

MARIJUANA BUSINESS LICENSE RENEWAL APPLICATION CHECKLIST

Applications will be accepted by appointment only. Call 970-665-6405 to schedule an appointment.

Applications must be complete. Please organize your application documents in the same order as the checklist below and place the checklist on top. Incomplete applications will not be accepted. The City of Rifle reserves the right to request additional information and documentation throughout the course of the application review

The City Clerk's Office will not provide notary services for application documents.

Date:	
Business Name:	
Registered Trade Name:	
Applicant Name (please print):	
Title (owner, manager, director, etc.):	
License Type:	
State License #	City License #

RENEWAL APPLICATION DOCUMENTS	
	Copy of State Renewal Application : <input type="checkbox"/> Medical Marijuana Business License Renewal Application (Form DR 8546) <input type="checkbox"/> Retail Marijuana Business License Renewal Application (Form DR 8529e)
	Fees payable to the City of Rifle. The amount of the application fee is in Appendix A Fees are nonrefundable. Fees paid \$_____
	The applicant shall, at the time of an application to renew a license, not be delinquent on any applicable City fees or taxes.
DOCUMENTS REQUIRED FROM ALL STOCKHOLDER HOLDING AN INTEREST IN A MARIJUANA LICENSEE, OR ALL OFFICER OR DIRECTORS	
	A copy of a valid Occupation Badge and an Affidavit of Criminal History If you do not have a valid occupation badge: MMED Associated Key License Application Form (DR 8520), pages 1-10.
	Indemnification from each owner. A statement, to be initialed by the applicant, that the City accepts no legal liability in connection with the approval and subsequent operation of the medical marijuana center or cultivation operation
	Affirmation and consent and acknowledgment that the City will conduct a background investigation of each owner

	Fingerprints for each person named in application (owners/officers) Colorado Applicant Background Services (CABS)
	Copy of a Government issued identification (must contain a photo) for each person
PROPERTY-RELATED DOCUMENTS	
	Proof of possession of the property (deed or lease) for each location. Leases must be current and valid for at least one (1) year from date of execution of the lease.
	Authorization to Use Property for a Marijuana Business (required if the applicant is not the owner of the proposed licensed premises)
	A diagram of the proposed licensed premises, no larger than 8-1/2" x 11" showing building layout, all entryways and exits, loading zones, and all areas in which marijuana will be stored, grown, manufactured or dispensed. Separate diagram for each floor (if multiple levels)
	A site plan, no larger than 11" x 17", for the parcel on which the business will be located showing the parcel lot lines, location of the building on the site, location of the tenant space within the building (if leasing a portion of the building), and loading zones.
OTHER	
	<p>Medical Marijuana Center the applicant must provide: Written security plan that includes evidence of the following:</p> <ul style="list-style-type: none"> • Locking safe or secure vault permanently affixed to or built into the premises • Security surveillance cameras with backup power • Professionally monitored & maintained burglar alarm systems (permit required)
	<p>Marijuana Cultivation Facility the applicant must provide evidence that the structure has:</p> <ul style="list-style-type: none"> • Electrical plan, certified by a Colorado licensed electrician, showing that the structure has an adequate electrical supply safely installed for the operation • Ventilation & odor control measures so that no odors from leave the premises • Irrigation & plumbing plan • Chemical storage & disposal plan • Mitigation plan for airborne fungi & related pests • Waste, chemical & bio product storage and disposal plan

FOR CITY OF RIFLE USE ONLY

	Application Fee	\$
	Background Checks	@\$10 0
Date Application Filed	TOTAL AMOUNT DUE (payable to City of Rifle):	\$

The foregoing application has been examined by the City Manager. This application is:

Approved with these conditions:

1. The City will not issue a license until after the State of Colorado has issued the Applicant a license to operate this marijuana business.
2. Applicant must comply with all State of Colorado regulations that may be adopted by the State subsequent to the issuance of this license.
3. Applicant must comply with any regulations adopted by the City of Rifle subsequent to the issuance of this license, which are adopted for the purpose of implementation of State of Colorado rules and regulations regarding marijuana.
4. Other conditions:

Denied

Signature	Title	Date