



MARIJUANA BUSINESS LICENSE SUBMITTAL REQUIREMENTS AND PROCESSING INFORMATION

- ☐ **Step 1: Applicant submits a letter of intent.** The approved form is available online at www.ci.craig.co.us/marijuana or at the Office of the City Clerk. The letter of intent must include applicant name, street address, type of business and proposed size and scope of the operation. No application will be accepted without prior submittal of the letter of intent
- ☐ **Step 2: Attend a pre-application meeting.** The city clerk shall schedule a pre-application meeting for the purpose of obtaining additional information from the applicant, and to provide the applicant with a more complete understanding of the licensing process. The pre-application meeting is mandatory and a pre-requisite to the submission of an application.
- ☐ **Step 3: Applicant files a complete application,** including all documents on the Application Checklist, all required attachments, and all city fees. Applications are by appointment only.
- ☐ **Step 4: Fingerprints.** City of Craig applicants are required to submit their fingerprints thru Identogo. Information and instructions will be included in your application packet. Submit copies of the original Associated Key Applications submitted to the Colorado Marijuana Enforcement Division.
- ☐ **Step 5: Building Permit Application** copy and/or a copy of a zoning report signed by the City of Craig Building Official are required as part of the application packet.
- ☐ **Step 6: Relevant Neighborhood Boundary Established.** The city clerk will provide the applicant with the neighborhood boundaries to establish the neighborhood desires for the public hearing.
- ☐ **Step 7: Public Hearing** is conducted by the City of Craig Marijuana Licensing Authority no less than 30 days from receipt of a completed marijuana business license application. Our goal is to schedule these 45-90 days from the date of receiving a completed application packet.
- ☐ **Step 8: License Issued:** Applicant will receive a written decision of the City of Craig Marijuana Licensing Authority within 30 days of the hearing. A license will not be issued until a Certificate of Occupancy has been issued and a security inspection by the City of Craig Police Department has been conducted. Your local license is dated to align with the state license.