

Med Marijuana Phase 2 Update #2

May 23, 2019

General Instructions and a clarified Phase 2 Provisioning Center License Application Scoring Criteria are now available at <https://www.lansingmi.gov/1674/Medical-Marijuana-Application-Information>

As previously reported, City Clerk Chris Swope will open the second 30-day window for Medical Marijuana Provisioning Center applications on **Tuesday, May 28, 2019**. All applications and payment must be submitted **by 4:30 p.m. on Thursday, June 27, 2019**. There are only five provisioning center licenses available to be issued to applicants during this second phase.

All applications must be submitted electronically, and the Clerk's Office has provided the following links on the website to assist in submission for **Phase 2 Provisioning Center Applications ONLY**:

- Phase 2 General Instructions
- Phase 2 Checklist of documents required
- Phase 2 Criteria for scoring that was updated on May 23, 2019
- Link to Online Application (**active by 9 am. on May 28**)
- Stakeholder All-in-One Form Packet
- Operator Employee All-in-One Form Packet

As you review the General Instructions, please note the importance of reviewing **the confirmation email**.

- It is the **responsibility of the submitter** to ensure they receive a confirmation email confirming the receipt of their application. If you do NOT receive an email with a confirmation number within 24 hours **it is the submitter's responsibility** to notify the Clerk's Office in writing at city.clerk@lansingmi.gov.
- The confirmation email will have an attachment with a list of the documents submitted. If you have submitted the wrong document prior to the deadline for provisioning center application submission or if any document you uploaded does not appear on your confirmation email, please notify the Clerk's Office immediately in writing at city.clerk@lansingmi.gov.

All files submitted must be in PDF format, and should be named with the document name provided on the checklist, followed by your Applicant LLC/LLP/Corp name and facility street address (**i.e. Net Worth-ABC Meds- 1234 Any Street**).

Applicants are strongly encouraged to compress their documents to the smallest file size possible to facilitate smooth upload and submission of the application.

The Clerk's Office created new fillable forms for stakeholders and operator/employees. The stakeholder form includes the required Treasury and Background Investigation release forms, along with the Financial Resources and Morals, Good Order and Welfare Litigation History forms. Some of these forms

require notarization prior to submission. The Operator/Employee form includes the Background Investigation release form.

Phase 2 Criteria has been updated within the confines of the Ordinance. The City Clerk will award more points for being located further away from other provisioning centers and to encourage more investment in the City both in hiring and construction. The Phase 2 criteria is available at lansingmi.gov/marijuana.

Applicants will have three payment options:

Option 1 – Mail a check or money order payable to the City of Lansing with Application Name, location and confirmation number using a trackable mailing service to:

Lansing City Clerk's Office
Attn: Medical Marijuana Licensing
124 W Michigan Ave, 9th Floor
Lansing, MI 48933

Option 2 – Pay in person via check, money order, credit/debit card (subject to 3% fee) or cash:

Lansing City Clerk's Office
Medical Marijuana Licensing Unit
Ground Floor, Rear Entrance
2500 S Washington Ave
Lansing, MI 48910

Option 3 – Pay online using credit/debit card (subject to 3% fee) OR Electronic Check. The online secure payment link will be included in the confirmation email.

The City of Lansing is currently accepting all other type of Medical Marijuana facilities applications, and ordinance has no limit on the number of facilities in the City.

If after reviewing the website and you still have questions, please contact the Lansing City Clerk's Office at 517-483-4131 and ask for either Jennifer, Deb or Brian.