

City of Evart Marihuana Facilities License Applicant Checklist



I. Preliminary Requirements

- Copy of Applicant Checklist
- Completed City of Evart Application Form
- \$5,000 non-refundable pre-operation fee
- \$5,000 non-refundable licensing fee (per Marihuana Facility license)

II. Specific Information

- Certified Survey stating the distance from any church, daycare, school, etc.
- Copy of applicant's government issued photo ID (*if applying as an individual*)
- Emergency contact information (*if applying as an individual*)
- A copy of government issued photo ID for each stakeholder, shareholder, or member
- Primary phone and email contact for applicant entity
- Articles of Incorporation
- Assumed name registration documents
- Internal Revenue Service SS-4 EIN confirmation letter
- Copy of the operating agreement (*if an LLC*)
- Copy of the partnership agreement (*if a partnership*)
- Copy of the by-laws or shareholder agreement (*if a corporation*)
- Name, date of birth, physical address, copy of photo identification, and email address for any managerial employee or employee of the Marijuana Facility
- Proof of ownership of the entire premises or a copy of the lease for the premises (*if applicant is not the owner*)
- Proof of an adequate premise liability and casualty insurance policy
- Security Plan

- Floor Plan
- Scale diagram of the property including parking spaces and handicapped parking spaces
- Proposed text or graphical materials to be shown on the exterior of the facility
- Staffing Plan
- Business Plan
- Facility Sanitation Plan
- Verification of capitalization amounts (*See City Ordinance*)
- Bond, letter of credit, escrow deposit, or other reasonable performance guarantees (*if required by the City*)
- Development Agreement (*if required by the City*)

III. Personal Attestations

- Affidavit of Compliance in Transportation of Marihuana
- Affidavit of Good Standing
- Affidavit of Bankruptcy Filings
- Affirmation of Applicant Age and Criminal Record
- Affirmation Regarding other Commercial Licenses
- Authorization to Release Criminal Information for Application and Licensing Purposes

IV. Grower Licenses Additional Requirements:

- Grower Plan
- Production Testing Plan
- Chemical and Pesticide Storage Plan
- Affidavit confirming that all operations will be conducted in conformance with the MMMA, MMFLA, and MRTMA and other applicable State laws.
- A waste water runoff plan
- National Pollutant Discharge Elimination System (NPDES) permit

V. Application Approval Steps

- Fire Department Inspection
- Criminal Background Checks
- Zoning Administration Approval
- City Treasurer Approval

- City Attorney Approval
- City Council Approval