

**SPECIAL REGULATED USE APPLICATION  
SUBMITTAL GUIDELINES AND CHECKLIST  
FOR MARIHUANA BUSINESSES**

**50-80.6 - License Application Submission**

- A. Application for any Group "E", "F", or "G" Marihuana license required by this Ordinance shall be made in writing to the Zoning Coordinator, and must be approved by the Planning Commission, and approved by the State of Michigan, prior to commencing operation. Upon the expiration of an existing license, a license will be automatically renewed by the City of Flint for one (1) year if the following conditions are met: (1) there are no uncured administrative violations in the prior year; (2) the applicant has paid the annual licensing fee for the renewal period; (3) any Stakeholder changes have been fully disclosed to the City of Flint; and (4) the applicant has paid and received the renewal of its State license.
- B. An application for a Marihuana Facility license required by this Ordinance shall contain the following:
1.  The appropriate non-refundable application fee is \$1500 per license, and the annual license fee for a Marihuana Facility license shall be \$5000, less the initial payment of the application fee for the first year only.

Check one of the boxes in (2 or 3) below to identify whether the applicant is an individual or not

2.  **If the applicant is an individual,**
  - the applicant's name
  - date of birth
  - physical address
  - copy of government issued photo identification (*front and back*)
  - email address
  - one or more phone numbers
  - emergency contact information
  - (*location confirmation signoff*)
  
3.  **If the applicant is not an individual,**
  - name(s)
  - date(s) of birth
  - physical addresses
  - copy of government issued photo identification (*front and back*)
  - email addresses
  - one or more phone numbers of each stakeholder of the applicant
  - designation of the highest-ranking stakeholder as an emergency contact person and contact information for the emergency contact person
  - articles of incorporation
  - assumed name registration documents

- Internal Revenue Service SS-4 EIN confirmation letter  
Check ONE of the three boxes below
- copy of the operating agreement of the applicant, **if a limited liability company**
- copy of the partnership agreement, **if a partnership**
- copy of the by-laws or shareholder agreement, **if a corporation**
- *(location confirmation signoff)*

4.  The name and address of the proposed Marihuana Facility and any additional contact information deemed necessary and requested by the City;
  5.  For the applicant, for each Stakeholder of the applicant, an affirmation under oath as to whether they are at least 18 years of age and have never been indicted for, charged with, arrest for, or convicted or pled guilty or nolo contendere to, forfeited bail concerning, or had expunged any criminal offense under the laws of any jurisdiction, either felony or controlled-substance related misdemeanor not including traffic violations, regardless of whether the offense has been expunged, pardoned, reversed on appeal or otherwise, including the date, name and location of the court, arresting agency, the case caption, the docket number, the offense, the disposition, and the location and length of incarceration;
  6.  An affirmation under oath that the applicant, before hiring a prospective agent or employee of the applicant, and after, the holder of a license shall conduct a background check of the prospective employee. If the background check indicates a pending charge or conviction within the past ten (10) years for a controlled substance-related felony, the applicant shall not hire the prospective employee or agent without written permission from the City Council;
  7.  A signed release authorizing the City of Flint Police Department to perform a criminal background check to ascertain whether the applicant, each Stakeholder of the applicant, each managerial employee and employee of the applicant meet the criteria set forth in this Ordinance;
- (for any managerial employee or employee)*
8.  The name,  
 date of birth,  
 physical address,  
 copy of photo identification, *(front and back)*  
 and email address  
**for any managerial employee or employee of the Marihuana Facility, if other than the applicant;**

9.  An affirmation under oath as to whether the applicant or Stakeholder has ever applied for or has been granted any commercial license or certificate issued by a licensing authority in Michigan or any other jurisdiction that has been denied, restricted, suspended, revoked, or not renewed and a statement describing the facts and circumstances concerning the application, denial, restriction, suspension, revocation, or nonrenewal, including the licensing authority, the date each action was taken, and the reason for each action;
10.  One of the following:  
 (a) proof of ownership of the entire premises wherein the Marihuana Facility is to be operated;  
 or (b) written consent from the property owner for use of the premises in a manner requiring licensure under this Ordinance along with a copy of the lease for the premises (*witnessed and/or notarized*)  
 OR (C) A PURCHASE AGREEMENT EXECUTED BY BOTH THE APPLICANT AS PURCHASER AND THE SELLER OF THE PARCEL IN QUESTION;
11.  Proof of an adequate premise liability and casualty insurance policy in the amount not exceeding the requirements addressed in the Medical Marihuana Facilities Licensing Act OR THE MRTMA or applicable State laws, covering the Marihuana Facility and naming the City as an additional insured party, available for the payment of any damages arising out of an act or omission of the applicant or its stakeholders, agents, employees, or subcontractors;
12.  A security plan for the Marihuana Facility that contains a comprehensive diagram, including, but not limited to, any lighting, alarms, barriers, recording/monitoring devices, and/or security guard arrangements proposed for the facility and premises. The security plan must contain the specification details of each piece of security equipment.  
 Each Marihuana Facility must have a security guard present during business hours or alternative security procedures shall be proposed in the business plan;
- I.  Security cameras are required for any Group “E”, “F” or “G” Special Regulated Use operation. For Group “E”, “F”, and “G” Special Regulated Uses, the security plans must include details on the location and number of security cameras located on the premises, both on the interior and exterior. At a minimum, security cameras must be installed to capture all entry and exit doors, public counters, and parking lots;

II.  The make and model of the security cameras must meet the Flint Project C.A.T.T. EYE specifications and the video feed made available to be monitored twenty-four hours/day by the Flint Police Department. Signs and decals are strongly encouraged to be posted within the Marihuana establishment indicating the facility is part of Flint Project C.A.T.T. EYE.

13.  a floor plan of the Marihuana Facility,  
 a scale diagram illustrating the property upon which the Marihuana Facility is to be operated,
- including all available parking spaces,
  - specifying which parking spaces, if any, are handicapped-accessible.
14.  An affidavit that neither the applicant nor any Stakeholder of the applicant is in default to the City. Specifically, that the applicant or Stakeholder of the applicant has not failed to pay any property taxes, special assessments, fines, fee or other financial obligations to the City;
15.  An affidavit that the transfer of Marihuana to and from Marihuana Facilities shall be in compliance with the MMMA and the Medical Marihuana Facilities Licensing Act AND THE MRTMA or other applicable state laws;
16.  A staffing plan complete with an organizational chart listing all individuals that includes position descriptions and the names of each person holding each position;
17.  Any proposed text or graphical materials to be shown on the exterior of the proposed Marihuana Facility.
18.  A business plan that includes a proposed marketing plan, scheduled tangible capital investment in the City including an explanation of the economic benefits to the City and job creation statistics. The plan should include both the short and long term goals and objectives of the business operation;

19.  A location area map of the Marihuana Facility and surrounding area that identifies the relative locations and the distances (closest property line to the subject Marihuana Facility's building) to the subject Marihuana Facility to the closest real property comprising a Pre-K-12 school; a place of worship; and any dedicated public park(s);
20.  A facility sanitation plan to protect against any Marihuana being ingested by any person or animal, indicating how the waste will be stored and disposed of, and how any Marihuana will be rendered unusable upon disposal. Disposal by on-site burning or introduction in the sewage system is prohibited;
21.  A hazardous material plan, indicating what, if any, hazardous substances will be on the premises, in what quantities, the intended usage of such hazardous materials, and the plans for the disposal of such hazardous materials and/or their byproducts. All waste that is hazardous must be disposed of pursuant to Part 111 of 1994 PA 451, Hazardous Waste Management.
22.  A proposed patient AND/OR CUSTOMER record keeping plan that will track quantities sold to individual patients and caregivers, AND/OR CUSTOMERS 21 YEARS OF AGE AND OLDER, and will monitor inventory;
23.  A description of procedures for testing of contaminants, including mold and pesticides;
24.  An affirmation under oath that the applicant acknowledges the current status of federal marihuana law and agrees that, as a condition of receiving a license from the City of Flint, any plant(s) possessed by the applicant in excess of the licensed quantity of plants permitted may be immediately confiscated for destruction without a hearing; and that the applicant agrees to waive any right of recourse against the City for any damages or restitution for the value of such excess plant(s).
25.  Each applicant shall provide an attestation acknowledging that sanctions may be imposed for ordinance or State law violations while licensed or after the marihuana license has expired, as provided for under State law and City ordinances.

### **Additional Items for Growing and Processing**

26. As it relates to a Growing or a Processing Facility **OR AN EXCESS GROWER**, the following additional items shall be required:
- I.  A grower plan that includes at minimum a description of the Grower methods to be used, including plans for growing mediums, treatments and/or additives;
  - II.  A processing plan that includes at a minimum a description of the methods to be used;
  - III.  A production testing plan that includes at a minimum a description of how and when samples for laboratory testing by a state approved Safety Compliance Facility will be selected, what type of testing will be requested, and how the test results will be used;
  - IV.  An affidavit that all operations will be conducted in conformance with the MMMA, the Medical Marihuana Facilities Licensing Act, THE MRTMA, or other applicable State laws and such operations shall not be cultivated on the premises at any one time more than the permitted number of Marihuana Plants per the Michigan Medical Marihuana Act, as amended, THE MRTMA, and the Medical Marihuana Facilities Licensing Act;
  - V.  A Chemical and pesticide storage plan that states the names of the chemicals and pesticides to be used in a Growing or Processing Facility, and where and how pesticides and chemicals will be stored in the facility, along with a plan for the disposal of unused pesticides;
  - VI.  All Growers, EXCESS GROWERS and Processors must be performed within an Enclosed Locked Facility which may include indoors or in an enclosed greenhouse.