



PROCESS TO APPLY FOR A CHARTER TOWNSHIP OF KALAMAZOO MARIJUANA FACILITY/ESTABLISHMENT PERMIT

Pursuant to the Michigan Marijuana Act

1. APPLY FOR PRE-QUALIFICATION APPROVAL FROM THE STATE OF MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS UNDER RULE 5 OF THE BUREAU OF MEDICAL MARIJUANA REGULATION EMERGENCY RULES

2. COMPLETE AN INITIAL APPLICATION FOR A MARIJUANA FACILITY/ESTABLISHMENT IN THE CHARTER TOWNSHIP OF KALAMAZOO

- Attach information and documents as required in the application.
- Submit a Non-refundable Application Fee for \$5,000.00 per license type.
- Sign Marijuana Facility/Establishment Zoning Assurance Letter.
- Sign Criminal History Disclosure and Background Record Authorization.
- Each application for a marijuana facility/establishment received by the Charter Township of Kalamazoo will have the date and time of receipt recorded on the application by staff. For applications received in person, this will be the actual time of receipt. For applications received by mail, this will be the time of delivery.
- The Clerk of the Charter Township of Kalamazoo or his designee will review the initial application for administrative completeness as soon as practicable following receipt. The applicant will be notified of administrative completeness or any deficiencies as soon as practicable. As soon as an application is deemed to be administratively complete, the priority of that application will be established based on the recorded original time of receipt, or the time at which all deficiencies have been corrected, whichever is later.
- For applications for the “provisioning center”/retailer class of facility/establishment, the Zoning Ordinance of the Charter Township of Kalamazoo provides for a buffer zone of 500 feet between like uses. In case of several applications for provisioning centers/retailers with proposed locations closer than this buffer zone distance, priority will be determined according to the paragraph above. *Applicants are encouraged to inquire prior to submitting an application fee as to location of competing applications.*
- At this point, a confirmation of Section 205 of the Michigan Marijuana Facilities Licensing Act, 2016 PA 281 (MMFLA) compliance letter will be issued by the Township Clerk.

3. APPLY FOR AND RECEIVE CONDITIONAL SPECIAL USE AND SITE PLAN APPROVAL

- Complete Special Use application form found on the Township’s website, www.ktwp.org, under ‘departments’ then ‘planning & zoning department’, and submit to the Zoning Administrator/Planner at least 30 days prior to the Planning Commission meeting (1st Thursday of each month).
- Submit with the application form, 10 copies of a complete site plan conforming to Section 26.02 E. of Kalamazoo Township’s Zoning Ordinance; and including all information required in Section 8.02 VV., specifically all requirements for the specific type of facility(ies)/establishment(s) desired.
- Submit Special Use application fee and escrow (see fee schedule included with the Special Use Application form).



**INITIAL APPLICATION FOR A MEDICAL
MARIJUANA FACILITY/ESTABLISHMENT IN THE
CHARTER TOWNSHIP OF KALAMAZOO
Updated February 1, 2020**

Note: Failure to provide all of the required information, documents, fees and escrow will result in delay of consideration of the application and Planning Commission public hearing.

The Zoning Administrator will transmit a preliminary review of your application to you via e-mail as soon as possible (this may not occur until the week prior to the Planning Commission meeting/public hearing).

The Planning Commission may grant conditional special use approval, delay action until a complete site plan is provided, or deny the application based upon conformance to the requirements of the zoning ordinance. If conditional special use approval is granted and site plan approval is granted, then notice of approval will be given in writing to the applicant who must then apply to the State of Michigan for final license approval and building inspections.

Note: Failure to provide a complete application or amended application within a time period specified by the Planning Commission, or denial of approval shall cause a loss of priority for the application.

4. APPLY TO THE KALAMAZOO AREA BUILDING AUTHORITY (KABA) FOR A BUILDING PERMIT

- Submit building plans to KABA - Revise if required
- Obtain building permit, electrical, mechanical and plumbing as required and begin construction/alteration
- Request rough-in inspections
- Request final inspections and make all corrections if needed
- A Temporary Occupancy Permit can be issued upon completion of the approved work, which may then be submitted to the State of Michigan for licensure and inspections requests.

5. APPLY TO THE STATE OF MICHIGAN, DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS FOR FINAL LICENSE EMERGENCY RULES

6. FINAL APPROVALS:

- Final zoning approval will be granted upon receipt of the state operating license. If the State requires minor site plan changes, these can be approved administratively so long as the changes conform to Section 26.03.