



Adult Use Marijuana Establishment Permit Application
Frequently Asked Questions

Dated: August 28, 2020

Dear prospective applicant for an adult use marijuana establishment permit:

First, thank you for your interest in adding to the business community of Traverse City!

The purpose of this letter is to provide you with some basic information regarding the process and some anticipated questions as they relate to how the City of Traverse City processes applications for adult use marijuana establishments. Respectfully, please understand that this document in no way is meant to be an exhaustive review. You should thoroughly review the City of Traverse City's ordinances which regulate adult use marijuana as well as state and federal regulations and rules and consult with your own experts and legal counsel.

The following are anticipated frequently asked questions:

1. Where should applications for these permits be submitted?

All applications must be submitted in digital format to:

Benjamin Marentette, MMC
City Clerk – City of Traverse City
400 Boardman Avenue – First Floor
Traverse City, MI 49684

2. What needs to be submitted with the application?

The non-refundable application fee as well as all required submittals outlined within the application – please review it carefully.

3. When will applications be accepted and how must they be submitted?

The City Clerk will accept applications for retail establishments and microbusinesses starting at 8 a.m. on November 30, 2020, until 5 p.m. on December 4, 2020; applications for these two establishment types will not be accepted at any other time. The reason for this application window is the City Clerk is making the application packet available starting on September 4, 2020. These license types are awarded on a competitive basis. For medical marijuana licenses, the city provided approximately three months for applicants to assemble their applications and we wanted to provide a similar opportunity for adult use marijuana applicants.

For all other applications, the City Clerk will accept them on an ongoing basis.

All applications must be submitted as a searchable PDF, on a flashdrive, along with the nonrefundable application fee. As outlined in the application, please number supplemental pages of your application sequentially, beginning with "Page 18."

4. Can I submit multiple applications for different locations and facility types?

Yes, with some applications, as described below. A separate application must be submitted for each facility type and location.

However, for retail establishments and microbusiness establishments, the city will accept one application per property. Once an application for a property has been received, all subsequent applications for that property will not be accepted and the city will refund, or return, the fee for the applications for the same property that came in after the first one submitted.

Please note, for retail establishments and microbusiness establishments, the city does not allow the same applicant (as defined by city ordinance) to submit multiple applications for the same establishment type; the city will not refund the fee in these instances.

5. Where can facilities be located?

As a general reference, please see the related map. However, to make certain, please email the city's Zoning Administrator, Dave Weston (dweston@traversecitymi.gov) the address for the proposed facility, along with the facility type, to determine if the proposed address and facility type are permissible under the city's zoning rules. Please note, however, that any response from the City's Zoning Administrator neither guarantees nor implies that a permit will be issued – permits are only issued by the City Clerk.

Please note that any proposed adult use marijuana facility shall not be within a 1,000 foot radius of any school; for those facilities that are located within a building with multiple suites or separate storefronts, the actual "suite" or storefront where the facility is located shall not be within such radius, provided that each suite/storefront is separated entirely from the other suites/storefronts in the building.

6. Is there a limit on the number of facility permits the city will issue?

The City may issue a maximum of four (4) adult use retail establishment permits and may issue a maximum of two microbusiness establishment permits. There is no maximum limit on the number of permits the City may issue for other permissible establishment types.

7. Is the application fee refundable?

The fee must be submitted with the initial application and the fee is non-refundable once submitted, with the exception as outlined above in this cover letter.

8. When will the City Clerk sign the attestation required by the State of Michigan?

The City Clerk will sign the attestation when your application has gone through all of the necessary steps to be awarded a permit, with the only remaining item necessary is the City Clerk's Office receipt of your state operating license.

9. Once I submit my application, what happens and what is the process for approval?

Once your application is submitted, the City Clerk's Office will conduct an initial review for completeness. If, upon initial review of the application a portion is incomplete or an item is missing, the City Clerk's Office will, notify you by email to the address of the individual listed on the "contact information" section of the application. You will have ten (10) business days from the mailing date to provide the incomplete or missing information to the City Clerk.

Once an application has passed the initial review by the City Clerk's Office, it will be forwarded to various City departments for their review – these departments include: The Fire Department, Police Department, Municipal Utilities Department, Engineering Department and Traverse City Light and Power. It is possible that these departments may identify missing information – and in such instances, will notify the City Clerk's Office who will then notify the applicant as provided above. Again, you will have ten (10) business days to provide the incomplete or missing information to the City Clerk.

With the exception of retail establishments and microbusiness establishments, once your application is complete and the city is able to conduct inspections, most permit decisions will be made within 30-45 calendar days.

For retail establishments and microbusiness establishments, applicants who are determined eligible will move on to a scoring phase; a minimum of sixty points is required in order to be considered. The City Clerk may then award licenses to the highest score recipients that have a minimum score of sixty; in the event of a tie, the City Clerk will conduct a drawing. The City Clerk will allow one representative from each application to attend the drawing and it will be recorded.

Any applicants defined as "qualified applicants" under city ordinance who are denied a permit by the City Clerk may request reconsideration as outlined in city ordinance.

10. What do I do if something changes in terms of operation of my establishment or the information I provided on my application after my permit is issued, including any application for annual renewal?

Nothing represented in your application materials may be changed until specifically authorized in writing by the City Clerk. If you make such a change without prior written approval of the City Clerk, your permit may be suspended or revoked. Any proposed changes must be submitted in writing to the City Clerk at least ten (10) calendar days in advance.

11. How do I add or delete owners of the permit?

You will need to amend your permit by submitting another application, completing only the sections that apply to ownership and submitting a letter explaining the ownership change. No change in ownership may occur until approved in writing by the City Clerk through the amendment process.

12. Once an Adult Use Marijuana Establishment Permit has been issued by the City Clerk, how long is it valid for and what is the process for renewal?

These permits are valid for one year from the date of issuance by the City Clerk. The same application procedure, including the non-refundable fee which applies to the submission of a new permit application applies to a renewal.

Again, thank you for your interest in locating your business within the City of Traverse City!

Sincerely,



Benjamin Marentette, MMC
City Clerk