

**AVAIABLE MARIJUANA BUSINESS LICENSE  
SUBMITTAL REQUIREMENTS AND PROCESSING INFORMATION**

The City of Rifle has set criteria for a random drawing of qualified applicants, in the event that more license applications are received than licenses available. The application procedure is as follows:

**Step 1: Application meeting** - The applicant shall schedule an application meeting with the City Clerk for the purpose of obtaining additional information from the applicant, and to provide the applicant with a more complete understanding of the licensing process. The application meeting is mandatory and required to submit an application. **An application will not be accepted without an appointment with the City Clerk.**

**Step 2: Applicant submits a complete application**, including all documents on the Application Checklist, all required attachments, and all city fees. Application submittals by appointment only.

- a. The applicant shall submit a complete application for marijuana business licensing in accordance with the requirements of the Rifle Municipal Code ("Code"), along with all applicable fees, which are nonrefundable.
- b. The applicant must provide a designated contact person along with an e-mail and phone number for this application. Correspondence concerning the application and the lottery process will only be communicated with the designated contact person.
- c. The applicant shall submit proof that the applicant has or will have lawful possession of the premises proposed for the marijuana establishment, which proof may consist of: a deed, a lease, a real estate contract contingent upon successful licensing, or a letter of intent by the owner of the premises indicating an intent to lease the premises to the entrant contingent upon the entrant being selected to submit an application. If selected an entrant must as a condition of the City's review of the application have lawful possession of the premises absent any contingencies.
- d. The location proposed for licensing by the entrant shall comply with all applicable city zoning laws and the location restrictions set forth in the Code. Marijuana cultivation operation must receive a conditional use permit from the City for the proposed location.
- e. The applicant shall submit, to the satisfaction of the licensing authority, proof of financial capability to open and operate the marijuana establishment for which the entrant is seeking to apply. Standards for proof of financial capability shall be determined by the licensing authority.

**Step 3: Background Investigation/Fingerprints** - In response to Senate Bill 17-189, the Colorado Bureau of Investigations (CBI) has implemented a new process beginning September 24, 2018 for fingerprinting: Colorado Applicant Background Services (CABS). To use this service, you will need to go online to one of the state approved vendors to register, schedule your appointment, and pay for your own fingerprinting.

- a. In addition to complying with any other state or City requirement related to good character and criminal background, any person proposed to have an ownership interest in the license shall not have committed any violation, as defined in the rules and regulations of the state's marijuana licensing authority or a local authority, or received any suspension or revocation

of any other state or local marijuana business license in the preceding year.

**Step 4: Random Drawing** - Complete applications will then proceed to the random drawing.

Upon a date and time established by the City Clerk, a random drawing of all of entries meeting the pre-qualification requirements set forth above will be held by the City Clerk at the City of Rifle, Colorado, Council Chambers, at 202 Railroad Avenue, Rifle, CO, 81650. Up to five (5) potential applicants will be selected and assigned a number from one to five in the order they are drawn from first to last. The first entrant selected shall have the opportunity to apply for a license to operate a medical or retail marijuana establishment identified in the lottery. Should a selected entrant withdraw or be denied a license or not acquire a license within 6 months, the next selected pre-qualified applicant shall be considered.

- a. The drawing will be held at an open and public meeting (date and time TBD). The drawing will be open to all qualified applicants.
- b. The drawing is not for a license, but simply for the opportunity to move further through the process of licensing. Those applicants not drawn in either drawing will have their applications denied. Priority in the drawing is non-transferable to any other party other than the applicant as listed.
- c. Selected applicants must obtain all required local and state licensing within six (6) months from their date of selection or that application shall be deemed denied and the City Clerk shall process the next priority applicant if still eligible. The other entrants chosen shall, in the order selected, be placed on a waiting list. Registrants may remain on the waiting list for up to twelve (12) months from the date of the initial selection after which the list shall expire.
- d. Those applicants not deemed pre-qualified shall be notified in writing by the City Clerk who shall also notify in writing all lottery participants of their post lottery status.
- e. The submittal fee is non-refundable.

**IN NO EVENT SHALL A LOTTERY ENTRANT, AN ENTRANT'S POSITION ON THE WAITING LIST, OR SELECTED APPLICANT, BE ALLOWED TO SELL, TRANSFER OR OTHERWISE ASSIGN THEIR POSITION TO ANY OTHER PERSON OR ENTITY.**

**Delegation of Authority to City Clerk** - The City Clerk is authorized to act as the licensing authority for the issuance of medical and retail marijuana business licenses provided that the licensee has not, during the preceding license year, violated any of the applicable laws, rules, or regulations set forth in the Colorado Revised Statutes, the Colorado Code of Regulations regarding Medical and Retail Marijuana or the City's Medical and Retail Marijuana Codes, including any regulations adopted by the licensing authority.

The City Clerk will review the applications for completeness and notify potential licensees if additional information is required, if necessary. Applicants have 15 days, pursuant to the Ordinance, to return the requested information. If that information is not received within that time period, the applicant's application will be denied.