



City of Flint

Special Regulated Use Application Submittal Guidelines Marihuana Businesses

Applicant is to submit one (1) physical **full version** of application and its supplemental documents/materials, and nine (9) physical **executive summaries** of application and its supplemental documents/materials. Additionally, applicant is to also submit one (1) digital **full version** of application and its supplemental documents/materials.

For the executive summary's requirements, **please refer to the "Executive Summary Key" at the end of this packet.**

Hard copies of applications should be in three ring binders or folders, with sections clearly separated. Digital copies should be provided in a .pdf and e-mailed to Wvandercook@cityoffint.com

ADDITIONAL DOCUMENTS REQUIRED

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| (1) Articles of incorporation |
| (2) Assumed named registration documents |
| (3) Internal revenue service SS-4 EIN confirmation letter. |
| (4) Copy of the operation agreement of the applicant |
| (5) If the applicant is a limited liability company: a copy of the partnership agreement if a partnership. Or, a copy of the bylaws or shareholder agreement if a corporation. |
| (6) Deed/Lease/Option agreement |
| (7) Proof of insurance. Please show the certificate page in the executive summary. |
| (8) Property owner's authorization (if applicable) |
| (9) Signed and notarized Acknowledgement of Federal Law and Release of Liability form. Copy is appropriate for executive summary. |

ADDITIONAL REQUIRED MATERIALS

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| (10) Proof of ownership of the entire premises wherein the medical marihuana facility is to be operated; or 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. |
| (11) Proof of an adequate liability and casualty insurance policy in the amount not exceeding the requirements addressed in the Medical Marihuana Facilities Licensing Act or applicable state laws, covering |

the medical 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. Please show the certificate page in the executive summary.
(12) A security plan for the medical 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 medical marihuana facility must have a security guard present during business hours or alternative security procedures shall be proposed in the business plan. 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. Please show the comprehensive diagram in the executive summary.
(13) Floor plans of the medical marihuana facility, as well as a scale diagram illustrating the property upon which the medical marihuana facility is to be operated, including all available parking spaces, and 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 medical marihuana facilities shall be in compliance with the MMMA and the Medical Marihuana Facilities Licensing Act 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. Please show the organizational chart in executive summary.
(17) Any proposed text or graphical materials to be shown on the exterior of the proposed medical 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 medical marihuana facility and surrounding area that identifies the relative locations and the distances to any real property comprising a Pre K-12 school, a place of worship, or any dedicated public parks.
(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 onsite burning or introduction in the sewerage system is prohibited.
(21) A description of procedures for testing of contaminants, including mold and pesticides.
(22) 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 has hazardous must be disposed of pursuant to part 111 of 1994 PA 451, hazardous waste management.
(23) A proposed patient recordkeeping plan that will track quantities sold to individual patients and caregivers, and will monitor inventory.

ADDITIONAL REQUIRED MATERIALS SPECIFIC TO GROWING OR PROCESSING	
(24)	A grower plan that includes at a minimum a description of the grower methods to be used, including plans for the growing mediums, treatments and/or additives.
(25)	A processing plan that includes at a minimum a description of the methods to be used.
(26)	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.
(27)	An affidavit that all operations will be conducted in conformance with the MMMA, the Medical Marihuana Facilities Licensing Act 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, and the Medical Marihuana Facilities Licensing Act.
(28)	A chemical and pesticide storage plan that state 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.
(29)	Guarantee that all growing and processing will be performed within an enclosed locked facility.

All items must be provided in the application's full version. Regarding the executive summary, please see the key below.

EXECUTIVE SUMMARY KEY

(No color)	Material to be wholly provided in executive summary.
	Material not needed in executive summary.
	Material to be a one-page (maximum) excerpt in executive summary.
	Material to be a 3-page (maximum) excerpt in executive summary.

An "excerpt" is defined as an identical copy of a page included in the full version. The content displayed in the excerpt of the executive summary is not to differ from the content in the full version. Tabs, tables of contents, or cover pages simply identifying the topic item are appropriate in the executive summary. The full version will be filed and kept in the Zoning Coordinator's office, and will be present at the Planning Commission meeting.