



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

Town of Snowmass Village
 Retail Marijuana License Application

Please add additional pages if you need to explain your answer to any of the questions on this application form.

Application for a New Retail Marijuana Store License				
Retail Marijuana License Type: <input type="checkbox"/> Retail Marijuana Store New License _____ Transfer of Ownership _____				
Date Received by Town Clerk:		Date of Completed Application:		
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	
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?				



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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 percentage of 5% or more 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.)

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

REGISTERED MANAGER	
State the name of the registered manager who is delegated the authority over day to day operations of the licensee and who has the responsibility to ensure that the proposed Licensed Premises are operated in compliance with Chapter 9, Article 1 of the Snowmass Village Municipal Code.	
First Name	Last Name

STATE OF COLORADO APPLICATION		
Did the Applicant complete and submit the forms and pay the fees to the Colorado Department of Revenue required under C.R.S. § 44-12-101, <i>et seq.</i> ?	Yes	No
Provide a copy of the entire application submitted to the State Department of Revenue (pdf, disk or thumb drive versions of the State application are preferred).		



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CONTROL AND SECURITY OF THE LICENSED PREMISE

Does Applicant have sole legal control of the proposed Licensed Premises at the time the application is submitted by virtue of lease or present ownership interest?	Yes	No
Attach a copy of lease/deed/contract.		

SECURITY PLAN

Please submit a security plan for the proposed Licensed premises. Attach it to the application labeled "Security Plan." Explain in detail all the following security measures:

A	All doors, windows and other points of entry have secure, functioning commercial grade locks.
B	A locking safe or enclosed metallic storage vault located inside the proposed Licensed Premises in which any Retail Marijuana and Retail Marijuana Products will be secured when the Licensed Premises are not open to the public.
C	If the Licensed Premises are connected by any passage or entryway to any other Premises, there is a door between the two Premises that can be locked from the Licensee side and cannot be opened from the other side.
D	A professionally installed burglar alarm system that includes video cameras and alarms to detect any unauthorized entry at all doors, windows or other possible points of entry. Such video and alarm systems must be continuously monitored by an alarm company and comply with all State of Colorado Marijuana Regulations. Applicant must provide the name, address, contact person/ phone number of the alarm company, TOSV Police Department Alarm Permit Number and indicate if the ability to concurrently self-monitor is to be undertaken.

OPERATIONAL ELEMENTS OF THE PROPOSED LICENSED PREMISES

Please submit an operational plan and attach it to the application labeled "Operational Plan" with information provided for each item A) through I). This should show how the business, proposed Licensed Premises and adjacent grounds will be operated, including but not limited to:

A	How and where marijuana will be processed, stored, packaged, purchased, exchanged, exhibited, advertised, and sold.
B	How the business, Licensed Premises, and Adjacent Grounds will comply with each requirement contained in the Colorado Retail Marijuana Code C.R.S. 44-12-101 <i>et.seq.</i> and the Snowmass Village Municipal Code Chapter 9, Article 1
C	How the operation will reduce or mitigate adverse effects on the area in which it is situated, including but not limited to any adverse effects related to crime, odors, traffic, parking, noise and lighting.



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D	How the area of the proposed Licensed Premises operations are equipped with a ventilation system with carbon filters sufficient in type and capacity to eliminate marijuana odors.
E	Identifying how the organization plans to create positive impacts and promote participation with the regulated marijuana industry in the neighborhood where the licensed premises are located including written policies and procedures to address complaints by residents or businesses within the neighborhood surrounding the licensed premises.
F	Hours of operation.
G	Number of and names of all employees.
H	Parking for employees and customers on the Adjacent Grounds.
I	Traffic flow into and out of the Licensed Premises and Adjacent Grounds.
J	Record keeping as required under State law. Colorado Retail Marijuana Code C.R.S. 44-12-101 <i>et.seq.</i>
K	Submit your procedure manuals describing the methods to ensure and confirm the identity and age of patrons prior to making sales.



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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 Authority.
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).
	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 License 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	
	\$1,000.00 Application for New License
	\$500.00 Renewal Fee
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 required, 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.	
<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