

Northfield Township Marihuana Facility Notice of Application Procedures, 12/4/19

The following administrative procedures are here-by established by the Northfield Township Manager for the purposes of receiving and evaluating applications to establish Marihuana Facilities. These procedures ensure the fair application of Ordinance 19-66 and Ordinance 19-67.

Township Application Window* Procedure

1. The Township window* will begin accepting applications on December 26, 2019 at 8:00 A.M. at the Township Offices, 8350 Main Street, Whitmore Lake, MI, 48189. Applications will be accepted until 4:30 P.M. on January 24, 2020.
2. The application packet must be submitted in hard copy; no electronic materials will be accepted. The Township will time-stamp the Pre-Application Questionnaire, which is the first page of the packet, at the time of submittal.
3. The application materials are available on the Township website, at the link below:
http://www.twp-northfield.org/services_and_departments/documents_-_building_and_zoning.php#revize_document_center_rz176
4. One application is required per site. Applicants may request multiple permits per site. A fee of \$5,000 is required per permit. Applicants may file multiple applications.
5. The window closes at 4:30 P.M. on January 24, 2020. All applications submitted in the application window will be assigned by random drawing** for processing at a special public meeting on January 28, 2020 at 6:00 P.M.
6. Applicants will be notified via email of the results of the January 28, 2020 draw, including number of applications received during the application window and their application randomly assigned order.
7. Applicants do not need to line up prior to December 26, at 8:00 A.M. to secure a place in line.
8. Any applicant wishing to submit a Marihuana Facilities application must have all application materials completed and provided in the application packet, including:
 - a. A completed Marihuana Pre-Application Questionnaire
 - b. A completed Northfield Township Marihuana Facilities Permit application
 - i. Including a non-refundable \$5,000 fee per permit; which shall be made by cashier's check, money order or certified check
 - c. A completed non-refundable Zoning Compliance application
 - i. Including a non-refundable \$200 fee per application; which shall be made by separate cashier's check, money order or certified check
 - d. Note: Site Plan and Conditional Use applications and fees will be required upon a positive determination of complete Marihuana Facilities Application AND Zoning Compliance.
9. The Township intends to notify persons submitting applications of application completeness on or before February 28, 2020.

Post Township Application Window* Procedure**

1. Applicants arriving after 4:30 P.M on January 24, 2020 will be processed in the order received and will not be processed until the Township completes the processing of applications received during the December 26, 2019 to January 24, 2020 application window.

** The Township application window procedure is the initial application process that starts on December 26, 2019 and runs through January 24, 2020. This window is created to protect and preserve public health, safety and welfare and ensure a safe and fair procedure for all applicants.*

*** Random drawing – random drawing procedure will commence at the special public meeting prior to the Township Board Meeting on 1/28/2020 after the close of the Township Window on 1/24/2020.*

**** Post Township Application Window Procedure is the application process that will commence for all applicants following January 24, 2020 at 4:30 P.M. After this time applications will be processed in the order received following completion of processing the applications submitted prior to January 24, 2020 at 4:30 P.M.*

**Township of Northfield
Marihuana Facilities Permit
PRE-APPLICATION QUESTIONNAIRE**

Instructions to Applicants: If you are applying for a Township of Northfield Marihuana Facilities Permit, this form must be completed prior to filling out the Marihuana Facilities Permit Application form. The Marihuana Facilities Permit Application form will not be accepted without this completed pre-application questionnaire.

Facility name: _____

Facility address: _____

Number permits requested at the site: _____ (\$5,000 fee required per permit)

Please indicate, by checking YES or NO, if your establishment meets the following criteria. Proof via appropriate documentation must be attached, and is subject to Township review.

1. Has the business filed a Township *Zoning Compliance Application*? Yes No
2. Has the business received pre-approval for the required *State License*? Yes No
3. Does the business have legal possession or ownership of the business location? Yes No

Signature of Authorized Representative

Printed Name

If all of the above have been answered YES, the applicant may submit an application for a Marihuana Facilities Permit. Fill out the Township of Northfield permit application form. Attach this completed questionnaire to the permit application and submit with the \$5,000.00 application fee per permit requested and all other attachments to the Township Planning Department, 8350 Main Street, Whitmore Lake, Michigan 48189-0576, (734) 449-5000, Fax: (734) 449-0123

If any of the above have been answered NO, the Township may request more information or hold the application until a such a time the information is provided. Applicants that are not yet able to meet the minimum criteria may not be considered by the Township of Northfield.

Submittal of an Application Does not Guarantee Receipt of a Marihuana Facility Permit.

- Please see the reverse side of this pre-application questionnaire for important information regarding the permit application process.

Additional Information:

- The Zoning Compliance permit must be applied for and obtained from the Township Planning Department at 8350 Main Street, Whitmore Lake, Michigan 48189-0576, 734-449-5000, Fax: 734-449-0123. A Zoning Compliance permit is only issued following site plan approval and conditional use approval.

http://www.twp-northfield.org/services_and_departments/documents_-_building_and_zoning.php#revize_document_center_rz221

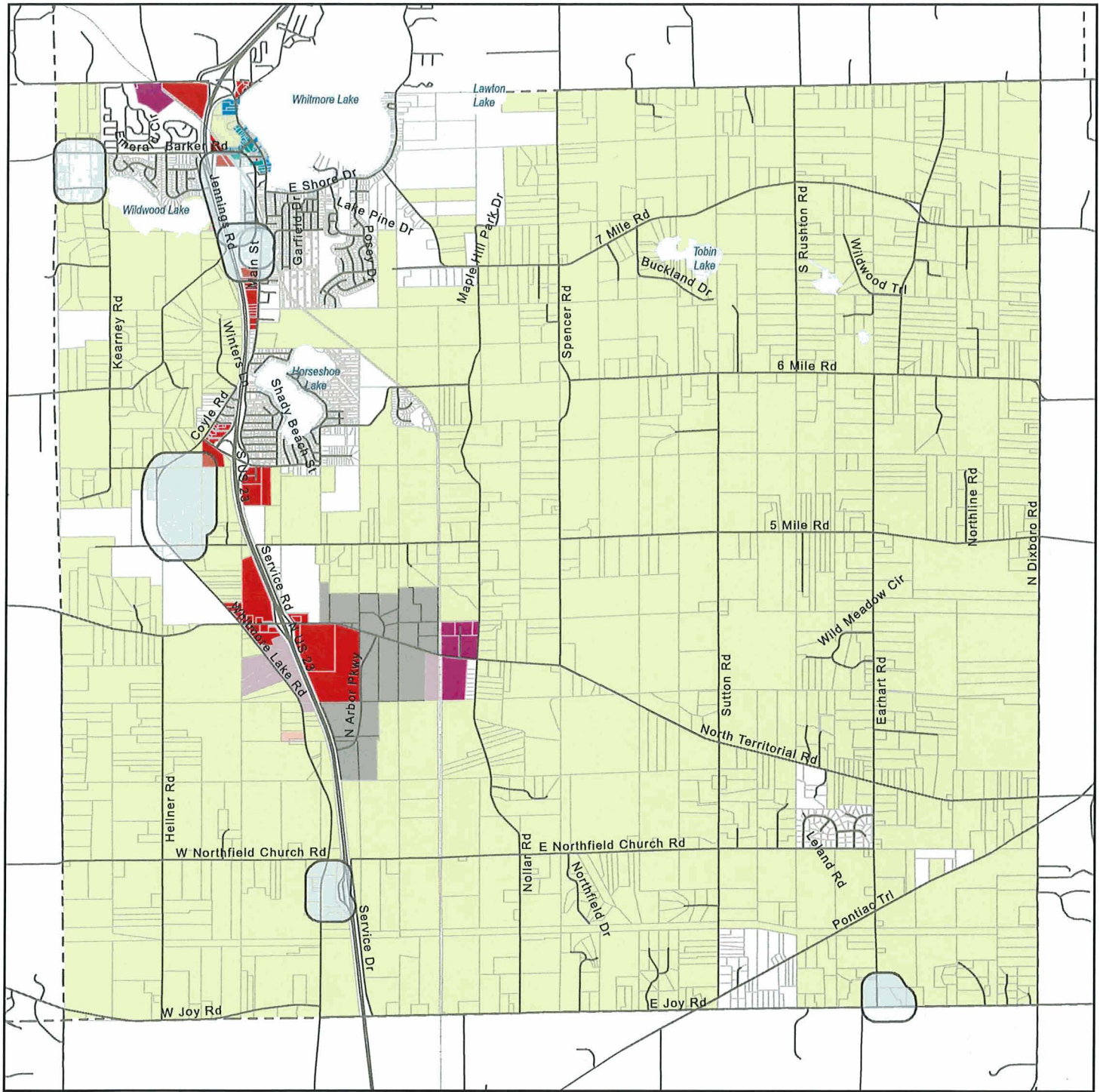
- A Certificate of Occupancy may require an inspection which could trigger building code compliance for structural, electrical, plumbing, or other code issues. For more information please contact the Northfield Township Building Department at 8350 Main Street, Whitmore Lake, Michigan 48189-0576, 734-449-5000, Fax: 734-449-0123
- If your application is complete, you will receive official confirmation from Township staff. Issuance of a permit authorizes operation of the facility only after submission to the Township Clerk of a copy of the state license when issued.

- For more information on Township's marihuana permit requirements, see Township Ordinance 19-67

http://www.twp-northfield.org/Ordinance_19_67_Marihuana_Permitting_ordinances.pdf

- For more information on the Township's marihuana zoning requirements, see Township Ordinance 19-66

http://www.twp-northfield.org/Ordinance_19_66_updated_Recreational_and_Medical_Marihuana_Updates_Zoning_19_1204.pdf



Permitted Marijuana Facilities

Northfield Township

December 4, 2019

DRAFT

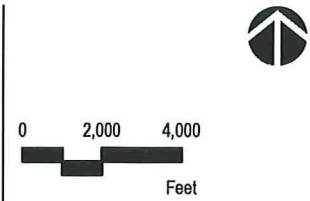
- LEGEND**
- LC Local Commercial
 - GC General Commercial
 - LI Limited Industrial
 - GI General Industrial
 - RTM Research/Technology/Mnfc.
 - WLD Whitmore Lake Downtown
 - WLD-NV Whitmore Lake North Village
 - WLD-W Whitmore Lake Waterfront
 - AR Agricultural
 - 500ft School Parcel Buffer
 - Zones Prohibiting Marijuana Facilities
- Zones Prohibiting Marijuana Facilities: LR, MR, MHP, SR-1, SR-2, RO, PSC, RC

Districts Where Marijuana Facilities Are Permitted:

Districts	Grower**	Micro business	Processor	Retailer	Secure Transport	Prov. Center	Safety Comp.
LC				X		X	
GC				X	X	X	X
LI	X	X	X		X		X
GI	X	X	X		X		X
RTM	X		X				X
WLD				X	X	X	
WLD-NV					X		
WLD-W				X	X	X	
AR	X						

*Where zoning districts are not listed marijuana facilities are not permitted, with the exception of primary caregivers

**For information on the Growing licenses permitted in each district see zoning ordinance



SOURCES
 Basemap Source: Michigan Center for Geographic Information, Version 17a.
 Data Source: Northfield Township, McKenna 2019



TOWNSHIP OF NORTHFIELD

MARIHUANA FACILITIES PERMIT APPLICATION

Please return completed application and **\$5,000 permit fee** (per permit) to:
 Northfield Township Office
 8350 Main St., Ste. A
 Whitmore Lake, MI 48189

Date Submitted: _____

Permit #: _____

NEW **RENEWAL** – Applications may be submitted 90 days prior to existing permit expiration.

Type and Number of Permits Requested (Check All That Apply) # _____

- Grower – Maximum Number of Plants Requested: _____
 Recreational: Class A Class B Class C Stacking # _____
 Medical: Class A Class B Class C Stacking # _____
 Adult Use (Recreational Retail) Provisioning Center Microbusiness
 Processor Secure Transporter Safety Compliance Facility

FACILITY NAME & LOCATION	<i>Business Name</i>		
	<i>Address</i>	<i>Zip</i>	<i>Website Ph</i>
	<i>Suite or Unit #</i>		
PROPERTY OWNER(S)	<i>Name</i>		<i>Ph</i>
			<i>Fax</i>
	<i>Address</i>	<i>Zip</i>	<i>Email</i>
Are there additional property owners? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , attach a separate sheet listing this information for each additional owner.			
FACILITY OWNER(S)	<i>Name</i>		<i>Ph</i>
			<i>Fax</i>
	<i>Address</i>	<i>Zip</i>	<i>Email</i>
This facility is owned by: (check one) <input type="checkbox"/> me as the individual owner <input type="checkbox"/> corporation <input type="checkbox"/> limited liability company <input type="checkbox"/> partnership <input type="checkbox"/> sole proprietor with an assumed name For any other than “me as the individual owner,” attach a separate sheet listing this information for all directors, officers, members, partners, and individuals.			
FACILITY or BUSINESS MANAGER(S)	<i>Name</i>		<i>Ph</i>
			<i>Fax</i>
	<i>Address</i>	<i>Zip</i>	<i>Email</i>
Are there additional facility managers? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , attach a separate sheet listing this information for each additional person.			

FELONY CONVICTIONS

Each person named on the application (i.e. facility owners including all names associated with a corporation, facility managers, and property owners) must fill out the following statement. Please duplicate this sheet and attach one copy for each person named on the application.

Name _____

Have you ever been convicted of a felony involving controlled substances as defined under the Michigan public health code, MCL 333.1101, et seq, the federal law, or the law of any other state? Yes No

If yes, what is the date of the conviction(s) and the law(s) under which you were convicted?

Have you ever been convicted of any other type of felony under the law of Michigan, the United States, or another state? Yes No

If yes, what is the date of the conviction(s) and the law(s) under which you were convicted?

I hereby certify that the felony conviction information provided is true and correct.

Signature: _____ Date: _____

Print Name of Signature and Title: _____

SECURITY MEASURES

Have the security measures required under Section 36-761 Standards for Marihuana Establishments and Facilities of Chapter 36 been installed?

Yes No

If no, what is the anticipated date of installation: _____

MARIHUANA FACILITY VOLUNTARY LOCAL DEVELOPMENT AGREEMENT (MFVLDA)

Does the application include a signed MFVLDA? Yes No

PROOF OF CONTROL OF PREMISES

Proof of the applicant's ownership or legal possession of the premises (such as a deed, lease, or other legally binding document) is attached. Yes No

ZONING COMPLIANCE

The facility's Zoning Compliance Permit application for Marihuana Facilities is attached. Yes No

CERTIFICATE OF OCCUPANCY – STAFF USE ONLY

The facility's Certificate of Occupancy is attached. Yes No Date Received: _____

The facility's Zoning Compliance Permit is attached. Yes No Date Received: _____

The facility's State Permit is attached. Yes No Date Received: _____

I, the undersigned, have the authority to sign this Application on behalf of _____ (the "Facility"). I have read all of the above answers and they are true and correct. The Facility agrees to comply with all terms and conditions of a permit as it may be issued. This signature certifies applicant consent to the Township application procedures and indemnifies the Township, Township employees, Township officials, and Township contractors from all liability related to the proposed facility.

Signature: _____ Date: _____

Printed Name and Title: _____

Business Name: _____

Attachments Required at time of Application:

- Zoning Compliance Permit application
- Proof of legal owner of facility (e.g. lease, deed, purchase agreement, etc.)
- Additional owner/manager pages (if necessary)
- Prequalification Application Documents from LARA
- Facility Plan as Required by LARA
- Security Plan as Required by LARA

Applications and fees required upon successful determination of a completed Marihuana Facility Application and Zoning Compliance Application:

- Site Plan application
- Conditional Use application

Documents Required prior to Legal Operation of the facility under a permit that has been issued:

- Copy of State License
- Zoning Compliance Permit
- Certificate of Occupancy
- Insurance Documentation

OFFICE USE ONLY

POLICE / FIRE

Notes: _____

Recommendation: _____ Date: _____

PLANNING AND ZONING

Notes: _____

Recommendation: _____ Date: _____

ATTORNEY

Notes: _____

Recommendation: _____ Date: _____

TOWNSHIP MANAGER

Notes: _____

Recommendation: _____ Date: _____

CLERK

Permit Expiration Date: _____

Approved by Township Clerk's Office: _____

Comments: _____

Copy: Applicant/Planning/Township Clerk's Office (retains original)

Draft 12/4/19

Applicant:
Address:
License:

Northfield Township Marihuana Facility Voluntary Local Development Agreement (MFVLDA), December 4, 2019

This document is for voluntary use by any and all applicants applying to open a Marihuana Facility in Northfield Township. Participation in the MFVLDA program is voluntary. The selection by the Applicant of any voluntarily-offered conditions on the form is at the applicant's own discretion. However, once a completed, signed MFVLDA form has been submitted with a Marhuana Facilities Permit Application, it is legally enforceable. All voluntarily-offered conditions selected on the form will be required for the final approval of the project.

Each voluntarily-offered condition listed across 3 categories is of equal value. For example, if an applicant checks B. and C. under Category 1 (Local Residency), that applicant has two voluntarily offered conditions. The application with the highest number of checked voluntarily offered conditions may receive application consideration precedence by Planning Commission or the Township Board during review of the Conditional Use Application.

The selected voluntarily-offered conditions will be required to be shown on any/all required plans including the site plan and building/trade permit application and plans. If the checked voluntarily-offered conditions are not shown on the applicable plans, the Township may not grant approval of said plan/permits. Additionally, throughout construction and/or inspection subject to an approved permit, the Township Zoning Administrator shall confirm fulfillment of the selected voluntarily-offered conditions. Failure to comply may result in the denial of a Certificate of Occupancy and in all cases will result in the denial of the final permit.

Please read this entire document carefully.

By signing below, the applicant acknowledges all of the following:

- The applicant has read and understands all information contained in this document regarding the use and purpose of the MFVLDA.
- The applicant is choosing to participate in MFVLDA.
- The applicant understands that, once submitted this is a legally binding document and failure to comply shall result in the denial of plan approvals, permit issuance, inspection approvals, and/or the denial of a Certificate of Occupancy.

Signature of Applicant

Date

For Office Use Only

Instructions: Initial any of the following voluntarily-offered conditions you, as the applicant, will disclose, commit to, and/or include within the scope of the project. Applicants who are initialing and submitting this form as part of a Conditional Use (CU) application shall be the applicant/s for the CU request and shall be included on all State licensing applications. Please submit any supplemental documentation to the list as described below.

1) Local Residency (choose all that apply)

Verification Commitment: I understand that the Township of Northfield will verify adherence to these criteria annually for a minimum of three years, measured from the date of marihuana facility license issuance by LARA. I agree to provide the Township of Northfield information that the Township, in its sole discretion, deems necessary to verify satisfaction of these elements. I agree to self-report compliance using a form provided by the Township upon request.

_____ Signature of applicant/s

Owner-applicant/s (having a minimum 25% ownership interest in the marihuana facility seeking CU approval) has/have resided for at least 1 of the last 5 years (minimum of 12 months) in:

APPLICANT INITIAL	APPLICANT √	VOLUNTARILY-OFFERED CONDITION TO BE INCLUDED IN PROJECT:
		A. Northfield Township
		C. Washtenaw County
		D. State of Michigan

Submittal: Driver's license or State of Michigan ID with an affidavit that includes years and address/es.

2) Local Economy (choose all that apply)

APPLICANT INITIAL	APPLICANT √	VOLUNTARILY-OFFERED CONDITION TO BE INCLUDED IN PROJECT:
		A. Commitment to hire 15% of employees or more who are Northfield Township residents, working more than 30 hours/week
		B. Commitment to hire 30% of employees or more who are Northfield Township residents, working more than 30 hours/week
		C. Commitment to hire 50% of employees or more who are Northfield Township residents, working more than 30 hours/week

Submittal: (A) Business tax records that demonstrate percent employees as Township or non-Township residents. By offering condition 2 (A and B), the applicant consents to the Township obtaining employee residency income tax percentages from the Income Tax Department. (C) Business records that demonstrate number of employees. By offering condition 2(C), the applicant consents to the Township obtaining withholding information from Income Tax Department to verify number of employees.

3) Streamlined Applications

APPLICANT INITIAL	APPLICANT √	VOLUNTARILY-OFFERED CONDITION TO BE INCLUDED IN PROJECT:
		A. No landscaping, parking, or other Planning Commission waivers or Zoning Board of Appeals variances will be requested.
		B. Applicant volunteers to participate in Marihuana Facility Scoring Evaluation as part of the Conditional Use approval process.

Submittal: (A) Affidavit and documentation establishing that no sensitive use separation distance waivers are required for the property at issue.

Applicant:
 Address:
 Permit:

Marihuana Facility Scoring Evaluation

Marihuana Facilities Scoring Criteria			
Description	Criteria	Maximum Points	Earned Points
I. Business Ownership			
Ownership Structure	Content and Sufficiency of information; Professionalism of submitted documentation including clear labeling of required items.	1	
Organizational Chart Provided		1	
Detailed Business Plan	Plan must be detailed with at least 3 year valid pro forma included.	1	
Total - Business Ownership		3	

Marihuana Facilities Scoring Criteria			
Description	Criteria	Maximum Points	Earned Points
II. Financial Stability			
Applicant has disclosed and documented sources and total amount of capitalization, dedicated to this application, to operate and maintain the facility of:	At least \$300,000	1	
	At least \$500,000	1	
	At least \$1,000,000	1	
Sufficient Financial Resources	CPA attested financial statements attached	1	
Total - Financial Stability		4	

Marihuana Facilities Scoring Criteria			
Description	Criteria	Maximum Points	Earned Points
III. Business Experience			
Documented Business History	Nature and type of prior business, years of operation, etc.	1	
Cannabis Business Ownership Documentation	Description of experience with cannabis business ownership	1	
Compliance History	Documented history or regulatory compliance at local level	1	
Business Litigation	Applicant has not been involved and is currently not involved in any business litigation	1	
Total - Business Experience		4	

Marihuana Facilities Scoring Criteria			
Description	Criteria	Maximum Points	Earned Points
IV. Business Operations			
Applicant Describes a Staffing Plan to:	Provide training and educational opportunities for employees including best practices for patient confidentiality, tracking, fraud etc.	1	
	Requires employees to take cannabis training courses	1	
Employee Compensation	Applicant proposes to pay a living wage, as defined by Washtenaw County	1	
Total - Business Operations		3	

Marihuana Facilities Scoring Criteria			
Description	Criteria	Maximum Points	Earned Points
V. Community Outreach			
Applicant has Demonstrated and Described:	A plan to meet with neighborhood organizations, business association, crime watch and other neighborhood organizations to provide contact information for questions, concerns, issues, etc.	1	
	A plan to provide on-going public information program to inform Township residents of cannabis issues and proper/safe/legal use of cannabis products	1	
	A community commitment program	1	
Applicant has identified:	A specific owner and/or employee to serve as a liaison with the Township	1	
Total - Community Outreach and Relations		4	

Marihuana Facilities Scoring Criteria			
Description	Criteria	Maximum Points	Earned Points
VI. Public Safety			
Public Safety	At least 1,000 feet from a school	1	
	At least 1,000 feet from a library, day care, or park	1	
Total - Master Plan		2	

Summary Marihuana Facility Evaluation Results

Criteria	Maximum Points Available	Earned Points
Business Ownership	3	
Financial Stability	4	
Business Experience	4	
Business Operations	3	
Community Outreach and Relations	4	
Public Safety	2	
FINAL TOTAL:	20	