

**ADULT-USE MARIJUANA ESTABLISHMENTS LICENSING SUBMITTAL CHECKLIST
CITY OF SOUTHFIELD PLANNING DEPARTMENT
MARCH 2023**

Proposed Location Address: _____

All license types require submittal of this completed checklist with the following:

1) Pre-Submittal Checklist:

- Pre-Submittal Meeting (optional)
- Pay \$250 fee prior to scheduling pre-submittal meeting
- Apply online through the State of Michigan Cannabis Regulatory Agency (CRA)
- Indicate License Type Requested:
 - Adult-Use Marijuana Grower (SLU in I-L or I-1 zoning)
 - Adult-Use Marijuana Processor (SLU in I-L or I-1 zoning)
 - Adult-Use Marijuana Retailer (SLU in B-3 zoning)
 - Adult-Use Marijuana Safety Compliance Facility (O-S, ERO, ERO-M, and B-3)
 - Adult-Use Marijuana Transporter (SLU in I-L or I-1 zoning)
- Ensure proper zoning designation for License Type; Zoning Designation of Property: _____
- Ensure adequate separation requirements from adjacent land uses (Adult-Use Marijuana Grower, Processor, and Retailer)
 - Provide scaled aerial or site plan showing any/all conflicting land uses
- Confirm all above information with Planning Department 248.796.4150

B) Adult-Use Safety Compliance Establishment Submittal Checklist:

If occupying the entire building, Administrative Site Plan review may be required for a change in use; contact the Planning Department to determine if required.

If it is determined that Administrative Site Plan review is required, please provide the following to the Planning Department:

- Administrative Site Plan application with Property Owner signature
- Separate proof/confirmation of ownership (copy of deed, etc.)
- Letter from ownership acknowledging and authorizing petitioner's request for an Adult-Use Safety Compliance Establishment License
- \$40 application fee and \$750 for Admin Site Plan review
- Two (2) sets of site plans + PDF of plans with all items on Site Plan/Admin Site Plan Review Checklist addressed
- Security and Lighting Plan

If occupying a portion of an existing building (one or more tenant space(s), not entire building), please provide the following to the Planning Department:

- Tenant Roster Form for entire building with square footage, usage, and pertinent information indicated for each tenant space (contact the Planning Department to determine if needed and to obtain Tenant Roster form) for parking analysis purposes
- \$100 Zoning Review Fee (this covers the zoning review, parking analysis, and site inspection)
- Security and Lighting Plan

C) Adult-Use Marijuana Establishments Licensing Planning Department Submittal Checklist (Grower, Processor, Retailer, Transporter):

- Special Use and Site Plan or Administrative Site Plan applications with Property Owner signature (Administrative Site Plan required for I-L and I-1 properties; Site Plan required for all others)
- Separate proof/confirmation of ownership (copy of deed, etc.)
- Letter from ownership acknowledging and authorizing petitioner's request for an Adult-Use Marijuana Facility License
- \$600 fee for Special Use; \$40 application fee; \$1,000 for Buffer Uses = \$1,640 PLUS either \$750 for Admin Site Plan review or \$1,000 for Site Plan Review
- Two (2) hard copy sets + PDF of site plans with all items on Site Plan/Admin Site Plan Review Checklist addressed.

D) After Zoning Approval and Before Certificate of Occupancy is issued (All License Types):

- Approval of Adult-Use Marijuana Facility License to be obtained from the City Clerk in conjunction with the State of Michigan
- All proper permits must be obtained from the Building Department and inspections completed/passed
- All site work and landscaping (if applicable) are to be completed per Special Use and Admin/Site Plan approvals
- Planning and Landscaping final inspections must be conducted and approved

I, _____, acknowledge the aforementioned information, have reviewed Section 5.22-8 Adult-Use Marijuana Establishments, Article 4 of the Zoning Ordinance regarding required procedures and operational restrictions and will comply with all City regulations pertaining to Adult-Use Marijuana Establishments within the City of Southfield.

Signature

Date

Phone Number

Proposed Timeline for Reviews Requiring Planning Commission/City Council Approval:

