

**The online application form does not allow an applicant to save progress.** We suggest you review this checklist to be sure you have all required documentation in digital format and ready to upload before you begin the application submission process.

## Part I - Required Documents Checklist for Applicants

<input type="checkbox"/>	<b>[1-1]</b>	Pre-qualification for a Marihuana Establishment license by the State of Michigan.*
<input type="checkbox"/>	<b>[1-2]</b>	For Class A, B, or C Growers or Processors or Microbusinesses, documentary evidence by a licensed engineer demonstrating the electric system's ability to deliver the estimated peak capacity (kW) and energy (kWh) of the Marihuana Establishment.
<input type="checkbox"/>	<b>[1-3]</b>	All documentation of the Applicant's valid tenancy, ownership, or other legal interest in the proposed Municipally-Licensed Property and Municipally-Licensed Premises. If the Applicant is not the owner of the proposed Municipally-Licensed Property and Municipally-Licensed Premises, a notarized statement from the owner of such property authorizing the use of the property for a Marihuana Establishment.
<input type="checkbox"/>	<b>[1-4]</b>	If the Applicant is a corporation, non-profit organization, limited liability company or any other entity other than a natural person, indicate its legal status, attach a copy of all company formation documents (including amendments), proof of registration with the State of Michigan, and a certificate of good standing.
<input type="checkbox"/>	<b>[1-5]</b>	<p>Business and Operations Plan, showing in detail the Marihuana Establishment's proposed plan of operation, including without limitation, the following:</p> <ol style="list-style-type: none"> <li>1. A description of the type of Marihuana Establishment proposed and the anticipated or actual number of employees.</li> <li>2. A security plan meeting the requirements of Section 435-5 of this Ordinance.</li> <li>3. A description by category of all products to be sold.</li> <li>4. An affidavit indicating the Applicant will, prior to applying for a building permit: <ul style="list-style-type: none"> <li>• Submit a list of Material Safety Data Sheets for all nutrients, pesticides, and other chemicals proposed for use in the Marihuana Establishment.</li> <li>• Submit a comprehensive report identifying all hazardous materials and processes that will be utilized by the Marihuana Establishment. This list must include all cleaning supplies, as well as chemicals used and/or produced either as products or as waste products in the processes at the establishment. The report shall determine the acceptability of technologies, processes, products, facilities, materials and uses attending the design, operation, or use of a building or premises. All hazardous materials and chemicals must be listed as to how to handle the disposal of these materials. The opinion and report shall be prepared by a qualified third person, firm or corporation approved by the City.</li> <li>• Obtain a wastewater discharge permit before connecting to or contributing to the Publicly Owned Treatment Works (POTW). Refer to City of Royal Oak Code of Ordinances Section 740-7.</li> </ul> </li> <li>5. A description and plan of all equipment and methods that will be employed to stop any impact to adjacent uses, including enforceable assurances that no odor will be detectable from outside of the Municipally-Licensed Premises.</li> <li>6. A plan for the disposal of Marihuana and related byproducts that will be used at the Marihuana Establishment.</li> </ol>

- ☐ **[1-6]** A site plan of the Municipally-Licensed Premises and the Municipally-Licensed Property prepared in accordance with Section 770-12, Site Plan Review, of the City Zoning Ordinance signed and sealed by a registered architect, or professional engineer. Site plan must include distance between the Municipally-Licensed Premises and all applicable buffered uses identified in Section 435-5(A)(5) of this Ordinance, unless those uses are greater than 1,500 ft. from the Municipally-Licensed Premises.

\*Changed to reflect Ordinance Amendment.