

**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.

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Signature

Date

Proposed Timeline for Review:

