



updated April 15, 2019

Applicant Business: \_\_\_\_\_

## RETAIL MARIJUANA MODIFICATION OF PREMISES APPLICATION CHECKLIST

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

Date of appointment: \_\_\_\_\_

License # & Type: \_\_\_\_\_

State License # & Type: \_\_\_\_\_

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**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. It is also recommended that you enlist the services of a professional to develop plans for the building, zoning, and fire prevention elements of your building.**

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	
	Oath of Application (Fort Collins Form) (note: 1 per application is required)
	Authorization and consent to Release Information (Business) (City of Fort Collins)
	Report of Changes Application ( <a href="#">DR 8545</a> ). <b>The same identical application form should be submitted to the MED.</b> <a href="#">Review: Rules: R 303 &amp; Retail: R 304</a> (Shared Licensed Premises if applicable)
	Supporting documents: <b>Name of Supporting document(s):</b> _____ Any other documents that may be necessary to support the modification application
PROPERTY-RELATED DOCUMENTS	
	<b>Zoning Report:</b> To be submitted to the Zoning Department for its review and comment and submitted by the applicant as part of the application (Fort Collins Form). <b>Note: If Zoning indicates applications/approvals are needed, they MUST be completed prior to application submission. Development approvals (if required)</b> <input type="checkbox"/> Attached
	<b>Site plan:</b> A to scale, no larger than 11" x 17", for the parcel on which the business will be located showing the parcel lot lines, location of the building on the site, location of the tenant space within the building (if leasing a portion of the building); and loading zones. Aerial photos and internet graphics are not acceptable. <b>Attached to Zoning report:</b> <input type="checkbox"/> Yes or <input type="checkbox"/> no <input type="checkbox"/> NA

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- **Internal Use:** Date zoning approved: \_\_\_\_\_



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	<p><b>Floor plan:</b> A "to scale" diagram of the <b>current</b> licensed premises (as on file with the City Clerk's Office, and as it was approved by the Local Licensing Authority), no larger than 11" x 17", showing building layout, all entryways and exits, loading zones, and all areas in which medical marijuana will be stored, grown, manufactured or dispensed. This diagram should reflect the premises before the modification</p>
	<p><b>Floor Plan:</b> A "to scale" diagram of the <b>proposed</b> licensed premises, no larger than 11" x 17", showing building layout, all entryways and exits, loading zones, and all areas in which marijuana will be stored, grown, manufactured or sold, is attached and labeled as <b>"PROPOSED"</b> (follow floor plan &amp; video plan requirements)</p> <p><b>Note: Marijuana Enforcement officer MUST "sign-off" on your "proposed" floorplan</b></p> <p><input type="checkbox"/> Floor Plan has been accepted by Police Services, as evidenced by Enforcement Officer's signature on floor plan. <b>Date Accepted by Police:</b> _____</p>
	<p><b>Authorization to Use Property</b> for a Marijuana Business (required if the applicant is not the owner of the proposed licensed premises) (Fort Collins Form).</p>
	<p><b>Landlord consent to the intended modification</b></p>
	<p>Revisions to the existing lease that are necessary as a result of the modifications to the premises. <b>This may include proof of Landlord's consent for modification</b></p>
	<p>Will this modification result in an expansion of your premises?  <input type="checkbox"/> Yes or <input type="checkbox"/> no <input type="checkbox"/> NA</p>
	<p><b>All License Types:</b> will your modification of premise affect or change any of the following: Production, storage, or sale areas for consumable products, chemical storage areas, or plumbing fixtures?  <input type="checkbox"/> Yes or <input type="checkbox"/> no <input type="checkbox"/> NA</p>
	<p><b>Cultivation Facilities:</b> Do you perform water extractions?  <input type="checkbox"/> Yes or <input type="checkbox"/> no <input type="checkbox"/> NA</p>
	<p><b>Infused Product Manufacturers:</b> What type(s) of extraction do you perform?  <input type="checkbox"/> Butane <input type="checkbox"/> Propane <input type="checkbox"/> Carbon Dioxide <input type="checkbox"/> Ethanol <input type="checkbox"/> Isopropanol <input type="checkbox"/> Acetone  <input type="checkbox"/> Heptane <input type="checkbox"/> Pentane <input type="checkbox"/> Other: _____  <input type="checkbox"/> NONE <input type="checkbox"/> Business leases/rent equipment</p>
<b>OTHER</b>	
	<p><b>Fees</b> (certified funds or money order only, payable to "City of Fort Collins")  <b>DUE AT TIME OF APPLICATION.</b> Note: application fees are <b>non-refundable</b>  Retail Modification Application fee of \$500 per license</p>

**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** of the proposed modification will need to be submitted, and all the applicable inspections will need to be completed and approved, before the City will update licensee file and or amend the license to reflect completed modification. Review CRS 44-12-303-304
- Applications will be administratively closed if the application process has not been completed within 12 months.

RETAIL: Modification of Premises Checklist

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- **Legal documents included as part of this application must be properly signed and executed**

A **Modification of Premises** is required when any of the following occurs:

- Changing the square footage of the building/licensed premises
- Altering the layout of the facility (including modifying doorways, adding/removing walls) or any other action that would require a building permit.
- The addition or reconfiguration of a point of sale location
- The addition or replacement of electrical fixtures for the purpose of increasing power for cultivation activities.
- The addition or removal of a cultivation or MIP facility from the premises
- The addition, alteration, or removal of extraction equipment, including any extraction ventilation system components
- Additions, alteration or deletion of any enrichment system(s)

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