



## City of Fort Collins: MEDICAL AND/OR RETAIL MARIJUANA BUSINESS MANAGER REGISTRATION CHECKLIST-KEY EMPLOYEE

Applications will be accepted by mail or drop off at the City Clerk’s Office front desk. If you need to meet with staff, **an appointment is required.** Call 970-416-4206 to schedule an appointment.

Applications must be complete in all aspects. Please organize your application documents in the same order as the checklist below and place the checklist on top. Incomplete applications will not be accepted.

The City Clerk’s Office will not provide notary services for application documents.

**Submit applications to: Attention: Marijuana Licensing Coordinator  
City Clerk’s Office  
City of Fort Collins, 300 LaPorte Avenue, Fort Collins, CO 80521**

MAIN APPLICATION DOCUMENTS Review Title 44-11-310 (3) & (4)	
	Oath of Application (Fort Collins Form) (note: 1 per application is required)
	<b>Manager Registration Application</b> (City of Fort Collins form) and Manager’s Oath Proposed new Manager/Key Employee name: _____ Effective date of Manager: _____ Licensed Marijuana Business where MGR will be working: _____
	<b>Fees</b> (certified funds or money order only, payable to “City of Fort Collins”)  \$75.00 single license type (medical OR retail) \$100.00 for combined medical AND retail licenses at same location Combined breakdown: \$50 for medical license and \$50.00 for retail license
DOCUMENTS RELATING TO INDIVIDUAL PERSONS	
	Copy of Occupational License Application Form [DR 8517 (new) or DR 8527 (renewal)] that was most recently filed with the <a href="#">State Marijuana Enforcement Division</a> .  <b>Key Employee:</b> employees that make operational or management decisions that directly impact the business.
	Form of identification (must contain a photo) for each person  <ul style="list-style-type: none"> <li>• a state-issued identification card</li> <li>• a valid state driver’s license</li> <li>• a military identification card</li> <li>• a valid passport</li> </ul>
	Copy of Key Badge issued by State Marijuana Enforcement Division. (Must be current)

**Please note:**

The City of Fort Collins reserves the right to request additional information and documentation throughout the course of the application review and must be provided within 7 calendar days of notification. **Keep a copy of the application for your records.**