**Adult-Use Marijuana Limited License Application Checklist**

**Retailer, Microbusiness, Designated Consumption
Round Two Opening August 1, 2023!**

Recommended steps to take prior to applying:

* Apply for treasury clearances for all individual owners and applicant entity here: [Treasury Clearance Applications](https://detroitmi.gov/departments/office-chief-financial-officer/ocfo-divisions/office-treasury/clearances-income-tax-and-accounts-receivable);
* Obtain a blight clearance for the property where the business is to be located within 60 days of submitting application: [Blight Clearance Application](https://detroitmi.gov/sites/detroitmi.localhost/files/forms/2022-11/APPLICATION%20FOR%20BLIGHT%20CLEARANCE-%20Updated_1.pdf);
* Secure a MRTMA prequalification for the applicant entity that encompasses CRA approval for all current owners of the applicant entity;
* Make sure the property where the business is to operate has Special Land Use approval for the specific use you want to get a license for, and a Certificate of Occupancy; and **ALSO** a Certificate of Compliance if the Certificate of Occupancy is more than 2 years old: see [Zoning and Permitting](https://detroitmi.gov/departments/civil-rights-inclusion-opportunity-department/office-marijuana-ventures-entrepreneurship/land-use-approval-building-permit-process-marijuana-business) and [Certificate of Compliance](https://detroitmi.gov/departments/buildings-safety-engineering-and-environmental-department/bseed-divisions/property-maintenance/commercial-annual-inspections/commercial-certificate);
* Determine which Good Neighbor Plan the applicant will commit to in accordance with Sec 20-6-36(a)(14) of the [License Ordinance](https://detroitmi.gov/sites/detroitmi.localhost/files/2022-05/Published%20Ordinance_5-20-2022.pdf);
* Determine how many jobs will be available at the licensed business and where they will be advertised;
* If an Equity Applicant, compile documentation to establish your primary residence;
* If a Non-Equity Applicant, compile documentation of a social equity transaction in accordance with Sec. 20-6-38 of the [License Ordinance](https://detroitmi.gov/sites/detroitmi.localhost/files/2022-05/Published%20Ordinance_5-20-2022.pdf).

Suggested documents to be uploaded to the online application:

NOTE: The burden for satisfying every element of the scoring metric is on the applicant. Please provide enough information for the review committee to determine all criteria has been met.

* If the applicant is an organized legal entity: the name, home address, telephone number and email of all direct and indirect owners, directors, members, managers, officers, partners, shareholders, and the registered agent, as well as the entity’s bylaws, operating agreement, or other organizational documents indicating the percentage of ownership held by each natural person;
* A government issued I.D. for all natural persons who are indirectly or directly part of the ownership structure of the applicant entity;
* Proof of site control: deed, lease, or other documentation evidencing the applicant’s legal control of the proposed location where the business will operate;
* Copy of the conditional land use approval required by Chapter 50 of the 2019 Detroit City Code for the intended use, or the intended use of an equivalent license;
* Copy of the temporary or final Certificate of Occupancy for the intended use;
* If the Certificate of Occupancy has been in place for over a year, or if a medical marijuana licensed business has operated at the location, a current Certificate of Compliance is required, indicating that the property has passed its biannual property maintenance inspection;
* Blight clearance for proposed location dated within 60 days prior to the application;
* A comprehensive business plan including the following components detailing: (1) business operations, (2) security plan meeting [MRTMA requirements](https://detroitmi.gov/sites/detroitmi.localhost/files/2022-09/Security%20Requirements%20for%20Marijuana%20Businesses.pdf), (3) nuisance mitigation, (4) waste management, and (5) recruitment and training of employees;
* MRTMA Prequalification received from the State of Michigan Cannabis Regulatory Agency, dated to reflect approval of ALL current owners;
* Treasury Clearances for each individual owner, the applicant entity;
* Property Tax Clearance for the site proposed to be licensed;
* Documentation of 5 years of community or business leadership activity in Detroit;
* Documentation of Equity Applicant eligibility through primary residence – acceptable documents are deed, current lease, homestead exemption, voter registration;
* Documentation of Non-Equity Applicant Social Equity Transaction,\* including (if applicable):
	+ Documentation of Equity Applicant status of the purchaser, lessee, or joint venture partner involved in a Non-Equity social equity transaction including a government issued ID, and documentation of primary residence;
	+ Documentation demonstrating the fair market value of the property sold or market rates of property leased to an Equity Applicant;
	+ The conditional land use approval required by Chapter 50 of the 2019 Detroit City Code for the property leased or sold to an Equity Applicant authorizing one or more of the following uses: retail-provisioning, grower, processor, secure transporter, safety compliance facility, microbusiness, or designated consumption lounge.
	+ Conveyance documents for a property sale or lease from the license applicant to an Equity Applicant including, but not limited to, a recorded deed or a fully executed lease with the required consideration noted;
	+ Corporate transaction documents documenting a joint venture between the license applicant and an Equity Applicant indicating each owner’s percentage of ownership;
	+ CRA approval of share transfers or new members, partners, or owners for the license applicant if it submitted a joint venture with an Equity Applicant.

\*As each transaction and circumstance is unique, all required documents cannot be listed here, this is subject to applicant discretion.