MEDICAL MARIHUANA FACILITIES LICENSING SUBMITTAL CHECKLIST
CITY OF SOUTHFIELD PLANNING DEPARTMENT
DECEMBER 2019

A) Pre-Submittal Checklist:

☑ Pre-Submittal Meeting (optional)
☑ Proposed Location Address: ________________________________
☑ Pay $250 fee prior to scheduling pre-submittal meeting

☑ Indicate License Type (A-E) Requested:
   ☑ A: Safety Compliance Facility (O-S, ERO/ERO-M, B-3, Northland ODD)
   ☑ B: Grower (I-L, I-1, Northland ODD)
   ☑ C: Processor (I-L, I-1, Northland ODD)
   ☑ D: Secured Transporter (I-L, I-1, Northland ODD)
   ☑ E: Provisioning Center (B-3, Northland ODD)

☑ Ensure proper zoning designation for License Type; Zoning Designation of Property: ________________________________

☑ Ensure adequate separation requirements from adjacent land uses

☑ Confirm all above information with Planning Department 248.796.4150

B) Medical Marihuana Facilities Licensing Planning Department Submittal Checklist:

☑ 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 besides Northland ODD which requires a separate process in addition to this completed checklist)

☑ Separate proof/confirmation of ownership (copy of deed, etc.)
Letter from ownership acknowledging and authorizing petitioner’s request for a Medical Marihuana Facility License

$600 fee for Special Use; $40 application fee; $1,000 for Buffer Uses; and $750 for Admin Site Plan review or $1,000 for Site Plan Review

Ten (10) sets of site plans with all items on Site Plan/Admin Site Plan Review Checklist addressed.

C) After Zoning Approval and Before Certificate of Occupancy is issued:

Approval of Medical Marihuana 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 5.22-7 Medical Marihuana Establishments, Article 4 of the Zoning Ordinance regarding required procedures and operational restrictions and will comply with all City regulations pertaining to Medical Marihuana Facilities & Establishments within the City of Southfield.

____________________________________________________________________
Signature Date
Proposed Timeline for Review:

**Submittal**
- Petitioner submits by the last day of the month

**Month 1**
- City department review
  - Comments relayed to petitioner by Planning staff; ALL STAFF COMMENTS MUST BE ADDRESSED AND PLANS RESUBMITTED BEFORE YOU MAY PROCEED TO NEXT STEP

**Month 2**
- Planning Commission Study meeting(s) (2 max)
  - ALL PLANNING COMMISSION COMMENTS MUST BE ADDRESSED AND PLANS RESUBMITTED BEFORE YOU MAY PROCEED TO NEXT STEP
  - Planning Commission Public Hearing with recommendation

**Month 3**
- Legislative Committee meeting
  - City Council site plan meeting (if applicable)
  - City Council study meeting; ALL CITY COUNCIL COMMENTS MUST BE ADDRESSED AND PLANS RESUBMITTED BEFORE YOU MAY PROCEED TO NEXT STEP
  - City Council Public Hearing
  - City Council approval or denial

**Month 4**
- If approved, then:
  - Submit for license through City Clerk’s office and State of Michigan