



## CITY OF FORT COLLINS MARIJUANA BUSINESS LICENSE SUBMITTAL REQUIREMENTS AND PROCESSING INFORMATION

The City of Fort Collins is currently accepting applications for:

- **retail marijuana cultivation (only if also licensed as a retail marijuana store or retail manufacture)**
- **retail marijuana products manufacturer**
- **retail marijuana testing facility**
- **retail marijuana operator license**
- **medical marijuana-infused products manufacturer (MIP)**
- **medical marijuana optional premises cultivation facility supplying marijuana to licensed center or medical MIP (under the same ownership) anywhere in Colorado**
- **medical marijuana testing facility**
- **medical marijuana research & development facility**
- **medical marijuana research & development cultivation**
- **medical marijuana operator license**

Fort Collins is **NOT** accepting applications for:

- medical marijuana centers
- retail marijuana stores (except from licensed medical marijuana centers in Ft Collins- transfers of ownership)
- prohibit medical and retail off-premises storage permits
- prohibit medical and retail transporter licenses

If you plan to apply for a new marijuana establishment license, please read the information below to familiarize yourself with the City's application process and requirements. A typical application proceeds through three stages: **fact finding/pre-application, application submittal, and post-application/pre-opening**. Please study the Colorado Medical Marijuana code, Colorado Retail Marijuana code and related regulations (rules).

- Familiarize yourself with the City of Fort Collins [Municipal Code Chapter 12 and Chapter 15, Sections 12-141 through 12-143 and Sections 15-450 through 15-491 \(Medical\) and Section 15-602 through 15-628 \(Retail\)](#)
- Consult the [Colorado Marijuana Enforcement Division](#) regarding state requirements and the process of acquiring a key/owner badge, which all owners will need to provide to City of Fort Collins prior to opening.

**☐Step 1: Applicant submits a letter of intent.** The form is available online at <http://www.fcgov.com/mmj/> or at the City Clerk's Office. The letter of intent must include applicant name, proposed location, type of business and proposed size and scope of the operation. No application will be accepted without prior submittal of the letter of intent

**☐Step 2: Attend a pre-application meeting.** The Marijuana Licensing Coordinator will schedule a pre-application meeting with the applicant and relevant City Departments (Police, Fire, Zoning, Building, etc. representatives) 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 pre-application meeting is mandatory and a pre-requisite to the submission of an application. All information discussed is confidential.

**☐Step 3: Applicant must complete any land use application process *before*** submitting a license application. Proposed facility locations must comply with the restrictions laid out in the [City of Fort Collins Zoning Code](#). Applicant will be advised what will be required at the pre-application meeting.

**☐Step 4: Applicant files a complete application,** including all documents on the application checklist, all required attachments, and all city fees. Applications are by appointment only. Call 970-416-4206 to set up your appointment.

**Note:** *Businesses wishing to obtain a new retail marijuana business license must submit a completed state application form along with all supporting documents and application fees to the State of Colorado's Marijuana Enforcement Division.*

**Medical:** Use this [link](#) to apply for medical marijuana licenses. Review [Medical Rules & Regulations](#). Review [Medical Licensing Authority Rules of Procedure](#).

**Retail:** Use this [link](#) to apply for retail marijuana licenses. Apply with the MED, and they will forward your completed application to the City of Fort Collins. Review [Retail Rules & Regulations](#). Review [Retail Licensing Authority Rules of Procedure](#).

**☐Step 5: Criminal Background Investigation (CBI)/Fingerprints.** Applicants are required to have a criminal background check completed along with digital scan of your fingerprints for each business owner as part of the application packet and copies of the original Associated Key Applications submitted to the [Colorado Marijuana Enforcement Division](#). Fingerprinting scans are with vendor [IdentoGO](#).

**☐Step 6: Review & Investigation:** The City of Fort Collins Licensing Coordinator will review the application packet and will let you know if anything further is needed to complete the application. Police Services will conduct background investigation, review floor plans and possible conduct a site visit.

**☐Step 7:** When investigation is complete, application will be sent to the City's Licensing Authority for review and approval or denial. This will take approximately 30 days. However, given the large volume of applications and changes in regulations, the application review process may extend beyond such timeframe. A well-prepared application can be processed in as little as 90 days, but can take much longer if application is not thorough and complete in all aspects.

**☐Step 8: License Issued:** If approved,

- license will not be issued until all conditions have been met.
- This includes:
  - a Certificate of Occupancy has been issued
  - fees
  - a final inspection by the Police Services, and or Poudre Fire Authority
  - Your local license will be good for one (1) year from the date issued. Please note- all applications will be administratively closed if not completed within 12 months.