

Change the Diagrams, Floor Plans or Site Plans for the Premises

Brief Description of Changes

Change to Sq. Footage:

Impact on Fees:

Check if new plans are attached.

Add an owner to my Business.

1) Name of New Owner: _____

Title: _____

Address: _____

Phone: _____ Email: _____

Ownership percentage: _____

2) Name of New Owner: _____

Title: _____

Address: _____

Phone: _____ Email: _____

Ownership percentage: _____

3) Name of New Owner: _____

Title: _____

Address: _____

Phone: _____ Email: _____

Ownership percentage: _____

Transfer the Business to a new owner or entity.

Name of New Owner:

Address:

Phone:

Email:

Check if Removing Owners

Names of Removed
Owners

% of Ownership Change:

Remove an existing owner from my Business.

Name: _____

Ownership percentage: _____

Name: _____

Ownership percentage: _____

Modifications (including extensions of time and waivers) to Fees, Charges and Costs

Brief Description
of changes and
justification for
requested
modifications.

Other Changes or Explanation for Changes - attach Add'l Pages & Docs as needed.

I hereby certify that the above statements are true and correct.

Applicant's signature: _____

Date: _____

Applicant's signature: _____

Date: _____

Applicant's signature: _____

Date: _____

INSTRUCTIONS

NOTICE: By signing this application, the transfer applicant agrees to be responsible for all costs and expenses the City incurs in processing this application, including legal expenses in negotiating and drafting the transfer or modification documents required for City approval and signature. The fees paid at the time of submission of this application are merely a deposit of fees and may not cover all costs and expenses incurred by the City. The City reserves the right to bill applicant for recovery of additional fees and costs.

REQUESTS

a. *Change in Location or Physical Modifications to Premises*

A Cannabis Permittee shall not, without the prior written consent of the City, change locations or make a physical change, alteration or modification to the approved premises that materially or substantially alters the premises from the plans and diagrams originally approved by City. Any such requests shall include, at a minimum, the submission of new plans and diagrams, payment of a plan review and processing fee, and any additional documentation as requested by the City Manager.

b. *Change in Ownership or Change in Financial Interest Holders*

Ordinance No. 673 states: "Any Cannabis Permittee may not sell, transfer, pledge, assign, grant an option or otherwise dispose of his or her ownership interest in the Commercial Cannabis Business authorized pursuant to the Cannabis Permit."

An "Owner" means any of the following: (i) a Person with an aggregate ownership interest of 20% or more in the Person applying for a Cannabis Permit, unless the interest is solely a security lien, or encumbrance, (ii) the chief executive officer of a nonprofit or other entity; (iii) a member of the boards of directors of a nonprofit; (iv) an individual who will be participating in the direction, control or management of the person applying for a Cannabis Permit."

In any transfer of a Cannabis Permit or Development Agreement triggering a change of ownership, the transfer applicant must notify the City Manager and provide the City with evidence of the suitability of the new or additional Owner. At a minimum, the transfer applicant shall provide the City with a background and criminal history check for each principal, payment of live scan fee, a statement of the new owner's cannabis business history and expertise in the industry, evidence of financial ability to perform and a proposed business plan with 5 year cash flow projections, a processing and review fee and any other documentation as may be requested by the City Manger.

c. *Changes to Operating fees or other charges.*

Requests for changes to operating fees or other charges required by the City in order to operate a Commercial Cannabis Facility within the City shall be accompanied with a detailed explanation for the change and documented justification for any payment adjustment or rescheduling of contractual due dates. Please note that the City Manager is not authorized to waive operating fees and other charges. Any such requests for waiver of fees and charges shall require City Council approval.

d. *Other changes*

All other changes shall be described in detail on an attachment to the form. Any such request shall be initially reviewed by City Staff for a determination as to what additional documentation or fees may be necessary in order to process the request.