



REQUIRED DOCUMENTS AND SIGN-OFFS FOR

RETAIL MARIJUANA ESTABLISHMENT AND/OR MEDICAL MARIJUANA BUSINESS LOCAL LICENSE APPLICATION

BUSINESS NAME IN FULL: _____

APPLICANT NAME: _____

MAILING ADDRESS / PHONE: _____

PROPERTY OWNER NAME / PHONE: _____

- TYPE OF STATE LICENSE(S): Retail Marijuana Store Retail Marijuana Cultivation
 Retail Marijuana Products Manufacturer Dually Licensed Medical Marijuana Center and Retail Marijuana Store
 Dually Licensed Retail and Medical Marijuana Cultivation Dually Licensed Retail and Marijuana Products Manufacturer
 Medical Marijuana Center Medical Marijuana Center Cultivation Medical Marijuana Products Manufacturer

1. **STEP ONE:** Contact the Community Development Department at (970) 453-3160 to confirm with a Planner that the proposed licensed premises are in compliance with applicable zoning requirements.
2. **STEP TWO:** Complete the following forms:
 - a. Local License Application (two pages)
 - b. Individual History Record (two pages)
 - c. Landlord’s Consent to Submission of Application (one page)
3. **STEP THREE:** All Applicants **must meet with the following agencies** and obtain a signature sign-off. *Please call for appointments with these agencies.* The agency’s sign-off indicates that you have met with the agency and are taking the necessary steps to complete the agency’s required review and permit processes for the Application. The agency’s sign off **DOES NOT** indicate that all review and permit processes are complete.
 - **First:** Town of Breckenridge Department of Community Development. Call 970-453-3160 to **schedule an appointment** to determine if the proposed licensed premises are in compliance with applicable zoning requirements and to discuss sign regulations.

Planning Department Date

- **Second:** Town of Breckenridge Chief Building Official. Call 970-453-3180 to **schedule an appointment** to discuss compliance with applicable building, plumbing, electrical and mechanical codes.

Chief Building Official Date

- **Third:** Town of Breckenridge Finance Department. Call 970-453-3182 to **schedule an appointment** to discuss business license and sales tax requirements.

Finance Department Date

- **Fourth:** Town of Breckenridge Police Department. Call 970-453-2941 to **schedule an appointment** (Monday to Friday, 9am to 4pm) for a background check on and fingerprinting of the Applicant and all greater than 10% Owners of the applying entity.

Police Department Date

4. **STEP FOUR:** Bring this completed sign off sheet, completed fingerprint cards, the completed documents from Step Two, above, a check payable to the Town of Breckenridge for the appropriate fees, and a Cashier’s Check or Money Order to the Colorado Bureau of Investigation for \$39.50 to the Municipal Services Office.

If you have any questions, contact the Town of Breckenridge Municipal Services at 970-547-3127.