



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.

### Instructions for Completing the Royal Oak Adult Use Marihuana Establishments Application – Part II

- [Download the Part II application here.](#)
- Applicants are required to read and initial all sections in the Part II form.
- When completed the Part II form must be notarized.
- Scan and upload a copy of the notarized document using this link.

### Part II - Required Documents Checklist for Applicants\*

<input type="checkbox"/>	<b>[2-1]</b>	Copy of notarized Royal Oak Adult Use Marihuana Establishments Application – Part II. (A link to download the form is in the directions above.)
<input type="checkbox"/>	<b>[2-2]</b>	An affidavit is included indicating the applicant’s history of criminal convictions/pleas, other than as specified by the MRTMA, MCL 333.27958.
<input type="checkbox"/>	<b>[2-3]</b>	An affidavit is included indicating whether the applicant has ever applied for or has been granted any commercial license or certificate issued by a licensing authority in Michigan or any other jurisdiction, that has been denied, restricted, suspended, revoked, or not renewed, or has proceedings pending related to such.
<input type="checkbox"/>	<b>[2-4]</b>	An affidavit is included indicating whether the applicant has filed, or had filed against it a proceeding for bankruptcy or been involved in any formal process to adjust, defer, suspend or otherwise work out payment of a debt in the past 7 years.
<input type="checkbox"/>	<b>[2-5]</b>	Other information required to be considered in a competitive process, if applicable, as laid out by Chapter 435.
<input type="checkbox"/>	<b>[2-6]</b>	An affidavit is included indicating whether the applicant is currently in default/arrears on any taxes or fees otherwise due to the City, has a history of noncompliance or violations with City ordinances or applicable laws, or has been served with any complaint or notice filed by or with any public body regarding the delinquency in the payment of any tax required under federal, state or local law.
<input type="checkbox"/>	<b>[2-7]</b>	Evidence whether the applicant is/was a business operating in the City of Royal Oak within the past two years.
<input type="checkbox"/>	<b>[2-8]</b>	Evidence regarding whether there is planned future outreach on behalf of the proposed business, and whether the applicant has made, or plans to make, significant physical improvements to the building housing the marihuana establishment.*
<input type="checkbox"/>	<b>[2-9]</b>	Evidence regarding whether the applicant has taken steps to encourage employee retention, attract highly capable workers, train employees, and any other employee-employer factors tending to show a successful workforce.
<input type="checkbox"/>	<b>[2-10]</b>	Evidence regarding whether the applicant has taken steps to include equity, diversity, and inclusion in their operations that would tend to yield greater profitability, innovation, and more effective teamwork.

- [2-11]** Evidence regarding whether the proposed plan incorporates sustainable infrastructure and energy-efficient elements and fixtures.

\*Changed to reflect Ordinance Amendment.