

**MARIJUANA BUSINESS LICENSE
SUBMITTAL REQUIREMENTS
AND PROCESSING INFORMATION**

- ☐ **Step 1: Applicant submits a letter of intent.** The approved form is available online at www.c3gov.com/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.** Commerce City applicants are required to submit fingerprints to IdentoGo.
- ☐ **Step 5: Building Permit Application** copy and a copy of a zoning report signed by the Commerce City Community Development Department 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 Commerce City Marijuana Licensing Authority no less than 30 days from receipt of a completed marijuana business license application. Our goal is to schedule these 90 days from the date of receiving a completed application packet.
- ☐ **Step 8: License Issued:** Applicant will receive a written decision of the Commerce City 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 Commerce City Police Department has been conducted. Your local license is dated to align with the state license.