



Cedar Springs City Hall
66 S. Main St. PO Box 310
Cedar Springs, MI 49319

2020 Marihuana Establishment Procedures

New Establishments Application Process

1) Submit Marihuana Establishment Application

- Pay Fee Initial Non-refundable Application Fee **\$3000** per license
- Submit all required documentation (3 paper copies and 1 high-quality electronic copy on a memory stick submitted to City Hall)
 - Marihuana Establishment Application (including Security, Outreach, ADA, Waste Disposal, Odor Elimination, Blight Elimination and Customer Plans)
 - Special Land Use Application
 - Site Plan Application or Zoning Application (must show required parking, all Zoning Applications for properties located outside of the B-2 zoning district shall submit all zoning or zoning related maps on a minimum 24X36 scalable print to the City Planner, All Site Plan Applications shall follow the Site Plan requirements)
 - Safety Data Sheets
 - Copy of property deed, sufficient proof of ownership or interest or notarized affidavit from property owner
 - Copy of the official paperwork issued by LARA or the State of Michigan indicating that the applicant has successfully completed the prequalification step of the application for a state operating license.

2) Submit Special Land Use Application (*found on City website under FORMS*)

- Pay Fee \$200 per Special Land Use Application
- Clerk sets Public Hearing Date for the next available date that meets the timing requirements listed below.
 - Public Hearing Notice for the Special Land Use is posted to the Foyer, City Website, City Facebook Page, a copy is sent to the applicant and it shall be published in a newspaper of general circulation at least 15 days before the hearing.
 - 300 Ft letters are mailed to properties within 300 Ft of the applicant property.

3) Submit the required Site Plan Application or Zoning Permit Application (*found on City website under FORMS*)

- Pay Escrow Deposit (all marihuana businesses shall submit an escrow)

Estimated Project Cost (\$)	Escrow Amount (\$)
0 – 10,000	500
10,001 – 100,000	1,500
100,001 – 500,000	3,000
500,001 – 1,000,000	5,000
1,000,001 +	10,000

Clerk Forwards the Site Plan Application and attachments to

- City Manager
- City Planner
- City Engineer (if necessary)
- City Attorney (if necessary)

All applications, fees, and supporting documents are due by the date listed below for consideration of approval at the indicated Planning Commission meeting.

Applications, fees, and supporting documents due by **July 16th 5:00pm** for **August 11th Meeting**

Applications, fees, and supporting documents due by **August 6th 5:00pm** for **September 1st Meeting**

Applications, fees, and supporting documents due by **September 10th 5:00pm** for **October 6th Meeting**

Applications, fees, and supporting documents due by **October 15th 5:00pm** for **November 10th Meeting**

Applications, fees, and supporting documents due by **November 5th 5:00pm** for **December 1st Meeting**

Approval

Following approval of the application from the Clerk's office and Planning Commission approving the Special Land Use the applicant will be required to pay the License fee within 10 business days of the approval. Upon payment, the Clerk's office will issue the license within 10 business days. License will be issued effective the Special Land Use Approval Date.

- Pay Non-refundable License Fee **\$2,000 per license**
- Notice of approval sent within 10 business days of the Special Land Use Application approval and payment of the license fee.
- Certified License Mailed to Applicant within 10 business days of the Special Land Use Application approval.

Denial

Following denial of any application from the Clerk's office or the Planning Commission, the applicant shall be provided a written explanation of the reason(s) for the denial and notice of the City's appellate process.

Renewal of Marihuana Establishment License

1) Submit Marihuana Establishment Application

- Pay Fee Initial Non-refundable renewal Application Fee **\$3000** per license

Submit all required renewal documentation

Copy of the official paperwork issued by LARA or the State of Michigan indicating that the applicant continues to hold a license from the State.

Approval of Renewal

Following approval of the renewal application from the Clerk's office, the applicant will be required to pay the License fee. Upon payment the Clerk's office will issue the license within 10 business days. License will be issued effective the original Special Land Use Approval Date.

Pay Non-refundable License Fee \$2000 per license

Notice of approval sent within 10 business days of the Marihuana Establishment Application approval and payment of the license fee.

Certified License Mailed to Applicant within 10 business days of the approval.

Appeal Process

If an applicant wishes to appeal the decision of an application, they may do so with the City Council.

Pay the appeal fee \$500.

The appeal must be submitted to the City Clerk in writing and within 30 calendar days of the denial. The appeal must clearly state the legal and factual basis for the appeal. The Clerk will transmit the appeal to the next City Council meeting if received two weeks prior to the next scheduled meeting.

The City Council will appoint a hearing officer who will conduct a hearing on the matter. All relevant evidence will be admissible. The hearing officer will submit his recommendation in writing to the City Council one week before the next scheduled meeting. The City Council has the final authority over any appeal brought before it.

If you have any specific questions about the marihuana ordinances or anything else related to the City's process please contact the City Manager at manager@cityofcedarsprings.org