



# City of Cañon City

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Office of the  
City Clerk

## NEW LICENSE CHECKLIST Medical Marijuana Facilities (MMF)

Dear License Applicant:

Applying for any type of business license can involve details that, at times, may seem somewhat overwhelming. A Medical Marijuana facility license is no exception. Please know that the City Clerk’s Office stands ready to assist you in meeting the obligations of licensing and will willingly work with you to answer any questions you may have as you complete the application packet. Initially, I prefer to review the application process with you in a one-on-one meeting, followed by an intake meeting when you are ready to actually submit the application to me. These meetings ensure that you have all the information you need to successfully complete the application. Again, the City Clerk’s Office is here to assist you throughout the process should you have any questions or need help interpreting the requirements of this application.

Becky Walker, MMC,  
Cañon City Clerk

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Listed below are forms and supporting documents to submit for a New Medical Marijuana Facility (MMF) license. To ensure accuracy of information, all forms must be typewritten – sorry, no handwritten forms will be accepted. Fill-able versions are available on our web site at [www.canoncity.org](http://www.canoncity.org), click “Departments”, then open the “City Clerk” page. You will find the forms on that page. You may complete those forms on-line, print them out, sign, and submit to the Clerk’s Office with all other documents. All forms and documents must be properly signed and correspond exactly with the name of the applicant.

1. **License Application.** Contains general information about the business you are opening. If you applied prior to the July 1, 2010 deadline, you have already filed this form with my office.
2. **Supplemental Application.** This is a more detailed version that answers many of the questions which are a pre-requisite to obtaining a license for operation of a medical marijuana facility in Cañon City.
3. **Fees:** There are two separate categories of fees that must accompany your application. Two separate checks are required, representing “application processing” fees vs. “license” fees. Checks are made payable to the “City of Cañon City”.

Application Processing Fees: Application fees are paid for the processing of any application. Those fees cover the cost of staff time for the extensive processing and activities required to process an application. *Application processing fees are non-refundable*, and your application should include a check in the appropriate amount representing ONLY the application fees, as follows:

New Application processing fee (First submittal).....	\$1,500.00
Secondary Application processing fee..... (for associated facilities or licenses under same ownership)	\$ 500.00

License Fees: License fees are those paid to cover the license itself. “License” fees are fully refunded if the application for an MMF is denied; a separate check for total license fees must be submitted with your application.

License fee (7/1/2010-6/30/2011)..... (A license fee is paid for each center, optional premises cultivation facility and/or medical marijuana-infused manufacturer operation, regardless of whether or not operated at the same address/location.)	\$ 500.00 (for each type of license held)
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License fee (7/1/2011-6/30/2013).....\$1,000.00 (for each type of license held)

4. **Background Information.** An "Individual History Form", "Fingerprint Card", and "Authority for Release of Information" must be submitted to the City Clerk's Office for each individual applicant, all general partners, all limited partners with 10% or more interest, all corporate officers & directors, all 10% or more stockholders, all LLC managing members, all LLC members with 10% or more interest, and any personal loan makers. Fingerprint cards are forwarded to the Colorado Bureau of Investigation for CBI & FBI checks. Note that fingerprint cards are returned *to the City Clerk's Office* for processing and forwarding to appropriate agencies for background checks.

Fees for each fingerprint card\*\* : The City Police Department will charge a fee for fingerprinting services. The CBI charges \$38.50 to conduct their background check – CBI fees must be paid in the form of a money order, company check, or certified check made payable to the CBI. A separate check must be received for each fingerprint card submitted.

NOTE: Fingerprints **must** be done at the Cañon City Police Department to insure appropriate and timely processing. The results of fingerprinting done at other law enforcement agencies are typically not returned to the City, and therefore, may delay your application process. If it is not feasible to have fingerprints done at the Police Department, please contact my office for alternative arrangements.

\*\*These fees are subject to change – Check with City Clerk's office for latest fees

5. **Organizational Documents that must be submitted with the application:** You must submit the appropriate organizational documents relative to the structure under which you operate your business:

If you are a Partnership Applicant:

Partnership agreement – except for husband-wife partnerships; certificate of co-partnership – if applicable

*and/or*

If you are a Limited Liability Applicant:

Articles of Organization; acknowledgement from Secretary of State's office; operating agreement; certificate of authority – if foreign company; minutes of meetings reflecting acceptance of new members

*and/or*

If you are a Corporate Applicant:

Certificate(s) of: Incorporation, Good Standing, or Authority; Articles of Incorporation; minutes of meeting electing current officers.

6. **Manager's Background Information.** Managers other than owners must complete fingerprinting and background investigation.
7. **Proof of Possession of the building/Written authorization.** This includes a copy of a deed or lease. Deed or lease must be in the name(s) of the applicant(s) ONLY. [Note: The term of the lease should be for *at least* the time period that covers the licensure period (from July, 2010 through June, 2011 or from July 1, 2011 through June 30, 2013.) The applicant must maintain possession of the premises for the entire term of the license.] If the licensed premises will be leased, the lease shall include written consent by the owner of the property to the licensing of the premises for an MMF.
8. **Diagram of Premises.** A floor plan of the premises to be licensed. Show all interior dimensions of the licensed premises and the layout of the facility. Show principal uses of the floor areas and rooms, including labeling to identify service, activity, or use of the area. The diagram does not have to be to scale, but must include interior dimensions of rooms, location of safe, grow rooms, storage areas, doorways, manufacturing area(s), etc. Identify areas open to the public versus those open to authorized customers/caregivers/personnel. Drawing should be no larger than and 8-1/2 x 11 inch sheet of paper. Include separate sheets necessary to show detailed information for each room, if necessary.
9. **Financial Documents:** Copies of all notes, loans, security agreements, purchase agreements, stock transfer agreements, etc., used in and for the business.

10. **Area Map:** Such map should be drawn to scale and indicate, within a radius of one-half mile from the boundaries of the proposed licensed premises, the proximity of the property to: any school, college, licensed child care facility, drug or alcohol rehabilitation facility, or other medical marijuana facility (whether or not such facilities cross jurisdictional boundaries) (1,000 foot limit). Where reasonable, the City Clerk shall assist in providing this map utilizing available technology.
11. **Other Licenses:** State and City Sales Tax Licenses, FEIN, and any other licenses that may be applicable.

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Upon receipt of a complete application, the application shall be distributed or notification of such application otherwise given to: Planning & Zoning, Building, Finance, and the Police Departments of the City of Cañon City, as well as the Fire District and other agencies of interest (as necessary) to determine whether the proposed MMF is or will be in full compliance with any and all laws. Criminal background checks will be conducted at that time.

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# Checklist Summary of submittals

- \_\_\_ Application
- \_\_\_ Supplemental Application
- \_\_\_ Individual History Records for each person holding a 10% or more interest in business
- \_\_\_ Fingerprint Cards for each person holding a 10% or more interest in business
- \_\_\_ Authority for Release of Information form for accompany each Individual History Form/  
Fingerprint Card
- \_\_\_ Money order, cashier's check, or company check for \$38.50 for EACH fingerprint card  
submitted payable to the "CBI".
- \_\_\_ Deed, lease, or purchase contract (Including written consent to establish MMF if property is  
to be leased.)
- \_\_\_ Financial documents
- \_\_\_ Fees for license(s) – Two SEPARATE checks representing (1) the application processing fee  
and (2) the licensing fee.
- \_\_\_ Diagram of Premises
- \_\_\_ Partnership, Limited Liability, or Corporation documents (if applicable)
- \_\_\_ Area map
- \_\_\_ Sales Tax numbers (State and City)
- \_\_\_ Federal Employer Identification Number (FEIN number)

## **ADDITIONAL MEDICAL MARIJUANA FACILITY LICENSE APPLICATION POINTERS INFORMATION AND CONDITIONS**

### **Time Line:**

1. The City Clerk's Office will process an application as quickly as possible; however, it may take (but will not be limited to) upwards of two weeks to determine whether or not an applicant qualifies for issuance of a MMF license.
2. Get fingerprinted FIRST and deliver the fingerprint cards, along with an Individual History Report Form for each individual fingerprinted, even before submittal of your entire license application. The CBI and FBI checks take the longest to process. While the City Clerk *may* withhold license issuance pending CBI or FBI results, licensing will not *typically* be withheld pending the results of the CBI and FBI checks. However, it is expressly understood that background check results reflecting circumstances that would normally require denial of the license will result in immediate revocation proceedings.

### **Fees:**

1. Your *application processing fee* to the City is cashed and non refundable upon filing of your application regardless of the approval or disapproval of your license application by the City. The *licensing fee* will be refunded if the license is denied. As such, two separate checks should be issued – one representing the application processing fee and the second representing the licensing fee.

### **OTHER LICENSING REQUIREMENTS:**

1. You must obtain a State and City Sales Tax license and/or number prior to the application for an MMF license being considered complete. (Sales tax license contact with the City is Ken Burger at City Hall – 719-269-9011)
2. MMF establishments will be inspected by a representative of the City Clerk's office and/or the Police Department prior to issuance of license. During inspection, the inspectors will look for posting of sales tax licenses, accuracy of diagram of premises, appropriate security, location of the safe, etc., to ensure compliance with all applicable licensing regulations.