

City of Lansing Medical Marijuana Operations Application Checklist

Documents to Upload	Relevant Ordinance Citation
<input type="checkbox"/> Stakeholder Information Page(s)* <input type="checkbox"/> Copy of Photo ID*	1300.04(b)(1),(2)
<input type="checkbox"/> LLC, LLP or Corporation Document(s) <input type="checkbox"/> FEIN Verification Letter	1300.04(b)(2)
<input type="checkbox"/> Employee/Operator Information Page(s)~ <input type="checkbox"/> Copy of Photo ID~	1300.04(b)(3)
<input type="checkbox"/> Criminal History Background Check Report(s)*~	1300.04(b)(5)
<input type="checkbox"/> Tangible Capital Investment Plan & Corroborating Docs^ <input type="checkbox"/> Property Improvement Plan & Corroborating Docs <input type="checkbox"/> Operations Integration Plan & Corroborating Docs+^ <input type="checkbox"/> Community Outreach & Education Plan <input type="checkbox"/> Community Investment Plan & Corroborating Docs	1300.04(b)(7)
<input type="checkbox"/> Stakeholder Resumes*	1300.04(b)(7) 1300.04(b)(22)
<input type="checkbox"/> Marketing & Minor Exposure Minimization Plan	1300.04(b)(7), (11)
<input type="checkbox"/> Proposed Ownership Structure <input type="checkbox"/> Organization Chart	1300.04(b)(7)(i) 1300.04(b)(7)(ii)
<input type="checkbox"/> Proof of Ownership, Purchase Agreement or Lease with consent	1300.04(b)(8)
<input type="checkbox"/> Security Plan	1300.04(b)(9)

s:\clerk_staff\licenses\marihuana\adult use - phase 3\application checklist - chapter 1300 as adopted 10.30.2019.docx

* Must Upload for all Stakeholders

~ Must Upload for all Operators/Employees

+ Not required for Microbusiness or Consumption Establishment ^Not required for Non-Capped License Types

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<input type="checkbox"/> Floor Plan	1300.04(b)(10)
<input type="checkbox"/> Parking Calculation Form (In Stakeholder Packet)	1300.04(b)(22)
<input type="checkbox"/> Location Area Map	1300.04(b)(12) 1300.10(a)
<input type="checkbox"/> Treasury Form(s)*	1300.04(b)(13)
<input type="checkbox"/> Budget	1300.04(b)(17)
<input type="checkbox"/> Proof of Net Worth & Financing	
<input type="checkbox"/> Job Creation Plan (Refer to the criteria for your specific license type to see what needs to be included.)	1300.04(b)(18)
<input type="checkbox"/> Odor Plan	1300.04(b)(19) 1300.09(d)
<input type="checkbox"/> Financial Resources Litigation History Form*	1300.04(b)(20)
<input type="checkbox"/> Morals, Good Order and General Welfare Litigation History Form*	1300.04(b)(21)
<input type="checkbox"/> Resident Safety & Crowd Control Plans (Consumption Establishments ONLY)	1300.05(d)
<input type="checkbox"/> Noise Plan (Consumption Establishments ONLY)	1300.09(d)
<input type="checkbox"/> State of Michigan Marihuana Prequalification	1300.05(h)(i)
<input type="checkbox"/> State of Michigan Marihuana Facility Licenses+	

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