



Town Clerks Office
 130 Kearns Road/P. O. Box 5010
 Snowmass Village, CO 81615
 970-923-3777

Town of Snowmass Village Marijuana Change Application
 Transfer of Ownership, Change in Location, Modification of Premises or Change
 in Business Structure
**Please add additional pages if you need to explain your answer to any of
 the questions on this application form.**

Application for a Change			
Retail Marijuana License Change Application: Check which Change Applies			
Change of Location _____		Modification of Premises _____	
Change of Business Org Structure _____			
Please complete all sections of application detailing any changes checked above. Any section of the Application that remain unchanged must be affirmatively confirmed as “unchanged”. In addition, any Section that is “Not Applicable” for the License change requested should be marked “n/a”.			
Applicant is applying as: <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Association Other: _____			
ADDRESS OF PROPOSED PREMISE			
Applicant’s Legal Business Name		Trade Name/DBA	
Physical Address of Proposed Licensed Premises		Business Phone Number	
		() _____	
Mailing Address		City	State Zip



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PRIMARY CONTACT			
Name	Phone	Email	
Mailing Address	City	State	Zip
APPLICANT OWNERSHIP AND MANAGEMENT STRUCTURE			
Is Applicant a resident of, or entity registered with, the State of Colorado?		Yes	No
If Yes, when (date) did you become a resident in the state of Colorado?			

Please provide the names, mailing and home addresses of ALL OWNERS, OFFICERS, DIRECTORS, PARTNERS, MANAGING MEMBERS, BUSINESS MANAGERS, FINANCIERS AND ANY OTHER INDIVIDUALS OR ENTITIES that own any percentage to total 100% ownership of the Applicant or entity applying for this license.

<u>Name</u>	<u>Home Address, Mailing Address, City, State, Zip</u>	<u>Position</u>	<u>% Owned</u>

(If necessary, provide additional information on a separate sheet.)



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TOWN OF SNOWMASS VILLAGE
Town of Snowmass Village Business and Sales Tax #

AFFIRMATION	
<u>Initial</u>	
	I understand that the employees of the proposed Retail Marijuana Store including the Applicant, jointly or severally, applying for this license, may be subject to prosecution under federal law.
	I understand that the Town of Snowmass Village, Colorado accepts no legal liability in connection with the approval and subsequent operation of the applied for Retail Marijuana Store. I hereby release the Town of Snowmass Village, Colorado, Town employees and elected/appointed officials from any and all liability in connection with the proposed approval and subsequent operation of the applied for Retail Marijuana Store.
	I agree and authorize that Service of Process may be made upon any employee of the Licensee on behalf of myself, all owners, officers, directors, partners, managing members, business managers, financiers, and any other individual or entity that own any percentage of Licensee.
	I understand that I shall not make any major changes to the License, Licensed Premises, or Adjacent Grounds without first obtaining written approval of the LMLA.
I agree to report the following to the LMLA, in writing, within ten (10) days of such event:	
	Any new credits or debts that the Licensee or its Principals may incur that are related to the Licensed Premises, Adjacent Grounds, or any ownership interest in the Licensee in a single or cumulative amount greater than ten thousand (\$10,000).



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	Any charges filed against or any conviction of any Principal, Registered Manager, or Employee for any felony, misdemeanor, or serious traffic offense including but not limited to any deferred judgment or entry into any diversion program ordered or supervised by a court of law; or
	The hiring, dismissal, or resignation of <u>any</u> Employee.



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Retail Marijuana Store Change Application Checklist	
	Complete and notarized Town of Snowmass Village application
	Signed by officer – we will not accept applications signed by employees or managers
Fees – Made Payable to Town of Snowmass Village	
	Change in Location \$750.00
	Modification of Premises \$500.00
	Change in Business Organization Structure \$500.00
Business Documentation	
	Operating Agreement (LLC)
	Articles of Organization (Corporation) Bylaws complete and signed
	Certificate of Good Standing from Secretary of State
	Copy of current Town of Snowmass Village Business License
	Copy of current State of Colorado Retail Marijuana Store License.
Other	
	Lease Agreement – Copy of your current, amended or new lease, <u>in the name of the business</u> , fully executed and signed. We will not accept a lease in an individual’s name.
	Floor plan of facility, to scale, on 8.5 x 11 inch paper. These drawings should identify walls, fixtures, countertops, entrances, exits, safes, storage areas, location of cameras, DVR(s) and security rooms.
	List of all employees
	Security Plan
	Operational and Community Engagement Plan
	Affidavit of Age Compliance
	Copy of Security Monitoring Agreement with off-site monitoring company



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	Certificate of Zoning Compliance from Town of Snowmass Village Community Development Department
Individual History Form	
	Submitted for each applicant, owner, members, or employee
	Fingerprints – Arrangements are made through the Snowmass Village Police Department. Each individual that submitted an individual history must be fingerprinted and have a background check.



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AFTER INITIAL DETERMINATIONS ARE ISSUED BY THE LOCAL LICENSING AUTHORITY'S, THE APPLICANT MUST MAKE ARRANGEMENTS FOR INSPECTIONS WITH THE FOLLOWING DEPARTMENTS.

ROARING FORK FIRE RESCUE	
Written comments or a letter from Roaring Fork Fire Rescue demonstrating the licensed premises are in compliance with the applicable adopted fire code provisions.	
<input type="checkbox"/> No objection to the Retail Marijuana Store as proposed.	
_____	_____
Signature RFFR	Date
<input type="checkbox"/> Applicant must comply with the following adopted fire code provisions:	
_____	_____
Signature RFFR	Date



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TOWN OF SNOWMASS VILLAGE COMMUNITY DEVELOPMENT DEPARTMENT	
For all licensed facilities located within a building or structure for which a Town of Snowmass Village permit is documentary proof of compliance with all applicable building code standards, as well as documentary proof of compliance with all applicable Colorado Plumbing/Electrical Code standards, as required.	
<input type="checkbox"/> No objection to the Retail Marijuana Store as proposed.	
_____	_____
Signature Building Official	Date
<input type="checkbox"/> Applicant must comply with the following Town building code standards:	
_____	_____
Signature Building Official	Date



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TOWN OF SNOWMASS VILLAGE POLICE DEPARTMENT	
Written comments or a letter from the Snowmass Village Police Department to the Local Licensing Authority concerning the issuance of the license(s) for which the application has been made.	
No objection to the Retail Marijuana Store as proposed.	
_____	_____
Signature	Date
Application should be Denied. See attached written report of the results of the investigation of the proposed licensee(s).	
_____	_____
Signature	Date