



2401 Sheridan Boulevard
Edgewater, Colorado 80214
www.edgewaterco.com

RETAIL MARIJUANA BUSINESS LICENSE SUBMITTAL REQUIREMENTS AND PROCESSING INFORMATION

The following documents/information must be submitted as part of the Retail Marijuana Business Licensing application:

- Completed license application;
- One of the following forms of identification:
 - An identification card issued in accordance with Section 42-2-302, C.R.S.;
 - A valid state driver's license;
 - A United States military identification card; or
 - A valid passport.
- Name, address, date of birth, and other identifying information as may be required;
- **If the Applicant is a business entity, information regarding the entity, including without limitation the name and address of the entity, its legal status and proof of registration with, or a certificate of good standing issued by the Colorado Secretary of State as applicable;
- **Copy of the deed reflecting ownership of, or a lease reflecting the right of the Applicant to possess, the proposed licensed premises, term current and valid for one (1) year from license issuance;
- If the Applicant is not the owner of the proposed licensed premises, a notarized statement from the owner of such property authorizing the use of the property for a retail marijuana business;
- Evidence of the issuance of a valid City general business license;
- Evidence of the issuance of a retail marijuana establishment license by the state licensing authority for the proposed licensed premises;
- If the retail marijuana establishment will be manufacturing or providing retail marijuana products in an edible form, evidence, at a minimum, of a pending application for any food establishment license or permit that may be required by the state and/or Jefferson County; and
- All necessary City fees in cash or checks payable to the City of Edgewater;
- Any additional information that the City Clerk reasonably determines to be necessary in connection with the investigation, review and determination of the application.

The following is an overview of the processing steps for a Retail Marijuana Business License:

1. All businesses related to the retail marijuana industry must have a City business license issued pursuant to Article 1 of Chapter 6 of the Edgewater Municipal Code ("EMC").
2. Approval of your retail marijuana business license application, and issuance of a retail marijuana business license, is required prior to operating a business. The application should be submitted early in the process to ensure your proposed business and building location is compliant with the EMC. Applications are available at City Hall, 2401 Sheridan Boulevard, or on the City's website <http://edgewaterco.com/>.

These items are also required to apply for a general City business license. If you are simultaneously filing this Application **and an application for a general City business license, you may submit only one (1) copy of each of these items. Filing one copy will satisfy both application requirements.

3. Rules governing retail marijuana businesses in the City of Edgewater are contained in Article 32 of Chapter 16 of the EMC. Please review that Article as it provides rules and regulations concerning where retail marijuana businesses may be located and how they must be operated. **It is your responsibility to be familiar with local ordinances governing retail marijuana businesses and to abide by them at all times.**
4. It is unlawful for any person to operate any retail marijuana establishment within the City other than a retail marijuana establishment that has been licensed by the state licensing authority. It is unlawful for any person to operate any retail marijuana establishment within the City without first having obtained from the Authority a license for the retail marijuana establishment. Such licenses shall be kept current at all times and shall be conspicuously displayed at all times in the premises to which they apply. The failure to maintain a current state or City license shall constitute a violation of the EMC.
6. Any license issued by the Authority under this Article shall expire at such time as any license then issued by the state for the retail marijuana establishment expires.
5. All licenses shall be renewed annually.
6. An application for renewal of an existing license shall be made on forms provided by the City.
7. Prior to making an application for a license pursuant to the Colorado Retail Marijuana Code and the provisions of the EMC, the person potentially seeking the license shall first attend at least one (1) pre-application meeting with the City Manager, City Clerk, and any other City official or employee whose presence is requested by the City Manager or City Clerk. The purpose of the pre-application meeting is to advise the potential Applicant as to the process for applications under the EMC, to answer preliminary questions from the potential Applicant, and to provide an opportunity to identify issues that might preclude the issuance of a license pursuant to the EMC.
8. Submit complete application and all required attachments to City Clerk, Beth A. Hedberg.
9. No retail marijuana business shall be issued a license if, at the time of the initial application for such license, the proposed location is within five hundred feet (500') of any educational institution or school, either public or private. The distance set forth above shall be computed by direct measurement in a straight line from the nearest property line of the lot used for the purposes set forth above, respectively, to the nearest property line of the lot on which the retail marijuana business is located. The locational criteria set forth above shall apply to all proposed changes in the location of an existing licensed business. Any provisions of the EMC concerning home occupations notwithstanding, no retail marijuana business shall be located in a residential zoning district. If you have questions about your proposed location, please contact the City Planner, Patty McCartney at pmccartney@edgewaterco.com or 720-763-3053.
10. If interior or exterior changes are proposed to the tenant space or building, the Applicant will need to contact the Edgewater Building Department and the Wheat Ridge Fire Department for information related to applicable building codes and necessary permits. The Building Department can be reached at 720-763-3001. The Fire Department can be reached at 303-403-5900 or www.wrfire.org.
11. If a sign is proposed, a sign permit will be required. Signs shall comply with Chapter 16, Article 19 of the EMC.
12. Upon receipt of a complete application, the City Clerk shall circulate the application to all affected service areas and departments of the City to determine whether the application is in full compliance with all applicable laws, rules and regulations. Within thirty (30) days after the completion of the City Clerk's investigation of the application, the City Clerk shall issue a written decision approving or denying the application for licensure, which decision shall state the reason(s) for the decision and be sent via certified mail to the Applicant at the address shown in the application. In addition, the

City Clerk shall promptly notify the state licensing authority of any approval of an application for local licensure.

13. The City Clerk may impose such reasonable terms and conditions on a license as may be necessary or desirable to ensure compliance with the requirements of Article 32 of Chapter 16 of the EMC.
14. The City Clerk shall deny any application that does not meet the requirements of the EMC. The City Clerk shall deny any application that contains any false, misleading or incomplete information. The City Clerk shall deny an application for good cause. Denial of an application for a license shall not be subject to further administrative review, but shall be subject to review by a court of competent jurisdiction.
15. The licensee shall promptly notify the City Clerk, in writing, of any change in the information provided in the license application. The City Clerk may investigate the change for compliance with the EMC.



RETAIL MARIJUANA BUSINESS LICENSE APPLICATION

New License

License Renewal

This application is for the following Premise Location License Type (please check only one [1] license type and file a separate complete RMB license application if another license type is also applicable):

Retail Marijuana Store

Retail Marijuana Cultivation Facility

Retail Marijuana Product Manufacturing Facility

Retail Marijuana Testing Facility

No marijuana store shall be issued a license if the proposed location, if approved, will exceed the maximum number of licensed locations permitted in the City. The maximum total combined number of medical marijuana centers and retail marijuana stores in the City shall not exceed five (5). A medical marijuana center and a retail marijuana store co-located in accordance with Section 16-32-110 of the EMC shall be counted as one (1) center/store.

It shall be unlawful for any marijuana cultivation facility to: operate in the City, unless it operates within the licensed premises of, and under common ownership with, a marijuana store or marijuana product manufacturing facility located in the City; or sell, give, dispense or otherwise distribute marijuana except to a marijuana store or marijuana product manufacturing facility located in the City that is under the same ownership as the marijuana cultivation facility.

It shall be unlawful for any marijuana product manufacturing facility to: operate in the City, unless its operates within the licensed premises of, and under common ownership with, a marijuana store located in the City; or sell, give, dispense or otherwise distribute any of the products that it manufactures except to a marijuana store located in the City that is under the same ownership as the marijuana product manufacturing facility.

Applicant is defined as the Legal Name of Individual or Business Entity that will hold license if approved.

Applicant is applying as (attach organizational documents):

Corporation

Individual

Partnership

Limited Liability Company

Association or Other

Applicant Name: _____

Trade Name of Establishment (doing business as): _____

Applicant Contact Name (please print): _____

Address of Premise Location:

Street Address City State Zip Code

Business Mailing Address (if different from Premise location):

Street Address City State Zip Code

Business Phone: _____ Emergency Phone: _____

Business Email Address: _____ Website Address: _____

State Sales Tax License No.: _____ State Retail Marijuana License No.: _____

FEIN No.: _____ Jefferson County Health Department License No.: _____

If Applicant is an individual, please complete the following:

Home Address:

Street Address City State Zip Code

Social Security Number * (last four digits only): _____ Date of Birth: _____

Driver's License Number: _____ Jurisdiction that issued Driver's License: _____

The Applicant shall present for recording one (1) of the following forms of identification:

- An identification card issued in accordance with Section 42-2-302, C.R.S.;
- A valid state driver's license;
- A United States military identification card; or
- A valid passport.

Does the Applicant have legal possession of the premises for at least one (1) year from the date that this license will be issued by virtue of ownership, lease or other arrangement? Yes No

Does the Applicant have a valid City of Edgewater General Business License? Yes No

If yes, please provide a copy of the Edgewater Business License.

Ownership Lease Other (explain in detail): _____

If leased, list name of landlord and tenant, and date of expiration, EXACTLY as they appear on the lease:

Landlord	Tenant	Expires
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Building Owner's Mailing Address:

Street Address City State Zip Code

Contact Phone Numbers: _____

If premises are leased, attach a written notarized statement from the owner of the property authorizing the use of the property for a retail marijuana business.

Is this proposed premises to be licensed within 500 feet of any educational institution or school, either public or private (for initial applications only)?

Yes No

Is this proposed premises to be licensed located in a residential zoning district?

Yes No

The locational criteria shall apply to all proposed changes in the location of an existing license.

Will the proposed location be shared with an existing licensed medical marijuana business in the City of Edgewater?

Yes No

If so, please provide that information below.

Type of Business (i.e. medical marijuana center, optional premises cultivation, etc.)	Location (Street, City, State, Zip Code)

On-site manager information: Name: _____

Home Address: _____

Street Address	City	State	Zip Code
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Business Cell Phone Number: _____ Email Address: _____

Social Security Number * (last four digits only): _____ Date of Birth: _____

Driver's License Number: _____ Jurisdiction that issued Driver's License: _____

State the hours of operation each day:

Monday	_____ to _____	Friday	_____ to _____
Tuesday	_____ to _____	Saturday	_____ to _____
Wednesday	_____ to _____	Sunday	_____ to _____
Thursday	_____ to _____		

Is the business a change of use or occupancy for this location? Yes No

Will there be ANY remodeling or building alterations? Yes No

Will you be installing a new sign or changing an existing sign? Yes No

Have you applied for a sign permit? Yes No

Are you required to hold any other licenses or permits issued by Jefferson County or the State of Colorado? Yes No

If so, please provide a copy of those permits or licenses.

- By accepting a license issued pursuant to the EMC, the licensee waives any claim concerning, and releases the City, its officers, elected officials, employees, attorneys and agents from, any liability for injuries or damages of any kind that result from any arrest or prosecution of business owners, operators, employees, clients or customers of the licensee for a violation of state or federal laws, rules or regulations.
- By accepting a license issued pursuant to the EMC, all licensees, jointly and severally if more than one (1), agree to indemnify, defend and hold harmless the City, its officers, elected officials, employees, attorneys, agents, insurers and self-insurance pool against all liability, claims and demands on account of any injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other

loss of any kind whatsoever arising out of or in any manner connected with the operation of the retail marijuana establishment that is the subject of the license.

- The issuance of a license pursuant to the EMC shall not be deemed to create an exception, defense or immunity for any person in regard to any potential criminal liability the person may have under state or federal law for the cultivation, possession, sale, distribution or use of marijuana.

* Not released pursuant to C.R.S. 24-72-3-102.

Oath of Application

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge and belief. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Edgewater Municipal Code and all Rules and Regulations which govern my Retail Marijuana Business and Retail Marijuana Business License Application. I further acknowledge that it is my responsibility to provide the City with amendments to this application in the event that any information provided herein changes after the date of application.

Authorized Signature	Printed Name and Title	Date

