

# Application for Marihuana Facilities Licenses in the City of Muskegon



**Application for License Type(s):**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> MMFLA Grower Class A      | <input type="checkbox"/> MMFLA Safety Compliance Facility | <input type="checkbox"/> MRTMA Secured Transporter                  |
| <input type="checkbox"/> MMFLA Grower Class B      | <input type="checkbox"/> MRTMA Retailer                   | <input type="checkbox"/> MRTMA Safety Compliance Facility           |
| <input type="checkbox"/> MMFLA Grower Class C      | <input type="checkbox"/> MRTMA Grower Class A             | <input type="checkbox"/> MRTMA Microbusiness                        |
| <input type="checkbox"/> MMFLA Processor           | <input type="checkbox"/> MRTMA Grower Class B             | <input type="checkbox"/> MRTMA Excess Marihuana Grower              |
| <input type="checkbox"/> MMFLA Provisioning Center | <input type="checkbox"/> MRTMA Grower Class C             | <input type="checkbox"/> MRTMA Designated Consumption Establishment |
| <input type="checkbox"/> MMFLA Secured Transporter | <input type="checkbox"/> MRTMA Processor                  |   |

**Address of proposed licensed facility:** \_\_\_\_\_

**Application fee: \$5,000 per license** (licenses may be stacked).

**Payment method used:** \_\_\_\_\_

*Include a copy of the applicant's drivers license with application. Failure to do so may result in a delay in application processing.*

| Applicant Information  |
|--|
| Applicant Name:<br><small>(If applicant is a business, include business name AND the name of the business owner/applicant)</small> |
| Home Address:  |
| Phone Number:  |
| Have you received preliminary approval from the State of Michigan for an MMFLA License?  |
| Planned Opening Date:  |

| Property Owner Information  |
|---|
| Owner Name:   |
| Home Address:   |
| Phone Number:   |
| Does the applicant have legal possession of the premises from the date this license will be issued by virtue of ownership, lease or other arrangement?<br><br>_____ Ownership _____ Lease _____ Other (explain) |

## Step 1: Background Check

Has the applicant been indicted for, charged with, arrested for, convicted of, pled guilty or no contest to, or forfeited bail under the laws of any jurisdiction (state, federal, or foreign) concerning any felony criminal offense or a misdemeanor involving a controlled substance?

No  Yes

Has the applicant been found responsible for violating a local ordinance in any state involving a controlled substance that substantially corresponds to a felony in that state, whether the offense has been reversed on appeal, reduced, expunged, set aside, pardoned or otherwise?

No  Yes

Please provide the following information for all arrests, charges, indictments, and convictions related to felonies regarding controlled substances.

| Offense<br>Arrest/Charge/Indictment/Conviction | Date | Court<br>Name/Location | Case<br>Number | Disposition |
|--|------|------------------------|----------------|-------------|
|  |      |                        |                |             |
|  |      |                        |                |             |
|  |      |                        |                |             |

Does the applicant have any outstanding taxes, fees, assessments (including any separate business entities the applicant has ownership in) due to the City of Muskegon? All outstanding fees due to the City of Muskegon must be paid before advancing to Step 2.

No  Yes

## Step 2: Proof of Business Responsibility

The applicant must provide the following:

- Copy of deed or lease agreement.
- Proof that the applicant has reasonably demonstrated it possess sufficient financial resources to fund the project.
- Acknowledgement and consent to investigations, statute and rule compliance (notarized).
- Copy of insurance policy, bond, or securities for facilities if building has already been purchased or leased. This may be submitted after approval if building has not been purchased or leased yet.
- Truth and accountability statement – A statement signed by the applicant that verifies that everything in the application is truthful and that all plans will be implemented as stated. Failure to perform the actions described in the application may result in the denial of recertification.

## Step 3: Plans

The following plans must be approved before a license is granted:

- Security Plan – The applicant must explain how they will maintain a safe environment for neighbors and customers. Security cameras or guards are required and their locations must be shown on the plan.
- Outreach Plan – Provisioning Centers must explain how they will meet with neighborhood organizations, business association, crime watch and other neighborhood organizations to provide contact information for questions and concerns.
- Site Plan – See Appendix 1 for site plan requirements.
- Building Façade Improvement Plan – See Appendix 2 for building façade requirements.
- ADA Plan – Building plans showing that the building will be brought into full compliance of Americans with Disabilities Act standards.
- Waste Disposal Plan – Explanation of how waste, chemicals and unused plant material will be disposed.
- Odor Elimination Plan – Documentation of carbon filtration system to be used along with other odor eliminating procedures.
- Blight Elimination Plan – The plan must address how the business will eliminate existing blight on premises. The plan must address the following:
  - Buildings and light poles shall be painted with no chipping or fading.
  - Windows must be in good condition with no cracks.
  - Parking lot must be in good condition with no potholes. All asphalt cracks must be sealed.
  - All fences must be in good condition without any visible wear.
  - All dumpsters must be screened with privacy fencing.
- Customer Plan – The plan must address the following:
  - How will the customer enter the building and view the product?
  - Will locks/buzzers be used to enter display rooms?
  - How many customers may enter at one time?
  - Will there be security checking people at the door?
  - What packaging will be used to keep product from being identified outside?
- Employment Plan – Plan must explain the following:
  - Hiring procedures
  - Equal Employment Opportunity Plan (see the City’s EEO & Employee Relations Director if you need assistance)
  - Anticipated employment levels
  - Hours of operation and number of shifts – employees per shift

Charitable Causes – The applicant is encouraged to provide a statement on the businesses intended charitable contributions.

Secure Transporters only: Provide proof of auto insurance, vehicle registration, and registration as a commercial motor vehicle as applicable for any transporting vehicles used to transport marijuana product.

## Step 4: Muskegon Social Equity Program (MSEP)

Does the Business plan on participating in the Muskegon Social Equity Program? Please check a box below. Please see Appendix 3 for guidelines on the program.

- Yes, we will contribute \$\_\_\_\_\_ this year to the MSEP (recommended 0.5% of yearly profits)
- Yes, we will offer affordable (no higher than price per sf in the general area) lease space to a retail business.
- No, we do not plan to participate in the MSEP.

## *Appendix 1*

A site plan showing the following requirements, in addition to the standard requirements listed in Section 514 of the zoning ordinance, must be submitted:

Landscaping – Decorative landscaping shall be provided with irrigation, even on sites that do not currently meet the minimum landscaping requirements. Grass is required in all terraces. All new construction projects shall require underground sprinkling. All sites must contain the following (see figure 1 for example):

- An average minimum greenbelt of 10 feet shall be maintained along all street frontages. Greenbelt buffers shall be landscaped in grass, ground cover, perennials, and/or other natural, living, landscape material.
- All required front setbacks shall be landscaped with a minimum of one (2) canopy or shade tree, two (4) understory or evergreen trees and (4) shrubs, for each thirty (30) lineal feet (or major portion thereof) of frontage abutting the right-of-way. Deciduous canopy trees shall be a minimum of twelve (12) feet in height and a minimum caliper of 2 inches at four and one-half (4 ½) feet above the ground. Evergreen and understory trees shall be a minimum of six (6) feet high at planting.
- Parking lots exceeding 5,000 square feet (including all parking spaces, lanes, drives and other areas devoted to vehicular use) shall be landscaped with at least one (1) landscape island. For each additional 5,000 square feet (or each additional 20 spaces, whichever is greater) an additional landscape island shall be required. Landscape islands shall be at least 180 square feet in size, with a minimum width of three (3) feet. Landscape islands shall be landscaped with one (1) shade canopy tree and three (3) shrubs for every eight (8) parking spaces. Canopy trees shall be a minimum of twelve (12) feet in height with a minimum caliper of 2 inches at four and one-half (4 ½) feet above the ground.

\*Any plants that will not fit in the required landscaping areas may be donated to the city to be placed in public spaces throughout the Marihuana Overlay District.

Traffic control – Applicant must demonstrate how traffic will enter/exit property. Actions may be required to limit traffic near residential/commercial uses, this may include eliminating curb cuts and installing new curbs or other measures. See figure 2 for an example.

Figure 1

Existing Site Conditions



Required Landscaping Improvements

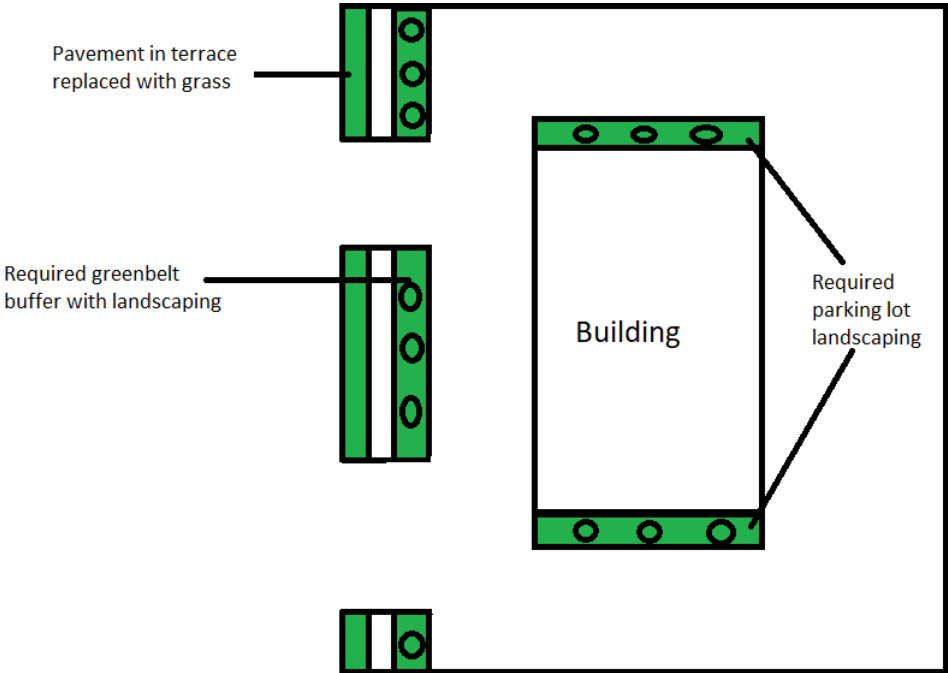
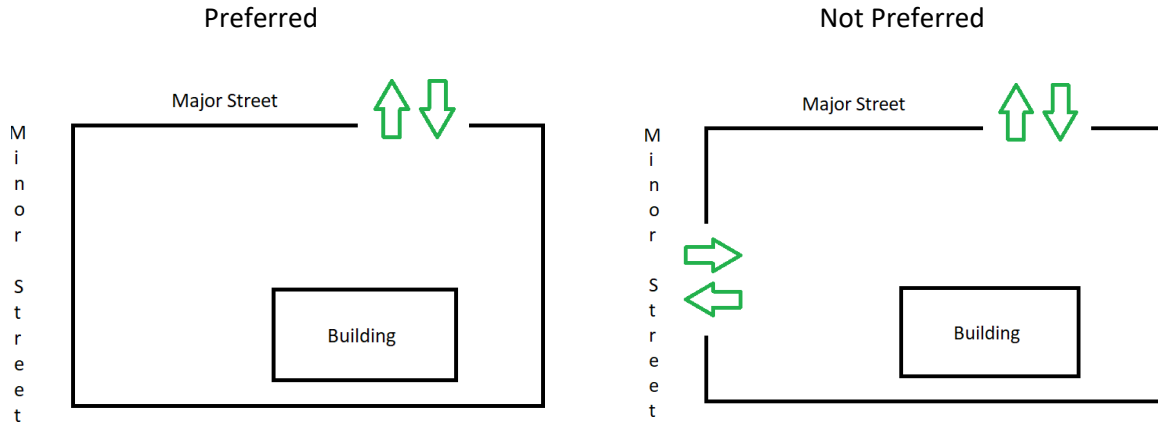


Figure 2



## Appendix 2

An elevation drawing depicting the following building facade requirements shall be submitted:

- Bay Doors. See figure 3 for example.
- Security bars/gates are prohibited. However, security shutters may be used but are not required. See figure 4 for example.
- Canopy over main entrance. See figure 5 for example.
- Ornamental lighting fixtures near all ingress/egress doors. See figure 6 for example.
- Signage. Businesses shall be limited to one sign, no larger than 25 square feet and shall not use the word marihuana/marijuana, cannabis or any other word or phrase which would depict marihuana/marijuana; nor may pictures of a leaf or leaves, green cross or any other rendering which would depict marihuana/marijuana be displayed on a sign or any part of the building. Windows shall remain free and clear of all advertising.

figure 3



figure 4



figure 5



figure 6



### Appendix 3

#### Medicinal and Recreational Marihuana Social Equity Program

The City of Muskegon was recently announced as one of 19 Michigan cities that meet the State-identified criteria for the State of Michigan's Social Equity Program. Please contact the State's Social Equity Team at (517) 284-8599 to see if you qualify for the State of Michigan Social Equity Program.

In addition, the MSEP will also focus on social equity by providing expungement clinics, grants/loans, and education on safe marihuana consumption and youth prevention. The City is also encouraging private entities within the marihuana overlay district to offer affordable rental space to retailers and other small businesses wishing to open accessory businesses within the district.

#### **MSEP REVENUE**

Medical and Recreational licensed marihuana businesses in Muskegon may elect to contribute to the City's MSEP. Additionally, 35% of all local excise tax receipts will be allocated to the City's MSEP.

#### **ALLOCATION OF MSEP RESOURCES**

1. 30% for business micro-loans/grants for those that have had a low-level marihuana conviction.
2. 35% will be dedicated towards facilitating marihuana related expungement clinics.
3. 35% for education and community outreach for responsible marihuana consumption related to harm reduction.