



**STEP 1: Submit licensing application and application fee (can be done concurrently with Step 2).**

Application includes the following:

1. Contact info
2. Type of permit requested
3. Facility/Establishment location
4. Facility/Establishment owner
5. Facility/Establishment manager
6. Property owner
7. Information about each person named in the application
8. Application fee and copy of ID (ATTACHMENT A)
9. Ownership or Authorization to use Property (ATTACHMENT B)
10. Prequalification from State of Michigan (ATTACHMENT C)
11. Description (ATTACHMENT D)
12. Site Plan (ATTACHMENT E) – for Special Use review by Planning Commission
13. Security plan (ATTACHMENT F) – **Provisioning Centers, Retailers & Microbusinesses Only**

**STEP 2: Submit Site Plan for Special Use.** Include all info in Section 503 of the Charter Township of Alpena Zoning Ordinance.

Planning Commission reviews Special Use using approval standards in Section 504, 602 and 743 and approves Special Use/Site Plan contingent upon issuance of Medical Marihuana Facilities and/or Adult Use Marihuana Establishment License.

**STEP 3: Application Review and Approval.**

1. Within 14 days of application submittal, township staff will determine if the application is complete and will notify the applicant if there are deficiencies.
2. After receiving notification from township staff pursuant to indicating application deficiencies, the applicant shall have 14 days from the date of said notification to submit additional information.
3. Within 30 days of the application being determined to be complete, township staff will review the application to determine compliance with the Marijuana Facilities and Adult Use Marihuana Establishments Licensing Ordinance (151).
4. After the Special Use has been approved by the Planning Commission, the township shall notify the applicant if the applicant is approved to proceed with the next step.

**STEP 4: Building Permit.** Applicant applies for and obtains a building permit, if applicable. (Contact the Township Building Official to determine if a building permit is required.)



## Summary of Application Steps for Medical Marihuana Facility and/or Adult Use Marihuana Establishment

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**STEP 5: Inspection.** Occupancy inspection by the Township Building Official in accordance with the Michigan Building Code. Such inspection shall occur after the premises are ready for operation, but prior to the stocking of the business with any marihuana and prior to the opening of the business to any patients or the public.

**STEP 6: Request for Final Information.** Township Clerk notifies applicant that the application was approved and asks for the following:

- a. **Licensing fee.** A total licensing fee of \$5,000 shall be paid. Application fee of \$1,500 will be applied to the \$5,000 total fee, for a net payment due of \$3,500.
- b. **Proof of insurance.** A licensee shall at all times maintain full force and effect for duration of the license, workers compensation as required by State law, and general liability insurance with minimum limits of \$1,000,000 per occurrence and a \$2,000,000 aggregate limit issued from a company licensed to do business in Michigan having an AM Best rating of at least A-. The policy shall name the Charter Township of Alpena and its officials and employees as additional insureds to the limits required by this Section. A licensee or its insurance broker shall notify the Township of any cancellation or reduction in coverage within seven (7) days of receipt of insurer's notification to that effect. The licensee, permittee, or lessee shall forthwith obtain and submit proof of substitute insurance to the Township Clerk within five (5) business days in the event of expiration or cancellation of coverage.
- c. **Certificate of Occupancy.** Issued by the Township Building Official/Fire Marshall.
- d. **State License.** Copy of Medical Marihuana and/or Adult Use Marihuana Establishment license issued by the State of Michigan Department of Licensing and Regulatory Affairs.
- e. **Other.** Any other information that the Township Clerk, law enforcement, Fire Chief, Zoning Administrator, and/or Township Attorney or their designees reasonably determines to be necessary in connection with the investigation and review of the application.

**STEP 7: License.** Township Clerk issues license.