



Town Clerk's Office
Town of Palisade
175 E 3rd Street/ P.O. Box 128
Palisade, CO 81526
970-464-5602

Town of Palisade Retail Marijuana License Renewal Application

This application contains terms that may be defined in the Town of Palisade Municipal Code Chapter 6, Article 5 or the Colorado Retail Marijuana Code, codified at C.R.S. § 44-12-101 et seq. Please complete all applicable sections in ink, attaching additional pages for required explanations, and return the completed application with attachments as noted herein.

NOTE: An Individual History for the applicant or primary contact, corporate officers and directors, corporate stockholders owning 5% or more of the corporation's stock, general partners, limited partners who have 5% or more interest in the partnership, and persons managing the licensee's finances must accompany the application.

I. LICENSE TYPE			
<input type="checkbox"/> Retail Marijuana Store	<input type="checkbox"/> Retail Marijuana Products Manufacturing Facility		
<input type="checkbox"/> Retail Marijuana Cultivation Facility*	<input type="checkbox"/> Retail Marijuana Testing Facility		
Applying as a: <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Unincorporated Association			
<input type="checkbox"/> Other Describe Other:			
II. APPLICANT			
Applicant/Licensee's Legal Business Name		Trade Name/D.B.A.	
Physical Address	Bus Phone	Business Email	
Mailing Address	City	State	Zip
III. PRIMARY CONTACT			
Name	Phone	Email	
Mailing Address	City	State	Zip
IV. REGISTERED AGENT - IF APPLICABLE			
Registered Agent			
Mailing Address	City	State	Zip
V. LICENSE INFORMATION			
Town of Palisade Business License #: _____		Attach Copy of Current Business License	
State of Colorado Sales and Use Tax License #: _____			

VI. APPLICANT OWNERSHIP AND MANAGEMENT STRUCTURE

1. Is the Applicant an entity registered with the State of Colorado?	Yes	No
2. If Yes, when was the applicant first registered with the State of Colorado?	Date:	
3. If the Applicant is an entity, attach a current copy of a Certificate of Good Standing for the applicant from the Colorado Secretary of State's official website.		

VII. OWNERSHIP DETAIL

Provide information for ALL Owners, Officers, Directors, Partners, Managing Members, Business Managers, Financiers, Primary Caregivers, and ANY Other Individuals or Entities owning any percentage of the Applicant or Entity Applying for the License - **Percentage MUST total 100%**. If necessary, provide additional information on a separate sheet.

Name	Physical Address, mailing address, City, State Zip	Position	% Owned

VIII. CHANGES - (If you answer yes to any of the following, please provide an explanation on a separate sheet.)

1. Since the Applicant's License was first issued, have there been any UNREPORTED changes (i.e., additions or resignations) to the applicant's owners, officers, directors, partners, registered managers, or employees?	Yes	No
2. Since the Applicant's License was first issued, has the licensee incurred any UNREPORTED new credits or debts related to the Licensed Premises, Adjacent Grounds, or any ownership interest in the licensee, in a single or cumulative amount greater than ten thousand dollars (\$10,000.00)?	Yes	No
3. Since the Applicant's License was first issued, have there been any UNREPORTED charges filed against, or any convictions of, any Principal, Registered Manager, or Employee for any felony, misdemeanor, or serious traffic offense (8pts or more), including but not limited to any deferred judgment or entry into any diversion program ordered or supervised by a court of law?	Yes	No
4. State the name of the Registered Manager with delegated authority over day-to-day operations of the licensee and responsible for ensuring the Licensed Premises are operated in compliance with Chapter 6, Article 5 of the Palisade Municipal Code. First Name: _____ Last Name: _____		

IX. CONTROL AND SECURITY OF THE LICENSED PREMISES

1. Does the applicant have sole legal control of the Licensed Premises at the time this application is submitted by virtue of a lease or present ownership interest? Attach a copy of the lease or deed.	Yes	No
2. If the Licensed Premises is leased, what is the expiration date of the current lease? Date:		
3. Does the Licensed Premises continue to maintain a suitable limited access area where the display, storage, processing, weighing, handling, and packaging of marijuana and marijuana-infused products occurs, which is posted "employees only" and is separated from the areas accessible to the public by a wall, counter, or some other substantial barrier designed to keep the public from entering the area?	Yes	No

X. SECURITY PLAN		
	Yes	No
1. Since the time the Applicant's State and/or Local License was first issued, have there been any significant changes to the original Security Plan or security measures for the Licensed Premises or the Adjacent Grounds that have not already been reported to and/or approved by the Local Licensing Authority?		
2. If there have been any significant unapproved and/or unauthorized changes to the existing approved Security Plan for the Licensed Premises or to its Adjacent Grounds, submit a Revised Security Plan for the Licensed Premises showing and explaining the significant changes made to any of the following security measures:		
A	All doors, windows, and other points of entry have secure and functioning locks;	
B	A locking safe or enclosed metallic lockable storage vault located inside the Licensed Premises in which any marijuana and marijuana-infused 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's side and cannot be opened from the other side;	
D	A professionally monitored and locally permitted burglar alarm system that detects unauthorized entry of all doors, windows, and other points of entry to the Licensed Premises;	
E	If windows facing the Adjacent Grounds are operable and/or capable of being seen through, there must be appropriate lighting of the Adjacent Grounds sufficient to ensure that customers entering and leaving the Licensed Premises, entering and exiting parked cars on the Adjacent Grounds, and walking across the Adjacent Grounds can be observed by employees from inside the Licensed Premises;	
F	Methods to prevent and protect employees, customers, and others from robberies and assaults on the Licensed Premises and Adjacent Grounds;	
G	A Planning Department approved plan showing exterior lighting of the building and Adjacent Grounds; and	
H	A plan showing a limited access area, limited access area barrier, and location of "Employees Only" signs as required under state law.	
XI. OPERATIONAL /COMMUNITY ENGAGEMENT PLAN		
	Yes	No
1. Since the time the Applicant's State and/or Local License was first issued, have there been any significant changes to the original Operational Plan for the Licensed Premises and Adjacent Grounds that have not already been reported to and/or approved by the Local Licensing Authority?		
2. If there have been any significant unreported and/or unauthorized changes to the existing approved Operational Plan for the Licensed Premises or its Adjacent Grounds, submit a Revised Operational Plan for the Licensed Premises showing and explaining the significant changes in how the business, Licensed Premises and Adjacent Grounds will be operated, including but not limited to:		
A	How or where marijuana is processed, stored, packaged, purchased, exchanged, exhibited, advertised, or sold.	
B	How the business, Licensed Premises, and Adjacent Grounds comply with each requirement contained in State law and Town ordinances.	
C	How the operation reduces or mitigates 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.	
D	How the Licensed Premises is equipped with a ventilation system with carbon filters sufficient in type and capacity to eliminate marijuana odors, discernable by a reasonable person, and to prevent such odors from emanating from the interior to the exterior of the building in which the Licensed Premises are located, including any public property or right of way.	
E	Identifying how the organization plans to create positive impacts, 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	Parking for employees and customers on the Adjacent Grounds.	
H	Traffic flow into and out of the Licensed Premises and Adjacent Grounds.	

I	Record keeping as required under State law.
J	Procedures for confirming the identity and age of patrons prior to making sales.

XII. APPLICANTS, PRINCIPALS, AND REGISTERED MANAGER

1. Since the Applicant's State and/or Local License was last issued, has the Applicant's Registered Manager changed?	Yes	No
2. If yes, was this reported to and approved by the Licensing Authority?	Yes	No
3. Has the Applicant, any Principal, or the Registered Manager, held an interest in any liquor license, marijuana license, or other license issued by any Town, County, political subdivision, or State that has been revoked, suspended, or fined within the preceding two (2) years?	Yes	No
4. Is the Applicant in default on any Town, County, State, or Federal taxes, fees, fines, or charges?	Yes	No
5. Does the Applicant have outstanding liens, judgments, parking tickets, or any other payables owed to the Town?	Yes	No
6. Does the Applicant or any Principal owner of the applicant have an ownership or financial interest in more than one Marijuana License in the Town of Palisade or in any other municipality or legal jurisdiction in Colorado? If yes , on a separate sheet, list all licenses or pending applications and the jurisdiction that issued each license or with which each application is pending.	Yes	No

XIII AFFIRMATION

Initial	I understand that the employees of a Retail Marijuana Store, Retail Marijuana Cultivation Facility, Retail Marijuana Products Manufacturing Facility, or Retail Marijuana Testing Facility including the applicant, jointly or severally, applying for this license, may be subject to prosecution under federal law.
	I understand that the Town of Palisade, Colorado accepts no legal liability in connection with the approval and subsequent operation of a Retail Marijuana Store, Retail Marijuana Cultivation Facility, Retail Marijuana Products Manufacturing Facility, or Retail Marijuana Testing Facility. I hereby release the Town of Palisade, Colorado, Town employees and elected/appointed officials from any and all liability in connection with the approval and operation of the Retail Marijuana Store, Retail Marijuana Cultivation Facility, Retail Marijuana Products Manufacturing Facility, or Retail Marijuana Testing Facility.
	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, primary and any other individual or entity that owns any percentage of the applicant.
	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 Local Licensing Authority.
	I understand that I shall submit an occupation tax in the amount of five dollars (\$5.00) per sales transaction that is less than one hundred dollars (\$100.00); ten dollars (\$10.00) per sales transaction that is one hundred dollars (\$100.00) or over but less than five hundred dollars (\$500.00); and twenty-five dollars (\$25.00) per sales transaction that is five hundred dollars (\$500.00) or more <u>before</u> the tenth day of each month for retail marijuana transactions in the preceding month.
	I understand that I shall submit an occupation tax in the amount of five percent (5%) upon the average market rate of unprocessed retail marijuana that is sold or transferred from a retail marijuana cultivation facility located in the Town of Palisade to a retail marijuana store or retail marijuana products manufacturer.

I Affirm That the Following Are Posted In a Prominent Place on The Licensed Premises:

a.	State Marijuana License
b.	Local Marijuana License
c.	Management Information
d.	Instructions for Reporting Concerns
e.	Sanctions Imposed During the Past 5 Years (If Applicable)
f.	Diversion and Health Risk Information
g.	Employee Notice Regarding Inspections

I Agree To Report The Following Events In Writing To the Local Licensing Authority Within Ten (10) Days Of Such Events:

	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 (8 pts or more), including but not limited to any deferred judgment or entry into any diversion program ordered or supervised by a court of law.

I, _____ UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, ATTEST THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Signature: _____ Date: _____

STATE OF COLORADO)
) ss.
COUNTY OF MESA)

Subscribed, sworn to, and acknowledged before me this _____ day of _____, 20____ by: _____

_____ On behalf of _____.

WITNESS my hand and official seal.

My commission expires: _____

Notary Public Signature

SEAL

XIV. TOWN OF PALISADE DEPARTMENTAL APPROVALS

Each Department Must Review, Approve, Sign, Check-Off, and Date for Application Approval to be forwarded to Town Board for approval.

TOWN CLERK'S DEPARTMENT

- Includes payment of application and licensing fees; submission of complete application forms and any other forms as required.

Date approved: _____ By: _____

Signature: _____

COMMUNITY DEVELOPMENT DEPARTMENT

- Compliance with Land Use Requirements as defined in the Palisade Land Development Code.

Date approved: _____ By: _____

Signature: _____

FINANCE DEPARTMENT

- Compliance with sales tax collection and remittance Code requirements

Date approved: _____ By: _____

Signature: _____

POLICE DEPARTMENT

- Successful completion of facility inspection
- No infractions within the last year have been reported

Date approved: _____ By: _____

Signature: _____

UTILITIES DEPARTMENT

- Compliance with Town Utilities Codes

Date approved: _____ By: _____

Signature: _____

FIRE DEPARTMENT

- Successful completion of facility inspection

Date approved: _____ By: _____

Signature: _____

License Renewal Application Checklist

	\$1,500 Renewal Fee payable to the Town Palisade
	\$5,000 Annual Operating Fee to the Town Palisade
	Complete and notarized Town of Palisade Renewal Application, signed by an officer – we will not accept applications signed by employees or managers.
	Lease Agreement OR Deed – Copy of current lease or deed, in the name of the business , fully executed and signed. We will not accept a lease in an individual's name.
	Copy of current Town of Palisade Business License.
	Copy of current State of Colorado Marijuana License.
	Copy of current Certificate of Good Standing if applicable.
	Individual History forms for <ul style="list-style-type: none"> • Each individual applicant. • All officers and directors of a corporation and stockholders owning 10% or more of the stock of such corporation and any person who has day to day authority to manage, or actually does manage, the corporation's finances • All members of an L.L.C. and any person who has day to day authority to or actually does manage the entity's finances • All general partners of a partnership or limited partners who have a 10% or greater interest in the partnership and any person who has day to day authority to manage, or actually does manage, the partnership's finances • Registered Managers
	Fire inspection scheduled and/or completed as required for all locations within the Town of Palisade.
	Police inspection scheduled and/or completed as required for all locations within the Town of Palisade.

Retail Marijuana Establishment Fee Schedule

	Annual Operating Fee (to be paid in addition to the application fees)	\$5,000.00 (non-refundable)
	Renewal of existing retail marijuana establishment license application fee	\$1,500.00
	Annual Business License Fee	Waived
Fees are set per Town of Palisade Ordinance #2017-14 and are subject to change by the Board of Trustees at any time by approval of a new Resolution.		