



MARIJUANA BUSINESS LICENSE APPLICATION

Applicant Name: _____

Trade Name of Business (d/b/a): _____

Physical Address of Business: _____
Address/City/State/Zip Code

Mailing Address of Business: _____
Address/City/State/Zip Code

Contact Person(s): _____

Business Telephone: _____ Business Email Address: _____

This application is for the following License Type (*check only one*):

Note: A separate license application is required for each license type.

- Medical Marijuana Center
- Medical Marijuana Optional Premise Cultivation
- Medical Marijuana Infused Product Manufacturer
- Retail Marijuana Store
- Retail Marijuana Cultivation Facility
- Retail Marijuana Products Manufacturing
- Retail Marijuana Testing Facility

This application is for the issuance of a:

- New License: \$2000.00. Operating Fee is enclosed.
- Renewal of Existing License: \$1500.00. Renewal Operating Fee is enclosed.

COUNTY STAFF MEMBERS ARE NOT PERMITTED TO PROVIDE LEGAL ADVICE REGARDING THE MARIJUANA BUSINESS LICENSE APPLICATION PROCESS. APPLICANTS SHOULD CAREFULLY REVIEW ALL LOCAL REGULATIONS PRIOR TO SUBMISSION.

The operating fee is non-refundable. It is recommended that applicants familiarize themselves with Eagle County regulations relating to marijuana licensing, including zoning codes, building codes, and licensing regulations. Material that may be helpful to this review can be found at _____.

Any local license issued under these regulations shall be valid for a period of one (1) year from the date of issuance. Applications for renewals shall be processed in the same manner as new licenses. Any changes, alterations, or modifications must be shown on renewal applications. Applicants shall submit a renewal application at least forty-five (45)

days before the expiration of the license. The Authority shall not notify license holders of the expiration date.

If the application is approved by the Authority applicants will receive an Approval Letter that Applicant may use to obtain a State License. Upon the issuance of the State License, the applicant shall provide a copy to the Authority whereupon the official Local License will be issued. The applicant shall NOT begin any business operation for the purpose of cultivation, manufacture, sale, or testing of marijuana until after licenses have been issued by both the State and Authority. Both licenses must be posted in a conspicuous location, visible to the public within the premises.

MARIJUANA BUSINESS LICENSE APPLICATION REQUIRED EXHIBIT CHECKLIST

The following are required documentation that must accompany an application. Incomplete applications will be returned with instructions as to which documents are required for completion. Failure to provide the documents below or other documents deemed necessary by the Authority in sufficient detail to determine full compliance with State and Local Regulations shall be grounds for denial of the application. *The Exhibits should be marked and provided in the order identified below.*

All exhibits must be properly executed and must correspond exactly with the applicant's name. All documents must be typed or legibly printed in ink. Submit an original and one (1) copy of the entire application and attachments. Affix index tabs to each exhibit.

Submit your complete application packet to Eagle County Planning Department, 500 Broadway, PO Box 179, Eagle, Colorado 81631. Applications must be mailed or delivered physically. Electronic transmissions will not be accepted.

- Operating Fee or Operating Renewal Fee (cash or check only). This fee is non-refundable and not dependent on the approval of an application. **Exhibit A**
- Zoning Confirmation Form. **Exhibit B**
- Building Code Confirmation Form. **EXHIBIT C**
- Detailed legal description of the precise location of the proposed MMJ Business. **EXHIBIT D**
- Detailed map showing the distances of the proposed location, measured in accordance with the Eagle County Land Use Regulations, from any nearby residences that are not part of a mixed-use commercial/residential development or within an Commercial General or Commercial Limited zone district, any drug or alcohol rehabilitation facilities, any public community centers or publically owned or maintained buildings open for use to the general public, and public school or

private school, and public park or playground, and any licensed child care facility. The Authority may require such distance requirements be verified by a licensed land surveyor. The Authority will not provide such verification. **EXHIBIT E**

- Detailed floor plan layout drawn to scale that clearly reflects the uses, functions, and operations within the building. The plan shall show mechanical functions such as cooling and ventilation systems, filters and discharge systems and locations, heating systems, grow light configurations, wall construction and separation from other occupants. **EXHIBIT F**
- Odor Mitigation report detailing the effective mitigation of any odors of the proposed operation or the mitigation and rectification of any past odors reported from the activity. Such report shall include proof that the design for the purification of air and odor shall have been either prepared or approved by a professional licensed mechanical engineer to the standards contained in the Local Regulations requiring proper ventilation systems so that odors are filtered and do not materially interfere with adjoining businesses. **EXHIBIT G**
- Letter from the Eagle County Treasurer showing that all property taxes have been paid and no tax liens exist on the property where the Business will be conducted. **EXHIBIT H**
- For renewals, a letter from the Department of Revenue or other evidence that all applicable excise and sales taxes have been paid during the prior licensed term. **Exhibit I**
- Copies of letters and proof of mailing to the applicable fire and law enforcement personnel describing the location and nature of the proposed business. **EXHIBIT J**
- A letter from the Marijuana Enforcement Division or other evidence stating that the applicant has not violated any State Regulations during any previous licensed term at any establishment owned or operated by applicant or any of its affiliated business entities. If the applicant has violated any State or Local Regulations during any previous term, the applicant shall provide a detailed description of all violations and how the applicant has satisfactorily corrected and mitigated any such violations. **EXHIBIT K**
- A copy of the applicant's State of Colorado Marijuana Business Application (excluding fingerprint cards) for the licensed period being applied for and proof that the applicant has submitted all necessary documentation to the State to obtain a State license. **EXHIBIT L**
- Authorization to Use Property for a medical Marijuana Business Form executed by owner of the proposed business locations. **EXHIBIT M**
- Executed Affirmation and Acknowledgement Form. **EXHIBIT N**
- Lawful Presence Affidavit. **EXHIBIT O**

- A letter from the Eagle County Environmental Health Department indicating that no zoning violations exist on the property or any property in the County owned by the applicant. **EXHIBIT P**
- A detailed description of the nature and location of any existing or proposed exterior lighting and signage. **EXHIBIT Q**
- A detailed listing of all other uses on the property and the uses of properties immediately surrounding the proposed licensed premises. **EXHIBIT R**
- A report on the expected source and level of water use for the premises and evidence of permits or other applicable documentation showing the availability or ownership of water rights sufficient to meet such use. **EXHIBIT S**
- A copy of the applicant's applicable state sales tax license. **EXHIBIT T**
- A copy of a marijuana management plan detailing the training program for employees and staff that shall contain, at a minimum, educational and operational standards on the prevention of sale or distribution of marijuana products to anyone under the age of twenty-one (21) years old. Such plan should detail any efforts being made or proposed to be made by the applicant to educate the community or otherwise participate in community outreach regarding the topic of underage marijuana use. **EXHIBIT U**