

MARIJUANA BUSINESS LICENSE 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.

MAIN APPLICATION DOCUMENTS	
	License Application <ul style="list-style-type: none"> • Retail Marijuana Business License Application (Form DR 8548) • Medical Marijuana Business License Application (Form DR 8530)
	Fees payable to the City of Rifle <ul style="list-style-type: none"> • Fees are nonrefundable. The amount of the application fee is in Appendix A
	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
	Copy of a valid City sales tax license application
DOCUMENTS REQUIRED FROM INDIVIDUAL PERSONS	
	MMED Associated Key License Application Form (DR 8520), pages 1-10. Associated Key: Any stockholder holding an interest in a marijuana licensee, or any officer or director,
	consent and acknowledgment that the City will conduct a background investigation of each owner
	Fingerprints for each person named in application (officers, owners and manager) at Rifle Police Department
	Form of identification (must contain a photo) for each person <ul style="list-style-type: none"> • a state-issued identification card • a valid state driver's license • a military identification card • a valid passport • an alien registration card

BUSINESS ENTITY DOCUMENTS

For a Corporation:

- proof of registration with the Colorado Secretary of State, certificate of incorporation, certificate of good standing or certificate of authority (dated within the past two years)

For a Partnership:

- a partnership agreement
- proof of registration with the Colorado Secretary of State

For a Limited Liability Company:

- proof of registration with the Colorado Secretary of State, articles of incorporation, or certificate of good standing or certificate of authority (dated within the past two years)

For a Limited Liability Partnership:

- proof of registration with the Colorado Secretary of State, articles of partnership or certificate of good standing or certificate of authority (dated within the past two years)

For an Association or Other Entity:

- copy of agreement(s) creating association or relationship between parties

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.

LAND USE COMPLIANCE

Medical Marijuana Center applicants answer the following:

Are the premises to be licensed within 1000 feet of a school, an alcohol or drug treatment facility, or a residential child care facility? **Yes**___ **No**___

Are the premises to be licensed within the Central Business District? **Yes**___ **No**___

Are the premises to be licensed within the Community Service Business District? **Yes**___
No___

If within the Community Service Business District, are the premises to be licensed within 500 feet

of another Medical Marijuana Center? Yes___ No___

Are the premises to be licensed within the Tourist Commercial District? Yes___ No___

If within the Tourist Commercial District, are the premises to be licensed within 500 feet of another Medical Marijuana Center? Yes___ No___

Medical Marijuana Cultivation Operation applicants answer the following:

Are the premises to be licensed within 1000 feet of a school, an alcohol or drug treatment facility, or a residential child care facility? Yes___ No___

Are the premises to be licensed within the Light Industrial Zone District? Yes___ No___

Have you received a conditional use permit from the City pursuant to Rifle Municipal Code Section 16-3-80 to use the premises for a Retail Marijuana Cultivation Facility or a Medical Marijuana Cultivation Operation? Yes___ No___

Retail Marijuana Cultivation Facility applicants answer the following:

Are the premises to be licensed within the Light Industrial Zone District? Yes___ No___

Are the premises to be licensed within the Industrial Zone District? Yes___ No___

Have you received a conditional use permit from the City pursuant to Rifle Municipal Code Section 16-3-80 to use the premises for a Retail Marijuana Cultivation Facility or a Medical Marijuana Cultivation Operation? Yes___ No___

OTHER

Medical Marijuana Center the applicant must provide:

Written security plan that includes evidence of the following:

- 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)

Marijuana Cultivation Facility the applicant must provide evidence that the structure has:

- 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