



City Clerk's Office
City of Craig
300 West 4th Street
Craig, CO 81625
970-826-2008

City of Craig Marijuana License Renewal Application

This application contains terms that may be defined in the City of Craig Municipal Code Chapter 5.70 or the Colorado Retail Marijuana Code, codified at C.R.S. § 44-12-101 et seq. Please complete all applicable sections in ink, attaching additional pages for required explanations, and return the completed Application with attachments as noted herein.

NOTE: An Individual History for the applicant or primary contact, and all employees, corporate officers and directors, corporate stockholders owning 5% or more of the corporation's stock, general partners, limited partners who have 5% or more interest in the partnership, and persons managing the licensee's finances must accompany the Application.

I. LICENSE TYPE

- ☐ Retail Marijuana Store
☐ Date Received by City Clerk: _____
☐ Date of Completed Application _____

Applying as a: ☐ Corporation ☐ Individual ☐ Partnership ☐ Limited Liability Company ☐ Unincorporated Association
☐ Other Describe Other: _____

Applicant/Licensee's Legal Business Name

Trade Name/DBA

Physical Address

Bus Phone

Mailing Address

City

State

Zip

III. PRIMARY CONTACT

Name

Phone

Email

Mailing Address

City

State

Zip

IV. REGISTERED AGENT - IF APPLICABLE

Registered Agent

Mailing Address

City

State

Zip

V. LICENSE INFORMATION

City of Craig Local Sales Tax License Number: _____

State of Colorado Sales and Use Tax License Number: _____

VI. APPLICANT OWNERSHIP AND MANAGEMENT STRUCTURE			
1. Is the Applicant an entity registered with the State of Colorado?		Yes	No
2. If Yes, when was the Applicant first registered with the State of Colorado?		Date:	
3. If the Applicant is an entity, attach a current copy of a Certificate of Good Standing for the Applicant, from the Colorado Secretary of State's official website.			
VII. OWNERSHIP DETAIL			
Provide information for ALL Owners, Officers, Directors, Partners, Managing Members, Business Managers, Financiers, Primary Caregivers, and ANY Other Individuals or Entities owning any percentage of the Applicant or Entity Applying for the License - Percentage MUST total 100% . If necessary, provide additional information on a separate sheet.			
Name	Physical Address, mailing address, City, State Zip	Position	% Owned
VIII. CHANGES - (If you answer yes to any of the following, please provide an explanation on a separate sheet.)			
1. Since the Applicant's License was first issued, have there been any UNREPORTED changes (i.e. additions or resignations) to the Applicant's owners, officers, directors, partners, registered managers or employees?		Yes	No
2. Since the Applicant's License was first issued, has the Licensee incurred any UNREPORTED new credits or debts related to the Licensed Premises, Adjacent Grounds, or any ownership interest in the Licensee, in a single or cumulative amount greater than ten thousand dollars (\$10,000.00)?		Yes	No
3. Since the Applicant's License was first issued, have there been any UNREPORTED charges filed against, or any convictions of, any Principal, Registered Manager, or Employee for any felony, misdemeanor, or serious traffic offense (8pts or more), including but not limited to any deferred judgment or entry into any diversion program ordered or supervised by a court of law?		Yes	No
4. State the name of the Registered Manager with delegated authority over day-to-day operations of the Licensee and responsible for ensuring the Licensed Premises are operated in compliance with Chapter 5.70 of the City of Craig Municipal Code. First Name: _____ Last Name: _____			
IX. CONTROL AND SECURITY OF THE LICENSED PREMISES			
1. Does Applicant have sole legal control of the Licensed Premises at the time this application is submitted by virtue of a lease or present ownership interest? Attach a copy of the lease or deed.		Yes	No
2. If the Licensed Premises is leased, what is the expiration date of current lease? Date:			
3. Does the Licensed Premises continue to maintain a suitable limited access area where display, storage, processing, weighing, handling, and packaging of marijuana and marijuana infused products occurs, which is posted "employees only," and is separated from the areas accessible to the public by a wall, counter, or some other substantial barrier designed to keep the public from entering the area?		Yes	No

X. SECURITY PLAN			
1. Since the time the Applicant's State and/or Local License was first issued, have there been any significant changes to the original Security Plan or security measures for the Licensed Premises or the Adjacent Grounds that have not already been reported to and/or approved by the Local Licensing Authority?		Yes	No
2. If there have been any significant unapproved and/or unauthorized changes to the existing approved Security Plan for the Licensed Premises or to its Adjacent Grounds, submit a Revised Security Plan for the Licensed Premises showing and explaining the significant changes made to any of the following security measures:			
A	All doors, windows and other points of entry have secure and functioning locks;		
B	A locking safe or enclosed metallic lockable storage vault located inside the Licensed Premises in which any marijuana and marijuana infused products will be secured when the Licensed Premises are not open to the public;		
C	If the Licensed Premises are connected by any passage or entryway to any other premises, there is a door between the two premises that can be locked from the licensee's side and cannot be opened from the other side;		
D	A professionally monitored and locally permitted burglar alarm system that detects unauthorized entry of all doors, windows and other points of entry to the Licensed Premises;		
E	If windows facing the Adjacent Grounds are operable and/or capable of being seen through, there must be appropriate lighting of the Adjacent Grounds sufficient to ensure that customers entering and leaving the Licensed Premises, entering and exiting parked cars on the Adjacent Grounds, and walking across the Adjacent Grounds can be observed by employees from inside.		
F	Methods to prevent and protect employees, customers and others from robberies and assaults on the Licensed Premises and Adjacent Grounds;		
G	A Planning Department approved plan showing exterior lighting of the building and Adjacent Grounds; and		
H	A plan showing a limited access area, limited access area barrier, and location of "Employees Only" signs as required under state law and Chapter 5.70 of the City of Craig Municipal Code.		
XI. OPERATIONAL /COMMUNITY ENGAGEMENT PLAN			
1. Since the time the Applicant's State and/or Local License was first issued, have there been any significant changes to the original Operational Plan for the Licensed Premises and Adjacent Grounds that have not already been reported to and/or approved by the Local Licensing Authority?		Yes	No
2. If there have been any significant unreported and/or unauthorized changes to the existing approved Operational Plan for the Licensed Premises or its Adjacent Grounds, submit a Revised Operational Plan for the Licensed Premises showing and explaining the significant changes in how the business, Licensed Premises and Adjacent Grounds will be operated, including but not limited to:			
A	How or where marijuana is processed, stored, packaged, purchased, exchanged, exhibited, advertised or sold.		
B	How the business, Licensed Premises, and Adjacent Grounds comply with each requirement contained in State law and City Ordinances, especially 5.70 of the City of Craig Municipal Code.		
C	How the operation reduces or mitigates adverse effects on the area in which it is situated, including but not limited to any adverse effects related to crime, odors, traffic, parking, noise and lighting.		
D	How the Licensed Premises is equipped with a ventilation system with carbon filters sufficient in type and capacity to eliminate marijuana odors, discernable by a reasonable person, and to prevent such odors from emanating from the interior to the exterior of the building in which the Licensed Premises are located, including any public property or right of way.		
E	Identifying how the organization plans to create positive impacts, promote participation with the regulated marijuana industry in the neighborhood where the licensed premises are located including written policies and procedures to address complaints by residents or businesses within the neighborhood surrounding the licensed premises.		
F	Hours of operation.		
G	Names of all employees.		
H	Parking for employees and customers on the Adjacent Grounds.		
I	Traffic flow into and out of the Licensed Premises and Adjacent Grounds.		
J	Record keeping as required under State law and Chapter 5.70 of the City of Craig Municipal Code.		

K	Procedures for confirming the identity and age of patrons prior to making sales.	
XII. APPLICANTS, PRINCIPALS AND REGISTERED MANAGER		
1. Since the Applicant's State and/or Local License was last issued, has the Applicant's Registered Manager changed?	Yes	No
2. If yes, was this reported to and approved by the Licensing Authority?	Yes	No
3. Has the Applicant, any Principal or the Registered Manager held an interest in any liquor license, marijuana license, or other license issued by any City, County, political subdivision or State that has been revoked, suspended, or fined within the preceding two (2) years?	Yes	No
4. Is the Applicant in default on any City, County, State or Federal taxes, fees, fines, or charges?	Yes	No
5. Does the Applicant have outstanding liens, judgments, parking tickets or any other payables owed to the Town?	Yes	No
6. Does the Applicant or any Principal owner of the Applicant have an ownership or financial interest in more than one Marijuana License in the City of Craig or in any other municipality or legal jurisdiction in Colorado? If yes , on a separate sheet list all licenses or pending applications and the jurisdiction that issued each license or with which each application is pending.	Yes	No
XIII AFFIRMATION		
Initial	I understand that the employees of a Retail Marijuana Store, including the Applicant, jointly or severally, applying for this license, may be subject to prosecution under federal law.	
	I understand that the City of Craig, Colorado accepts no legal liability in connection with the approval and subsequent operation of a Retail Marijuana Store. I hereby release the City of Craig, Colorado, City employees and elected/appointed officials from any and all liability in connection with the approval and operation of the Retail Marijuana Store.	
	I agree and authorize that Service of Process may be made upon any employee of the Licensee on behalf of myself, all owners, officers, directors, partners, managing members, business managers, financiers, primary and any other individual or entity that owns any percentage of Applicant.	
	I understand that I shall not make any major changes to the License, Licensed Premises, or Adjacent Grounds without first obtaining written approval of the Authority.	
I Affirm That the Following Are Posted In a Prominent Place on The Licensed Premises:		
	a. State Marijuana License	
	b. Local Marijuana License	
	c. Management Information	
	d. Instructions for Reporting Concerns	
	e. Sanctions Imposed During the Past 5 Years (If Applicable)	
	f. Diversion and Health Risk Information	
	g. Employee Notice Regarding Inspections	
I Agree To Report The Following Events In Writing To LMLA Within Ten (10) Days Of Such Events:		
	Any new credits or debts that the Licensee or its Principals may incur that are related to the Licensed Premises, Adjacent Grounds, or any ownership interest in the Licensee in a single or cumulative amount greater than ten thousand (\$10,000).	
	Any charges filed against or any conviction of any Principal, Registered Manager, or Employee for any felony, misdemeanor, or serious traffic offense (8 pts or more), including but not limited to any deferred judgment or entry into any diversion program ordered or supervised by a court of law.	
	The hiring, dismissal, or resignation of <u>any</u> Employee	

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License Renewal Application Checklist

APPLICATION ATTACHMENTS	
	\$2,500 Renewal Fee + \$2,000 Annual Operating fee payable to the City of Craig.
	Complete, and notarized City of Craig Renewal Application.
	\$500 Late Renewal Fee if received less than 30 days prior to expiration.
	Signed by officer – we will not accept applications signed by employees or managers.
	Lease Agreement OR Deed – Copy of current lease or deed, <u>in the name of the business</u> , fully executed and signed. We will not accept a lease in an individual's name.
	Copy of current Certificate of Good Standing if applicable.
	List of ALL employees and principles including Name, Badge No, Badge Type, Badge Expiration.
	Individual History forms for all <ul style="list-style-type: none"> • Each individual applicant. • All officers and directors of a corporation and stockholders owning 5% or more of the stock of such corporation and any person who has day to day authority to manage, or actually does manage, the corporation's finances • All members of an LLC and any person who has day to day authority to, or actually does manage the entity's finances • All general partners of a partnership or limited partners who have a 5% or greater interest in the partnership and any person who has day to day authority to manage, or actually does manage, the partnership's finances. • Registered Managers. • All employees of an existing or proposed marijuana facility. • All new employees of any licensed marijuana facility working within Craig within 10 days of service in Craig.