

## **RETAIL MARIJUANA PERMIT SUBMITTAL REQUIREMENTS AND PROCESSING INFORMATION**



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

Property Owner Affidavit (if applicable)

Applicable fees (see attached fee schedule) payable to the City of Glenwood Springs.

Additional information that may be required in accordance with Article XVIII, Section 16 of the Colorado Constitution, Article 43.4 of Title 12 Colorado Revised Statutes, and any other applicable state laws and regulations as well as the additional local licensing requirements and other restrictions set forth in the Glenwood Springs Municipal Code.

Following is an overview of the processing steps for a Retail Marijuana Permit:

- 1) The first step in obtaining a Retail Marijuana Permit is to submit a completed application to the Colorado Department of Revenue together with all required attachments. Once the State has reviewed and conditionally approved the application, they will forward it to the City for consideration.
- 2) Retail marijuana businesses are only allowed in certain locations within the City of Glenwood Springs. If you have questions about your proposed location, please contact the Community Development Department (970-384-6411) to verify that the proposed location complies with the City's zoning regulations.
- 3) If a sign is proposed, a Sign Permit may be required. Signs shall comply with Title 070.060 of the Glenwood Springs Municipal Code. Contact the Community Development Department (970-384-6411) for information on sign regulations and permitting.
- 4) The applicant must obtain a City of Glenwood Springs Business and Sales Tax License. Questions regarding a business license and the reporting of sales tax should be directed to the Sales Tax Coordinator in the Finance Department (970-384-6420).
- 5) The completed application will be reviewed by all relevant City departments or agencies to determine if the permit should be issued or denied. The City Clerk may impose conditions on the issuance of a permit as necessary.
- 6) The application will be scheduled for a public hearing before the Local Licensing Authority who will make a decision on the application within thirty (30) days of the receipt of the completed application unless the investigation period is extended. The applicant will be notified in writing if such an extension of time is needed. Questions regarding the status of the application should be directed to the City Clerk's office.

### Important Phone Numbers:

City Clerk Office: Application	970-384-6403
Finance Office: Sales Tax and Business Licenses	970-384-6420
Police Department: Fingerprint Appointments:	970-384-6500
Planning, Permits and Building Inspector: Zoning/Location, Building Inspection and Sign Permits	970-384-6411

**CITY OF GLENWOOD SPRINGS  
RETAIL MARIJUANA  
LICENSE FEES**

**APPLICATION FEES (non-refundable):**

Retail Marijuana Establishment	\$2,000.00
Marijuana Product Manufacturing Facility	\$2,000.00
Marijuana Cultivation Facility	\$2,000.00
Marijuana Testing Facility	\$2,000.00

**NEW LICENSE FEES:**

Retail Marijuana Establishment	\$1,000.00
Marijuana Product Manufacturing Facility	\$1,000.00
Marijuana Cultivation Facility	\$1,000.00
Marijuana Testing Facility	\$1,000.00

**LICENSE RENEWAL FEES:**

Retail Marijuana Establishment	\$1,000.00
Marijuana Product Manufacturing Facility	\$1,000.00
Marijuana Cultivation Facility	\$1,000.00
Marijuana Testing Facility	\$1,000.00

**MANAGER'S REGISTRATION:** \$ 100.00

**FINGERPRINTS** (Glenwood Springs PD) \$ 20.00/per person

**BACKGROUND INVESTIGATION** \$ 100.00/per person

**CHANGE OF OWNERSHIP** (same as new license/application fees above)

**CHANGE OF LOCATION** (same as new license/application fees above except fingerprint and background investigation fees waived if no changes from last application and no violations)

**MODIFICATION OF PREMISES** \$ 175.00

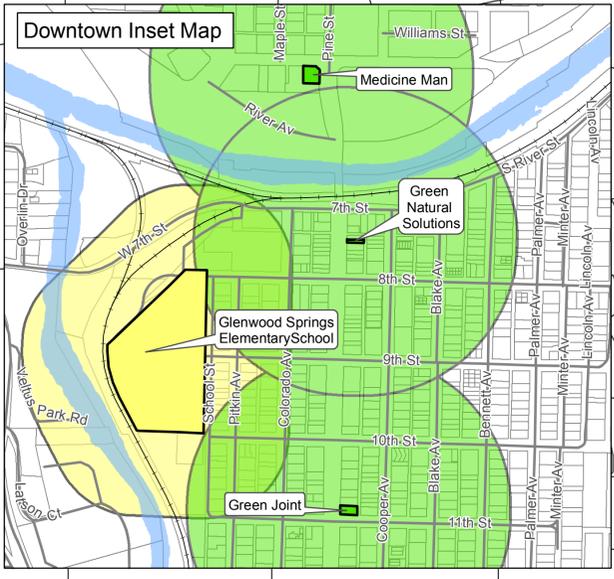
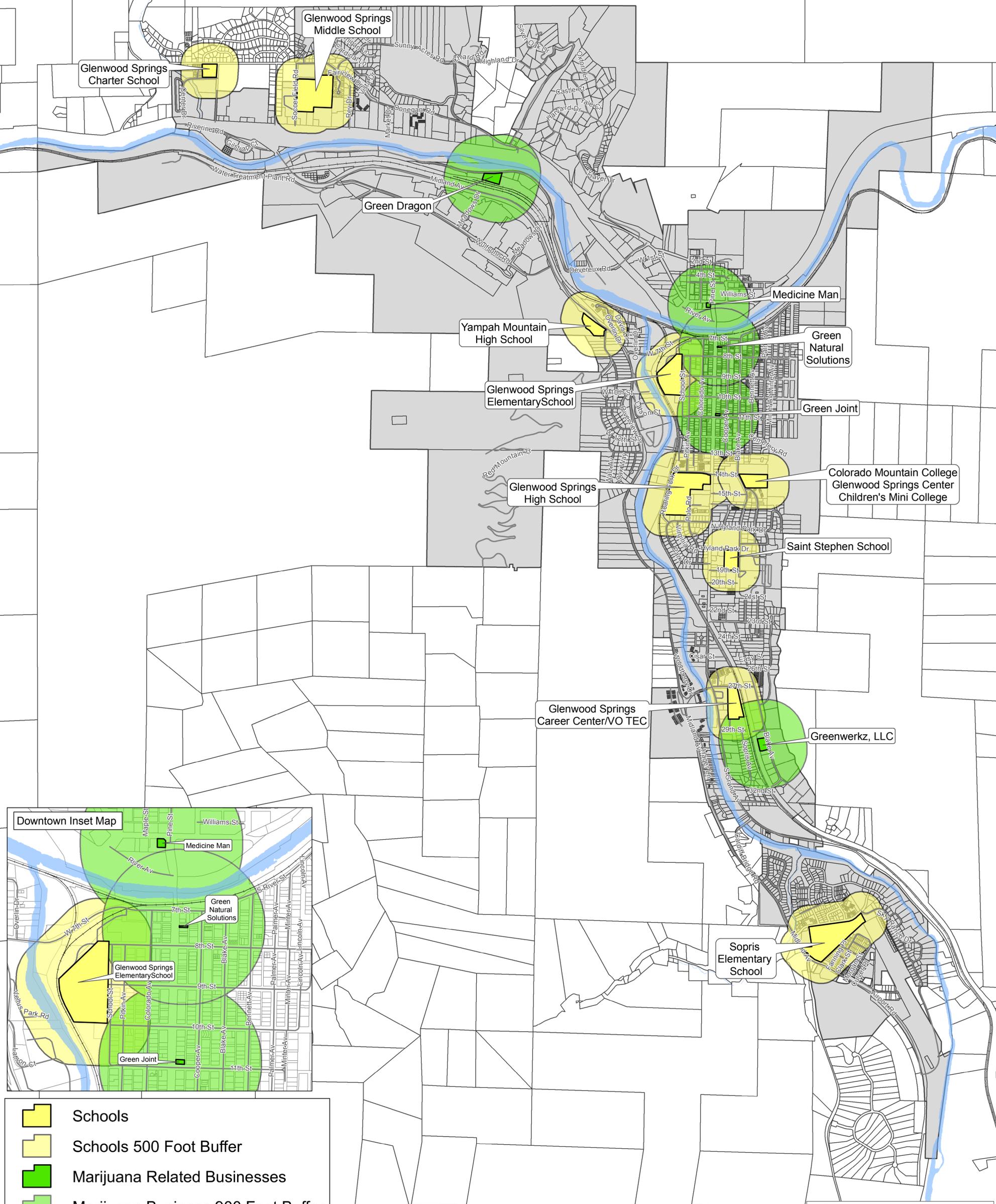
**CHANGE OF CORPORATE STRUCTURE:** \$ 150.00

**DUPLICATE LICENSE** \$ 25.00

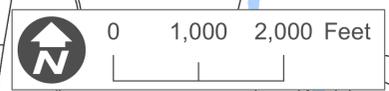
**CHANGE OF TRADE NAME:** \$ 25.00



# School and Marijuana Business Locations and Required Buffers Per Ordinance No. 17-15 Effective September 5, 2015



- Schools
- Schools 500 Foot Buffer
- Marijuana Related Businesses
- Marijuana Business 900 Foot Buffer
- City Boundary
- Parcel Boundaries



This map was produced by the Community Development Department. Use of this map should be for general purposes only. The City of Glenwood Springs does not warrant the accuracy of the data contained herein. Map is based on best available data as of September, 2015. N:\GIS\GIS\_Projects\Community Development\MarijuanaDispensaries\Schools\_Marijuana\_Locations\_Buffers\_Effective\_090415.mxd Phone - 970.384.6427 <http://www.cogs.us/> Layout: THyatt

# RETAIL MARIJUANA PERMIT APPLICATION



Name of Applicant: \_\_\_\_\_

d/b/a: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Owner: \_\_\_\_\_  
(*print name and address*)

Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Manager (if different than  
Owner): \_\_\_\_\_  
(*print name and address*)

Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Are the premises owned or rented? \_\_\_\_\_

If rented, name of property owner: \_\_\_\_\_

Lease Expiration Date: \_\_\_\_\_ Property Owner's Phone Number: \_\_\_\_\_

Provide a complete description of the site for which the permit is being requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Colorado Sales Tax Number: \_\_\_\_\_ Glenwood Springs Sales Tax Number: \_\_\_\_\_

I declare under the penalty of perjury, that this application, including the background investigation and authorization forms, and any accompanying statements has been examined by me and to the best of my knowledge and belief are true, correct and complete. I also declare that I have reviewed a copy of Article 050.090 and other pertinent provisions of the Glenwood Springs Municipal Code pertaining to Retail Marijuana.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use:

Application Date: \_\_\_\_\_ New Application: \_\_\_\_\_ Renewal Application: \_\_\_\_\_

Application Fee Paid: \_\_\_\_\_ (\$1,000 non-refundable application fee)



**RETAIL MARIJUANA PERMIT  
INDEMNIFICATION AGREEMENT AND  
AFFIDAVIT OF ACKNOWLEDGEMENT**

As an applicant for a Retail Marijuana Permit, I hereby acknowledge and agree to the following:

\_\_\_\_\_ I have obtained and examined a copy of Article 050.090 and pertinent provisions of the Glenwood Springs Municipal Code pertaining to zoning and business licensing, and I agree to abide by and conform to all of the conditions of the Retail Marijuana Permit requirements and all provisions of the Glenwood Springs Municipal Code.

\_\_\_\_\_ I understand and acknowledge that the approval of the Retail Marijuana Permit, if granted, shall in no way permit any activity contrary to the Glenwood Springs Municipal Code or any activity which is in violation of any applicable laws.

\_\_\_\_\_ I understand that the applicant and the employees of the retail marijuana permittee may be subject to prosecution under federal marijuana laws.

\_\_\_\_\_ I understand that the City accepts no legal liability in connection with the approval and subsequent operation of the retail marijuana business.

\_\_\_\_\_ I understand that if a retail marijuana permit is issued, it is valid for a period of one (1) year from the date of issuance. I further understand it is the permittee's responsibility to submit an application for the renewal of the permit no later than forty-five (45) days prior to the date of expiration if such renewal is desired.

\_\_\_\_\_ I understand that by accepting a permit issued pursuant to Article 050.090 of the Glenwood Springs Municipal Code, the permittee agrees to release the City, its officers, elected officials, employees, attorneys, and agents from any liability for injuries, damages, or liabilities of any kind that result from any arrest or prosecution of permittee's owners, operators, employees, clients or customers for a violation of state or federal laws, rules or regulations.

\_\_\_\_\_ I understand that by accepting a permit issued pursuant to Article 050.090 of the Glenwood Springs Municipal Code, the permittee, jointly and severally if more than one, agrees to indemnify and defend the City, its officers, elected officials, employees, attorneys, agents, insurers, and self-insurance pool against all liability, claims, and demands, on account of 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, which arise out of or are in any manner connected with the operation of the retail marijuana business that is the subject of the permit. The permittee further agrees to investigate, handle, respond to, and to provide defense for and defend against, any such liability, claims, or demands at its expense, and to bear all other costs and expenses related thereto, including court costs and attorney fees.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**RETAIL MARIJUANA  
ATTACHMENT TO PERMIT APPLICATION  
PROPERTY OWNER AFFIDAVIT**

Name of applicant: \_\_\_\_\_

Business name: \_\_\_\_\_

Proposed business location: \_\_\_\_\_

I, \_\_\_\_\_, hereby state that I am the owner of record of the property located at \_\_\_\_\_, Glenwood Springs, Colorado, and further acknowledge that by signing this affidavit I authorize the submission of the application for a Retail Marijuana Permit at said location.

\_\_\_\_\_  
Signature of Property Owner                      Date

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



## **AUTHORIZATION TO RELEASE INFORMATION**

As an applicant for a Retail Marijuana Permit or a position within the permitted premises, I am required to provide information regarding my background, including any criminal activity. In this regard, I hereby authorize the City of Glenwood Springs to make any and all appropriate inquiries regarding the above mentioned qualifications. Moreover, I authorize those persons or organizations selected by the City of Glenwood Springs to release any and all information that they may have concerning me, including information of a confidential nature.

I hereby release you, your organization, agents, employees or others from any liability or damage which may result from furnishing information herein requested.

Print full legal name of applicant: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires: