO 80215
303-239-4208

NOTICE TO APPLICANTS

As an applicant for a position requiring fingerprints to be submitted to the Colorado Bureau of Investigation and the Federal Bureau of Investigation, YOUR FINGERPRINTS WILL BE SUBMITTED TO AND RETAINED BY THESE AGENCIES TO CHECK STATE AND FBI RECORDS.

Discrepancies on your Colorado record can be challenged and corrected by contacting the Colorado Bureau of Investigation at 690 Kipling St., Suite 4000, Denver, CO 80215, or by calling the Identification Unit at (303) 239-4208. Additional information is available from the CBI'S Website at <https://www.colorado.gov/pacific/cbi/identity-theft-and-mis-identification>

Disposition information is available from the website <https://www.courts.state.co.us>
For Denver cases, <https://www.denvercountycourt.org/>

Sealing information is available from the website
<https://www.courts.state.co.us/Forms/SubCategory.cfm?Category=Seal>
or <https://www.colorado.gov/pacific/cbi/disposition-update-and-sealing-arrest-record>, CBI's website.

Discrepancies on records from the FBI or relating to another state can be challenged through the FBI Information, and can be found at their website at:
www.fbi.gov/services/cjis/identity-history-summary-checks

The [U.S. Department of Justice Order 556-73](#) establishes rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own record for review. The FBI's Criminal Justice Information Services (CJIS) Division processes these requests.

Who may request a copy of a record (or proof that a record does not exist)?
Only you can request a copy of your own Identification Record.

How to request a copy of your record.

The FBI offers two methods for requesting your FBI Identification Record or proof that a record does not exist.

Option 1: [Submit your request directly to the FBI.](#) See above FBI website for information)

Option 2: Submit to an [FBI-approved Channeler](#), which is a private business that has contracted with the FBI to receive the fingerprint submission and relevant data, collect the associated fee(s), electronically forward the fingerprint submission with the necessary information to the FBICJIS Division for a national criminal history record check, and receive the electronic record check result for dissemination to the individual. Contact each Channeler for processing times.

AGENCY INSTRUCTIONS: To comply with federal law, provide a copy of this document to each applicant fingerprinted.





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Fingerprinting for License Applications

Colorado Applicant Background Services (CABS)

Colorado Bureau of Investigation (CBI) utilizes the following third-party vendors to facilitate the fingerprinting process for the criminal history check portions of applicant background investigations.

Make an appointment at the vendor of your choice:

<u>Colorado Fingerprinting</u> 1 (833) 224-2227 https://www.coloradofingerprinting.com/cabs/	<u>Identogo</u> 1 (844) 539-5539 https://uenroll.idetogo.com
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Provide the following agency information to the vendor:

CBI Account Number: CONCJ6226

Unique ID: 6226LLQH

Employer and Address: Northglenn City Clerk's Office
11701 Community Center Dr.
Northglenn, CO 80233

Service Codes	Colorado Fingerprinting	IdentoGo
Liquor	6226LLQH	25YQ6K
Marijuana	6226POTI	25YQ8H
Massage Parlor	6226PUBA	25YQBF
Pawn Broker	6226 PUBA	25YQBF
Tobacco Retailer	6226 PUBA	25YQBF

Reason Fingerprinted, as applicable:

- Liquor Licensing, C.R.S. 44-3-307(3)(a)
- Marijuana Licensing, C.R.S. 44-10-307(4)(a)
- Massage Parlor Licensing, C.R.S. 24-72-304 (Public Check – CBI Only)
- Pawn Broker Licensing, C.R.S. 24-72-304 (Public Check – CBI Only)
- Tobacco Retailer Licensing, C.R.S. 24-72-304 (Public Check – CBI Only)

Fees: Payable directly to the vendor at the time of the appointment

- Service Fee:
\$ 10.00, per person
- CBI Fingerprint Processing Fee:
\$ 38.50, per person, for liquor licensing
\$ 39.50, per person, for marijuana licensing
\$ 16.50, per person, for all other licenses



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Marijuana Business License **Indemnification Agreement and** **Affidavit of Acknowledgment**

As an applicant for a marijuana business license, I hereby acknowledge and agree to the following:

_____ I have obtained and examined a copy of Northglenn Municipal Code Chapter 18, Articles 14 and 16, pertaining to medical marijuana and retail marijuana businesses, and I agree to abide by and conform to all of the conditions of the marijuana business license and all provisions of the Northglenn Municipal Code.

_____ I understand and acknowledge that I am required at the public hearing to make a showing with affirmative evidence that approval of the application will result in no demonstrable negative impacts on the neighborhood.

_____ I understand and acknowledge that the approval of the marijuana business license, if granted, shall in no way license any activity contrary to the Northglenn Municipal Code or any activity which is in violation of any applicable laws.

_____ I understand that the applicant and the employees of the marijuana business may be subject to prosecution under federal marijuana laws.

_____ I understand that the City accepts no legal liability in connection with the approval and subsequent operation of the marijuana business.

_____ I understand that if a marijuana license is issued, it is valid for a period of one (1) year from the date of issuance. I further understand it is the licensee's responsibility to submit an application for the renewal of the license not more than sixty (60) days and not less than thirty (30) days prior to the date of expiration, if such renewal is desired. There is a non-refundable late application fee due for a renewal application made less than thirty (30) days prior to the date of expiration of the license. The timely filing of a completed renewal application or a late renewal application shall extend the current license until a decision is made on the renewal. A licensee whose license has expired prior to the submission of an application for renewal or a late application for renewal shall cease to operate the applicable business until new licenses have been applied for and obtained.

_____ I understand that by accepting a license issued pursuant to Northglenn Municipal Code Chapter 18, Article 14 and/or Article 16, pertaining to medical marijuana and retail marijuana businesses, the licensee agrees to release the City, its officers, elected officials, employees, attorneys, and agents from any liability for injuries, damages, or liabilities of any kind that result from any arrest or prosecution of business owners, operators, employees, clients or customers for a violation of state or federal laws, rules or regulations.

_____ I understand that by accepting a license issued pursuant to Northglenn Municipal Code Chapter 18, Article 14 and/or Article 16, pertaining to medical marijuana and retail marijuana businesses, the licensee, jointly and severally if more than one, agrees to indemnify and defend the City, its officers, elected officials, employees, attorneys, agents, insurers, and self-insurance pool against all liability, claims, and demands, on account of injury, loss, or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the operation of the marijuana business that is the subject of the license. The licensee further agrees to investigate, handle, respond to, and to provide defense for and defend against, any such liability, claims, or demands at its expense, and to bear all other costs and expenses related thereto, including court costs and attorney fees.

Signature

Date



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

Marijuana Business License Compliance with Regulations

Please use this form to demonstrate how the applicable requirements of the Northglenn Municipal Code will be met. Attach additional pages as necessary.

The following sections are not a complete list of regulations for marijuana businesses. The licensee must comply with all sections of Northglenn Municipal Code Chapter 18, Article 14 and/or Article 16, as applicable. Licensees must also comply with all other provisions of the Northglenn Municipal Code.

Sections 18-14-7, 18-16-7. Demonstrable Negative Impacts to Neighborhood.

The applicant will be required at the public hearing to make a showing with affirmative evidence that approval of the application will result in no demonstrable negative impacts on the neighborhood. Such negative impacts to be considered are an undue concentration of marijuana businesses causing the need for additional law enforcement resources; an increase in traffic congestion; or a shortage of available parking.

Sections 18-14-20, 18-16-22. Hours of Operation.

Marijuana businesses may open no earlier than 8:00 a.m. and shall close no later than 10:00 p.m. the same day. All marijuana businesses may be open seven (7) days a week.

Section 18-14-21. Signage and Advertising.

All signage and advertising for a medical marijuana center or a medical marijuana-infused products manufacturing operation shall comply with all applicable provisions of this Article and other applicable provisions of the Northglenn Municipal Code, including Chapter 21 of the Northglenn Municipal Code. In addition, no signage or advertising shall use the word "marijuana" or "cannabis" or any other word, phrase or symbol commonly understood to refer to marijuana unless such word, phrase or symbol is immediately preceded by the word "medical" in type and font that is at least as readily discernible as all other words, phrases or symbols. Such signage and advertising must clearly indicate that the products and services are offered only for marijuana patients and primary caregivers.

Section 18-16-23. Signage and Advertising.

All signage and advertising for a retail marijuana establishment shall comply with all applicable state laws as well as the provisions of this Article and other applicable provisions of the Northglenn Municipal Code, including Chapter 21 of the Northglenn Municipal Code.

Sections 18-14-22, 18-16-24. Security Requirements.

- (a) Security measures at marijuana business facilities shall include at a minimum the following:
 - (1) Security surveillance cameras installed to monitor all entrances, along with the interior and exterior of the premises, to discourage and facilitate the reporting of criminal acts and nuisance activities occurring at the premises;
 - (2) Robbery and burglary alarm systems which are professionally monitored and maintained in good working condition;
 - (3) A locking safe permanently affixed to the premises that is suitable for storage of all marijuana and cash stored overnight on the licensed premises;
 - (4) Exterior lighting that illuminates the exterior walls of the licensed premises and complies with applicable provisions of this Article and other applicable provisions of the Northglenn Municipal Code; and
 - (5) Deadbolt locks on all exterior doors.
 - (b) All security recordings shall be preserved for at least seventy-two (72) hours by the licensee and be made available to the Northglenn Police Department upon request for inspection.
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Section 18-14-23. Required Notices.

There shall be posted in a conspicuous location in each medical marijuana center, a legible sign containing the following warnings:

- (a) That the use of medical marijuana or medical marijuana-infused products may impair a person's ability to drive a motor vehicle or operate machinery, and that it is illegal under state law to drive a motor vehicle or to operate machinery when under the influence of or impaired by marijuana;
 - (b) That loitering in or around the medical marijuana center, optional premises cultivation operation, or medical marijuana-infused product manufacturing operation is prohibited by state law;
 - (c) That possession and distribution of marijuana is a violation of federal law; and
 - (d) That no one under the age of eighteen (18) years is permitted on the premises except minor patients accompanied by a parent or legal guardian in possession of a state registry card for such minor patient.
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Section 18-16-25. Required Notices.

There shall be posted in a conspicuous location in each retail marijuana establishment, a legible sign containing the following warnings:

- (a) That the use of marijuana or marijuana products may impair a person's ability to drive a motor vehicle or operate machinery, and that it is illegal under state law to drive a motor vehicle or to operate machinery when under the influence of or impaired by marijuana;
 - (b) That loitering in or around a retail marijuana establishment is prohibited by law;
 - (c) That possession and distribution of marijuana is a violation of federal law; and
 - (d) That no one under the age of twenty one (21) years is permitted on the premises.
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Section 18-14-24. Cultivation, Growing and Processing by Licensees.

- (a) Subject to the limitations set forth in Section 18-14-24 and C.R.S. § 44-11-403 and other applicable laws, the growing, cultivation or processing of marijuana shall be allowed contiguous or not contiguous to the licensed premises of a medical marijuana business that submitted an application to the City pursuant to Section 18-14-41 of this Northglenn Municipal Code. Such growing, cultivation or processing shall be limited to agricultural and industrial zoned land.
- (b) The cultivation, growing, processing, display or storage of marijuana plants by a licensee shall be conducted only at the cultivation facility shown on the licensee's application.

- (c) Access to any cultivation facility that is located in the same building as a medical marijuana center or medical marijuana-infused products manufacturing operation shall be secured so as to render the cultivation facility inaccessible to any unauthorized persons during all hours of operation of the business facility. All such cultivation facilities shall be independently ventilated so as to prevent odors, debris and dust from entering the center.
 - (d) To the extent permitted by law, the City shall keep confidential the location of all cultivation facilities.
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Section 18-16-26. Cultivation, Growing and Processing by Licensees.

- (a) Subject to the limitations set forth in Section 18-16-28 and C.R.S. § 44-12-403 and other applicable laws, the growing, cultivation or processing of marijuana shall be allowed contiguous or not contiguous to the licensed premises of a retail marijuana business that submitted an application to the City pursuant to Section 18-16-8 of this Northglenn Municipal Code. Such growing, cultivation or processing shall be limited to agricultural and industrial zoned land.
 - (b) The cultivation, growing, processing, display or storage of marijuana plants by a licensee shall be conducted only at the cultivation facility shown on the licensee's application.
 - (c) Access to any cultivation facility that is located in the same building as a retail marijuana store or a retail marijuana products manufacturing operation shall be secured so as to render the cultivation facility inaccessible to any unauthorized persons during all hours of operation of the business facility. All such cultivation facilities shall be independently ventilated so as to prevent odors, debris and dust from entering the retail marijuana store.
 - (d) To the extent permitted by law, the City shall keep confidential the location of all cultivation facilities.
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Sections 18-14-25, 18-16-27. On-Site Consumption of Marijuana.

The use, consumption, ingestion or inhalation of marijuana or marijuana-infused products on or within the premises of a medical marijuana center, retail marijuana establishment, marijuana cultivation facility, marijuana-infused products manufacturing facility, or marijuana transporter storage facility is prohibited.

Section 18-14-26. Prohibited Acts.

It shall be unlawful for any licensee to:

- (a) Employ any person at a medical marijuana center, cultivation facility or medical marijuana-infused products manufacturing facility who is not at least twenty-one (21) years of age or who has a criminal history as described in Subsections 18-14-12 (a)(11) and (12);
- (b) Sell, give, dispense or otherwise distribute medical marijuana to anyone other than a patient, primary caregiver, licensee or medical marijuana business that is licensed in another jurisdiction in the State;
- (c) Sell, give, dispense or otherwise distribute to any patient or primary caregiver who is not a licensee more than two (2) ounces of any usable form of medical marijuana within any seven-day period of time;
- (d) Purchase or otherwise obtain medical marijuana from any source that is not properly authorized under state and local law to sell or dispense medical marijuana;
- (e) Permit on the licensed premises any person other than:
 - (1) The licensee, the licensee's manager, employees and financial interest holders,
 - (2) A patient in possession of a registry identification card or its functional equivalent under Section 14(3)(d) of Amendment 20,
 - (3) A minor patient accompanied by a parent or lawful guardian in possession of the minor patient's registry identification card,
 - (4) A minor accompanied by a parent or legal guardian who is a patient,

- (5) A primary caregiver in possession of his or her patient's registry identification card or its functional equivalent under Section 14(3)(d) of Amendment 20 and the patient's written designation of said person as the patient's primary caregiver, as submitted to the Colorado Department of Public Health and Environment,
 - (6) A person whose physical presence and assistance are necessary to assist a patient,
 - (7) A person who is actively engaged in the maintenance, repair or improvement of the licensed premises or in the provision of accounting or other profession directly related to the conduct of the licensee's medical marijuana business, or
 - (8) Law enforcement officers, inspectors and other officials or employees of any federal, state or local government or agency engaged in the lawful performance of their official duties;
 - (f) Dispense medical marijuana in or upon its cultivation facility;
 - (g) Permit the sale or consumption of alcohol beverages on the licensed premises;
 - (h) Post or allow to be posted signs or other advertising materials identifying cultivation facilities as being associated with the use or cultivation of marijuana; or
 - (i) Dispense medical marijuana to a person that is or appears to be under the influence of alcohol or under the influence of any controlled substance, including marijuana.
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Section 18-16-28. Prohibited Acts.

It shall be unlawful for any licensee to:

- (a) Employ any person at a retail marijuana establishment who is not at least twenty-one (21) years of age or who has a criminal history as described in Subsections 18-16-14 (a)(11) and (12);
 - (b) Purchase or otherwise obtain retail marijuana from any source that is not properly authorized under state and local law to sell or dispense retail marijuana;
 - (c) Dispense retail marijuana in or upon its cultivation facility;
 - (d) Permit the sale or consumption of alcohol beverages on the licensed premises;
 - (e) Post or allow to be posted signs or other advertising materials identifying cultivation facilities as being associated with the use or cultivation of marijuana;
 - (f) Dispense marijuana to a person that is or appears to be under the influence of alcohol or under the influence of any controlled substance, including marijuana.
 - (g) A retail marijuana transporter shall not store retail marijuana or retail marijuana product for longer than the duration prohibited by the Colorado Code of Regulations, as the same may be amended from time to time.
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Sections 18-14-27, 18-16-29. Visibility of Activities; Paraphernalia; Control of Emissions.

- (a) All activities of medical marijuana centers, retail marijuana establishments, cultivation facilities, storage facilities, and marijuana-infused products manufacturing operations, including, without limitation, cultivating, growing, processing, displaying, selling and storage, shall be conducted indoors.
 - (b) Devices, contrivances, instruments and paraphernalia for inhaling or otherwise consuming marijuana, including, but not limited to, rolling papers and related tools, water pipes, and vaporizers may lawfully be sold at a marijuana business unless that business is licensed as a marijuana transporter. No marijuana or paraphernalia shall be displayed or kept in a marijuana business facility so as to be visible from outside the licensed premises.
 - (c) Sufficient measures and means of preventing smoke, odors, debris, dust, fluids and other substances from exiting a marijuana business facility must be provided at all times. In the event that any odors, debris, dust, fluids or other substances exit a marijuana business facility, the owner of the subject premises and the licensee shall be jointly and severally liable for such conditions and shall be responsible for immediate, full clean-up and correction of such condition. The licensee shall properly dispose of all such materials, items and other substances in a safe, sanitary and secure manner and in accordance with all applicable federal, state and local laws and regulations.
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Sections 18-14-28, 18-16-30. Disposal of Marijuana Byproducts.

The disposal of marijuana, marijuana-infused products, byproducts and paraphernalia shall be done in accordance with plans and procedures approved in advance by the local licensing authority.

Sections 18-14-29, 18-16-31. Sales and Business License Required.

At all times while a license is in effect the licensee shall possess a valid license issued under Section 5-3-19 of the Northglenn Municipal Code.

Sections 18-14-30, 18-16-32. Sales Tax.

Each licensee shall collect and remit City sales tax on all marijuana, marijuana-infused products, paraphernalia and other tangible personal property sold by the licensee.

Section 18-14-31. Required books and records.

- (a) Every licensee shall maintain an accurate and complete record of all medical marijuana purchased, sold or dispensed by the medical marijuana business in any usable form. Such record shall include the following:
 - (1) The identity of the seller and purchaser involved in each transaction;
 - (2) The total quantity of, and amount paid for, the medical marijuana and/or the medical marijuana-infused product(s); and
 - (3) The date, time and location of each transaction.
 - (b) Every patient or primary caregiver shall provide to the licensee, and the licensee shall record, the following information for such books and records:
 - (1) The patient or primary caregiver's name, date of birth, and current street address, including city, state and zip code;
 - (2) The form of identification that was presented by the patient or primary caregiver, which may include any of the following, and the identifying number, if any, from such form:
 - a. an identification card issued in accordance with §42-2-302, C.R.S.,
 - b. a valid state driver's license,
 - c. a military identification card, or
 - d. an alien registration card;
 - (3) A registry identification card or its functional equivalent under § 14(3)(d) of Amendment 20 and, in the case of a primary caregiver, the date the primary caregiver was designated by the patient for whom the medical marijuana was purchased.
 - (c) Information provided to the licensee by a patient or primary caregiver under the provisions of this Section need not include any information regarding the patient's physical or medical condition.
 - (d) All transactions shall be kept in a numerical register in the order in which they occur.
 - (e) All records required to be kept under this Article must be kept in the English language in a legible manner and must be preserved and made available for inspection for a period of three (3) years after the date of the transaction. Information inspected by the Northglenn Police Department or other City departments pursuant to this Article shall be used for regulatory and law enforcement purposes only and shall not be a matter of public record.
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Section 18-16-33. Required Books and Records.

- (a) Every licensee shall maintain an accurate and complete record of all retail marijuana purchased, sold or dispensed by the retail marijuana store in any usable form. Such record shall include the following:
 - (1) The identity of the seller and purchaser involved in each transaction;
 - (2) The total quantity of, and amount paid for, the retail marijuana and/or the retail marijuana product(s);
 - (3) The date, time and location of each transaction.
 - (b) All transactions shall be kept in a numerical register in the order in which they occur.
 - (c) All records required to be kept under this Article must be kept in the English language in a legible manner and must be preserved and made available for inspection for a period of three (3) years after the date of the transaction. Information inspected by the Northglenn Police Department or other City departments pursuant to this Article shall be used for regulatory and law enforcement purposes only and shall not be a matter of public record.
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Sections 18-14-32, 18-16-34. Inspection of Licensed Premises.

During all business hours and other times of apparent activity, all licensed premises shall be subject to inspection by the Northglenn Police Department and all other City departments designated by the local licensing authority for the purpose of investigating and determining compliance with the provisions of Chapter 18 of the Northglenn Municipal Code and any other applicable state and local laws or regulations. Said inspection may include, but need not be limited to, the inspection of books, records and inventory. Where any part of the licensed premises consists of a locked area, such area shall be made available for inspection, without delay, upon request.



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

Marijuana Business License

Property Owner Affidavit

Name of applicant: _____

Business name: _____

Proposed business location: _____

I, _____, hereby state that I am the owner of record of the property located at _____, Northglenn, Colorado, and further acknowledge that by signing this affidavit I authorize the submission of the application for a Marijuana Business License at said location.

Signature of Property Owner

Date

STATE OF _____)
COUNTY OF _____)

Sworn to before me this _____ day of _____, 20____, by _____.

Notary Public

My Commission Expires: _____