



Applicant Business: _____
RETAIL MARIJUANA
CHANGE OF OWNERSHIP CHECKLIST

Applications will be accepted by **appointment only**. Call 970-416-4206 to schedule an appointment.

Date of appointment: _____
 State Sales Tax #: _____

License # & Type: _____
 State License # & Type: _____

Purpose:

- A business wishes to remove an existing owner
- A business wishes to change the ownership percentages of existing owners
- Addition of a new owner(s) to the existing ownership group
- Change of business entity name
- A business wishes to update its corporate structure type (for example: changing from a partnership to an LLC)

It is recommended that you retain an attorney to assist you with this application process. No City staff member is permitted to provide any legal advice regarding the marijuana business license application, or any documents submitted. The applicant is responsible for compliance with all code and rule requirements.

Applications must be **complete** in all aspects. All documents must be typed or legibly printed in ink. 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.

MAIN APPLICATION DOCUMENTS Review CRS 44-12-308	
	Oath of Application (Fort Collins Form)
	Authorization and Consent to Release Information (Business) (City of Fort Collins Form)
	<p>MED Form: Change of Ownership Application for each license type. Please refer to the CO Retail Code. Date Ft. Collins rec’d MED (State) Application: _____</p> <p>MED Form DR 8535 Change of Ownership</p> <p>Must submit separate application for each business license. Single Sided.</p>
	<p>MED Form: New Retail Business License Application (with new ownership information)</p> <p>DR 8548 License Application for each license type pages 1-4</p> <p>Must submit separate application for each business license. Single Sided.</p>
	<p>Other: Supporting documents such as Detail Action Sheet and or supplemental documents supporting business license application is attached. Use Detail Action Sheet (DAS) excel separate sheet (see attached document), including jurisdiction, type of action and date of action) for each license held by same entity or connected to any of the individuals that are a party to the license being transferred. (Fort Collins Form)</p>

Change of Ownership Checklist: Retail Marijuana

- Internal Use: Application is complete: YES
- Date application was sent to Licensing Authority for review: _____
- Date Ft Collins Rec’d Criminal Background Police Memo: _____



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	Sales Tax license or copy of application (Fort Collins Form) must notify of the change
PROPERTY-RELATED DOCUMENTS	
	<p>Authorization to Use Property for a Marijuana Business (required if the applicant is not the owner of the proposed licensed premises) (Fort Collins Form). Written consent of owner to lease property to a marijuana establishment</p>
	<p>Amended lease, If the current lease was personally guaranteed by a person who will no longer be an owner, OR if the name of the licensed entity is being changed. Proof of possession of property (deed or lease) for marijuana business. Lease expiration date: _____</p>
	<p>Poudre Fire Authority (PFA) Forms: to be reviewed and initialed by applicant</p> <ul style="list-style-type: none"> • Code Requirements for Marijuana Grow Operations • Code Requirements for Marijuana Manufacturer Facility (MIP) • Fire Prevention Policy • <input type="checkbox"/> Attached <input type="checkbox"/> Documentation has been forwarded to PFA
BUSINESS ENTITY DOCUMENTS Review CRS 44-12-308 and CRS 44-12-309 and FCMC 15-472	
	Executed Sales Contract or Agreement
	New or Amended Operating Agreement
	Minutes for business entity meeting when the change is approved
	In the event that a person is leaving the entity, proof that the departure is voluntary (for example, a letter of resignation)
	Articles of Amendment, Statement of Conversion, or other Statement of Change document files with the Colorado Secretary of State (if applicable)
	Secretary of State Certificate of Good Standing
	Purchasing Agreement (required if ownership percentages are changing)
DOCUMENTS RELATING TO INDIVIDUAL PERSONS: Criminal Background Check	
Review CRS 44-12-308 and FCMC 15-472 CBI for New owners only	
	<p>Form of identification (must contain a photo) for each person: Color copy please <input type="checkbox"/> Driver's license <input type="checkbox"/> State Issued Picture ID <input type="checkbox"/> Valid passport Other: copy of MED badge (if applicable, include this copy of MED badge) <input type="checkbox"/> A military identification card <input type="checkbox"/> An alien registration card (Green Card)</p>
	Oath by Associated Person or Associated Key (Fort Collins Form)
	Authorization and Consent to Release Information (Individual) (Fort Collins Form)

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	Addendum to DR 8520 / DR 8557 (Fort Collins Form) <input type="checkbox"/> Supporting documents are attached
	MED Associated Key License Application Form (DR 8520), pages 1-8. (New owners only):
	Non-Resident Owner: MED Pre-Suitability Application Form (DR 8557) <input type="checkbox"/> State approval letter for Pre-Suitability if applicable is attached
	Background checks with IdentoGo: follow separate instruction sheet Date that electronic fingerprints were completed: _____
	Indirect Beneficial Interest Owner (IBIO): (DR 8556)
	Other: Affirmation of Passive Investment (DR 8558) i.e., Economic Interest or Commercially Reasonable Royalty Interest Holder, or Qualified Limited Passive Investment Holder
OTHER	
	Supporting documents: Name of Supporting document(s): _____ Any other documents that may be necessary to support the ownership change application
	Fees DUE AT APPLICATION APPOINTMENT. Checks payable to the City of Fort Collins or money orders accepted. Note: application fees are non-refundable <ul style="list-style-type: none"> • Application fee of \$1000 per license

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.**

- **Proof of state approval will need to be submitted before the application process will be considered complete, and all applicable inspections will need to be completed and approved, before a license will be issued.**
- **Applications will be administratively closed if the application process has not been completed within 12 months.**
- **Review [Retail Rules and Regulations](#)**
- **Review [Retail Licensing Authority Rules of Procedure](#)**
- **Review [MED Marijuana Business Owners and Investors webpage](#).**
- **NOTE: Incomplete applications WILL NOT be processed.**

Please note: applicant MUST follow State (Marijuana Enforcement Division-MED) rules and Local rules for when applying for new marijuana license(s). The two segments of Colorado’s marijuana industry are separate and distinct and are governed by two different sets of statutes, and rules. City of Fort Collins Marijuana Business licenses are valid for one year.

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