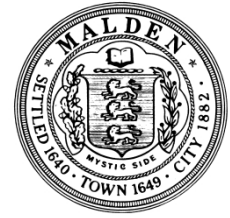


City of Malden

Massachusetts



**Cannabis Licensing and Enforcement
Commission**
215 Pleasant Street
Malden, Massachusetts 02148
www.cityofmalden.org/cannabis

Phone 781-397-7000
Email: Cannabis@cityofmalden.org

APPLICATION GUIDELINES FOR LICENSING MARIJUANA ESTABLISHMENTS IN THE CITY OF MALDEN

PURPOSE AND INTENT

The following guidelines set forth the local licensing process applicable to any Marijuana Establishment intending to operate within the City of Malden. This licensing process is established to regulate sales, cultivation, testing, manufacture, research and transportation of marijuana within the City of Malden, in accordance with the provisions of MGL c. 94G and the provisions of 935 CMR 500, and specifically those provisions conferring authorizations, approvals and enforcement upon the local licensing authority for the City of Malden as outlined in Section 6.08.07 of Malden City Ordinances.

CANNABIS LICENSING AND ENFORCEMENT COMMISSION

Applications will be reviewed by the City of Malden Cannabis Licensing and Enforcement Commission (CLEC) which is comprised of the following (1) Police Chief (2) Building Commissioner (3) City Staff member with finance background as appointed by the Mayor (4) Community member as appointed by City Council (5) Community Member as appointed by the Mayor. The rules and regulations of the CLEC can be found in the City of Malden Ordinances Section 6.08.07.

BASIS FOR REVIEW

The basis for the Cannabis Licensing and Enforcement Commission review is a desire to ensure only the highest quality operators operate in Malden, with locations that minimally impact surrounding neighbors or the community at large. An operator lacking sufficient experience or capitalization, or other factors could result in a negative impact to the community. The Commission will consider the following factors in determining those applications that are most desirable:

1. The experience of the proposed applicant in the Marijuana industry or a similar industry
2. The support of the Ward Councilor in the location of the proposed establishment
3. The overall financial strength of the applicant and the overall strength of the business plan
4. The proposed location being located within an area zoned for such use and being geographically diverse from other established, permitted or proposed establishments
5. Managers, directors, officers, investors and others related to the establishment are free of any disqualifying criminal convictions

MARIJUANA ESTABLISHMENT LICENSES TO BE ISSUED

The following licenses are available to be issued: Independent Testing Laboratory, Marijuana Cultivator, Marijuana Product Manufacturer, Marijuana Research Facility, and Marijuana Retailer. The type and limit of licenses issued is governed by the City of Malden Ordinances Section 6.08.07(c).

APPLICATION MATERIALS

The application to the CLEC shall consist of the following:

The three packets outlined in 935 CMR Section 500.101.

1. *Application of Intent Packet*
2. *Background Packet*
3. *Management Operations Profile Packet*

Our application process consists of submittal of the Commonwealth of Massachusetts Cannabis Control Commission application in 'draft' form. You will do so by going to the CCC portal at www.masscipportal.com, registering, and completing the three applicant packets as outlined below. You should NOT submit the application to the CCC, nor should you pay the CCC fee. You will stop one step short of that.

You will print each individual 'packet' (Application of Intent, Background Check Packet and Management and Operations Profile Packet) one step before the 'submit' stage for each. You will do so using the web browser print function. Those documents you uploaded to the CCC site will need to be provided in hardcopy along with the printed packet they are associated with; together these will be a completed application to the Malden CLEC.

Please note that the following documents are optional as part of the application to the Malden CLEC and may be omitted. If the applicant is successful at the local level, they will of course have to provide the documents as part of a completed Commonwealth of Massachusetts Cannabis Control Commission application.

- Documentation of Bond/Documentation of Escrow Account (application of intent packet)

Also note that the following documents will not be available until the applicant has received local approval and therefore do not need to be submitted with the local application. If successful at the local level, they will need to be provided as part of a completed Commonwealth of Massachusetts Cannabis Control Commission application.

- Certification of Host Community Agreement
- Community Outreach Meeting Documentation

For those documents listed above, in order to continuing proceeding with the CCC online application, you will need to upload a blank document.

Additional Specific Requirements for Marijuana Retailer are found in Section 500.101 (1)(d) 1

Additional Specific Requirements for Marijuana Cultivator are found in Section 500.101 (1)(d) 2

Additional Specific Requirements for Marijuana Product Manufacturer are found in Section 500.101 (1)(d) 3

SUBMITTING APPLICATIONS

Five copies of the application materials shall be submitted to the CLEC through the Mayor's Office, Attention Kathleen Manning Hall, along with the \$200.00 application fee. The Mayor's office is located at 215 Pleasant Street, 4th floor. Incomplete applications will not be accepted and/or reviewed by the CLEC.

PROCESS

The licensing process will follow these general steps:

1. Application is submitted to the CLEC.
2. The CLEC reviews the application and votes to allow applicant to proceed.
3. The applicant organizes a host community meeting.
4. Upon completion of the community meeting a **Community Outreach Meeting Attestation Form** is completed and a Special Permit is applied for.
5. After being granted a Special Permit, a Host Community Agreement is negotiated.
6. Once the Host Community Agreement is completed the **Host Community Agreement Certification Form** is completed.
7. The applicant now has a complete package for submission to the Massachusetts Cannabis Control Commission.
8. Upon receipt of the provisional license from the CCC, the CLEC shall conduct a meeting to review the application in its entirety in anticipation of issuing the local license.
9. The CCC will issue the Final license post inspection. The applicant is now able to conduct business.