

2021 Marihuana Establishment Procedures

New Establishments Application Process

1) Submit Marihuana Establishment Application

- Pay Fee Initial Non-refundable Application Fee \$3,000 per license (Application found [here](#))
- Submit all required additional documentation
 - Special Land Use Application
 - Site Plan Application
 - Safety Data Sheet
 - Copy of property deed 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

- Pay Fee \$200 per Special Land Use (Application found [here](#))
- 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, and a copy is sent to the applicant.
 - 300 Ft letters are mailed to properties within 300 Ft of the applicant property.

3) Submit the required Site plan/Sketch plan review Application (Application found [here](#), Site Plan Review procedures found [here](#) , and application checklist found [here](#))

- Pay Escrow Deposit (Escrow Policy found [here](#))

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

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 **December 21, 2020** for **January 12, 2021** Meeting

Applications, fees, and supporting documents due by **January 7, 2021** for **February 2, 2021** Meeting

Applications, fees, and supporting documents due by **February 4, 2021** for **March 2, 2021** Meeting

Applications, fees, and supporting documents due by **March 11, 2021** for **April 6, 2021** Meeting

Applications, fees, and supporting documents due by **April 15, 2021** for **May 11, 2021** Meeting

Applications, fees, and supporting documents due by **May 6, 2021** for **June 1, 2021** Meeting

Applications, fees, and supporting documents due by **June 10, 2021** for **July 6, 2021** Meeting

Applications, fees, and supporting documents due by **July 15, 2021** for **August 10, 2021** Meeting

Applications, fees, and supporting documents due by **August 12, 2021** for **September 7, 2021** Meeting

Applications, fees, and supporting documents due by **September 9, 2021** for **October 5, 2021** Meeting

Applications, fees, and supporting documents due by **October 14, 2021** for **November 9, 2021** Meeting

Applications, fees, and supporting documents due by **November 11, 2021** for **December 7, 2021** 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 meeting. 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.

Renewal of Marihuana Establishment License

1) Submit Marihuana Establishment Application

Pay Fee Initial Non-refundable renewal Application Fee \$3,000 per license (Application found [here](#))

Submit all required additional documentation

Copy of the official paperwork issued by LARA or the State of Michigan indicating that the applicant has successfully been issued a license from the State.

Approval

Following approval of the application from the Clerk's office and Planning Commission granting Special Land use 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 Special Land Use Approval Date.

Pay Non-refundable License Fee \$2,000 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.