



# Procedure for Marijuana Establishment Applicants in Three Rivers

Tip: use SOP below as a checklist. Note: while the following is generally sequential, some items may be done in parallel



general order / flow: zoning review, cmsn. hearings, signed SEU permit, occupancy / readiness inspection, state & city license issued (concurrent)

## 1. PLAN AHEAD

- review Zoning and other, related provisions detailed in Ordinance [847](#) (SEU req.) and Ordinance [848](#).
- general process for all new businesses/developments in the city is online at [threeriversmi.org/flowchart](http://threeriversmi.org/flowchart)
- Applicant must own corresponding property or have signed letter from land owner (general)
- Parcel combinations and changes to property lines (if necessary) may require professional survey to be completed; contact City Assessor's ofc. for more info

## 2. ZONING - note: NBZRA form *not* needed

- helpful resources for all new businesses can be found at [threeriversmi.org/new-businesses](http://threeriversmi.org/new-businesses)
- submit **Zoning Permit** at City Hall or SAFEbuilt (n/c)
- Permit is processed by Zoning Official at SAFEbuilt
- resulting **"inspection" report** has some potential outcomes: initially unapproved (until SEU permit is acquired) with or without recommendation to apply for Site Plan Review (see section below), or denied based on proposed location w/in specified distance of 1 or more community elements or in unapproved zoning district per type of facility.
- If denied: applicants may only appeal to City Commission (i.e., not ZBA) if grounds for denial are based on use. Rezoning of property may be petitioned through City (req. f:clerk) but only after zoning has not been approved by way of inspection by official.

## 3. MELA: Marijuana Establishment License Application

- First (or in parallel), seek provisional license from state
- MRA confirmation of compliance (may be signed by City Clerk)
- complete MELA form and submit at City Hall with fee and all application materials; e.g., 24x36" prints, security plan, etc.. Note: license form may also function as **SEU permit** application
- Time of submittal will determine schedule for Planning & City Commission (PC & CC) mtgs.; Goal: application, materials & payment 21 days prior to PC mtg.
- For PC & CC mtg. schedule, refer to calendar at [threeriversmi.org/meetings](http://threeriversmi.org/meetings)
- completed application and corresponding documents will be reviewed (internally) first, then forwarded to PC with recommendation to proceed or garner additional info (as or if needed).

## 4. SITE PLAN REVIEW Application (if needed)

- review (& req. review of) Exemption criteria online at [threeriversmi.org/siteplan/#exemptions](http://threeriversmi.org/siteplan/#exemptions)
- Site Plan materials may be submitted with MELA, or applicant may wait for approval of license and/or SEU permit. Note: *there is a sep. fee for Site Plan review.*
- Site Plan application with payment and materials must be submitted at City Hall (Clerk's office) ...*not* at SAFEbuilt (in Athens, MI).
- Additional information on Site Plans, including their review process, filing requirements, application form, checklist, relevant ordinances and examples are provided online at [threeriversmi.org/siteplan](http://threeriversmi.org/siteplan)

## 5. REVIEW PROVISIONS (Application Requirements)

- Clerical Review (at time of submittal)...
  - payment submitted (in full)
  - oath signed & dated
  - valid state ID provided
  - proof of business registration

- location map & drawings (see next/below)
- property deed or lease agreement
- location map of surrounding area (e.g., up to about ½ mile) w/distances to churches, parks & schools
- stamped & sealed drawings (24x36") of proposed premises showing building layout, ingress/egress, loading zones and areas of business use
- comprehensive operation plan with...
  - security plan\*
  - staffing plan
  - lighting plan
  - disposal plan
  - ventilation plan
  - regulated materials
  - proof of insurance

\* security plan min.(3): cameras, safe storage/vault, alarm system  
Note: *additional items listed in 31-1 subject to City Commission review* including, but not limited to: established hours, off-site official contact list, on-site security guard, and signage, as well as perimeter fencing as necessary (e.g., for growers) and with City approval in consultation with Chief of Police.

- growers & processors: plan specifying methods for city utilities (i.e., use of water & sanitary systems).

## 6. COMMISSION MEETINGS (with Public Hearings)

- copy of public hearing notice(s) may be obtained from the City Clerk's office
- hearing notices will (fyi) include direct mailings of all businesses and property owners w/in 300 ft. of subject property as well as in Commercial News, as required.
- Planning Commission (PC) meetings are regularly held the 4<sup>th</sup> Monday of each month; PC will review zoning aspects and make a recommendation (or return to applicant for additional information)
- City Commission (CC) meetings are typically held the 1<sup>st</sup> and 3<sup>rd</sup> Tues. of each month; CC will review all application information including, but not limited to, property sale/lease agreement, applicant bkgd. & identification information, proof of business reg., stamped drawings/other application requirements, a comprehensive operation plan (see above) including staffing and security provisions. CC will make final decision for city on applicant's SEU permit (next) or request additional info from, or provisions for, the applicant, or may also *conditionally approve*.

## 7. FINALIZE SEU PERMIT (with Public Hearings)

- Applicants have been made aware that SEU permits are tied to location & owner and subject to revoc.
- Final SEU permit signed by City mgr. & atty.

## 8. FINAL INSPECTION & OCCUPANCY

- Applicants schedule final inspection w/SAFEbuilt
- Marijuana Facility "Readiness Inspection": Building and Zoning Officials will review all requirements for bldg. code/zoning and PC-recommended conditions and approval from CC as part of SEU provisions.
- SEU signatures / Certificate of Occupancy issued

## 9. ANNUAL PERMIT RENEWALS

- submit renewal application (noting changes if any)
- inspection by building/zoning official(s) f: SAFEbuilt
- request for license modification, if changes to...
  - facil., ownership/mgt., names/named persons
  - business reg., license or interest, other conveyance, lease or sale agreement, etc..
  - operation plan (security provisions, staffing, lighting, ventilation, disposal, etc..)
  - location, property info, zoning, etc..