



City of  
Golden

911 10<sup>TH</sup> ST. GOLDEN, CO 80401

## CITY OF GOLDEN REGULATED MARIJUANA BUSINESS LICENSE PHASE 1 APPLICATION

Application Period opens August 1, 2022, ends at 4:00 p.m. on September 29, 2022

To ensure completeness of application, please review and include a completed checklist of required documents for a retail marijuana business (rmb) license or dual retail/medical marijuana business (r/mmb) license with your application.

It is recommended that you retain an attorney to assist you with this application process. City of Golden staff are unable to provide any legal advice regarding the marijuana business license application or any documents submitted.

Prior to submitting an application, we recommend **scheduling an appointment** with the City Clerk's office to review your COMPLETED application to ensure all the documents needed for review are included in the application packet. Additional information or changes may be necessary further into the application process pending further review.

All documents must be properly executed, must correspond exactly with the applicant/licensee name, and must be typed or legibly printed in ink. The original application and all attachments submitted to the City should be single-sided pages with no staples or paper/binder clips and they must be on 8 1/2" x 11" paper.

Submit the original application with the documents in order to:

**City of Golden City Clerk Office**  
**911 10th Street**  
**Golden, CO 80401**

Applications must be received by the Clerk's Office by **4:00 p.m. on September 29, 2022**. A non-refundable Application Fee, in the amount of **\$2,000**, must be included in the form of a business check, certified/cashier's check, or money order, and made payable to: **City Golden**. The Clerk's Office will provide an acknowledgment, either in paper form or by email, when a completed application (including fees) is received.

Applicants will be notified when the selection committee makes a recommendation on their application to either move the application forward to the random lottery or not. More information on the date of the lottery will be shared with applicants. If selected for a City of Golden Marijuana Business license, selected applicants will then need to apply for the State of Colorado license (only the applicants selected through the lottery system will be required to complete the State application).

Application approval and issuance of a State license are required, in addition to a final local inspection, before the local license will be issued. Pursuant to Section 4.94.070(a) G.M.C., "The maximum number of retail marijuana store licenses within the City shall not exceed four (4) at any point in time."

*Note: If an applicant is selected to operate a retail or retail/medical marijuana business, a City of Golden Operating Fee will be collected prior to final issuance of the local license. Business check, certified/cashier's check, or money order should be made payable to: City of Golden (See Fee Schedule).*



## APPLICATION CHECKLIST

- ☐ Application Fully Complete - Typed or clearly printed, in English, answer to all questions on the application.
- ☐ Non-refundable Application Fee

### Ownership and Management Structure / Background Information

- ☐ [Business Formation and Organization Documents](#)
- ☐ [Identification](#)
- ☐ [State of Colorado Finding of Suitability](#)

### Application Attachments

- ☐ [Cover Letter](#)
- ☐ [Retail/Medical Preliminary Zoning Verification Determination of Location Eligibility Letter](#)
- ☐ [Proof of Possession / Use of Facility Documentation](#)
- ☐ [A "to scale" diagram of the premises showing, without limitation, a site plan, building layout, all entries and exits to the marijuana store, loading zones, and all areas in which regulated marijuana will be stored or dispensed](#)
- ☐ [A comprehensive operations plan for the regulated marijuana store which shall contain, without limitation, the following:](#)
  - ☐ [A detailed description and vicinity map of the proposed location, including a full address.](#)  
[A general description of site improvements proposed, and the land development approvals required therefor.](#)
  - ☐ [A floor plan showing all interior dimensions of the proposed licensed premises and the layout of the marijuana store, including all limited access areas, areas of ingress and egress, and all security cameras. Such floor plan shall also show the principal uses of the floor area depicted therein.](#)
  - ☐ [A description of the products to be sold by the store.](#)
- ☐ [A business plan, including the following:](#)
  - ☐ [A general description of the business.](#)
  - ☐ [Details of overall management and operations, including hours of operation, curricula vitae of all principal officers and managers, and staffing plans.](#)
  - ☐ [Commitments of the licensee toward staffing the establishment with a diverse and inclusive workforce, planned recruitment process for filling positions, employee training, and advancement and benefits packages for all levels of staff.](#)
  - ☐ [Financial information demonstrating liquid assets of \\$250,000.00 in the applicant's control, financial projections including assumptions used, and sources of funds.](#)
  - ☐ [A description of the applicant's experience operating licensed marijuana businesses in Colorado or elsewhere, including compliance with state and local laws or violations or alleged violations pending determination.](#)



# City of Golden

- ☐ A community engagement plan, including:
  - ☐ The applicant's history of community and neighborhood involvement with other similar businesses;
  - ☐ Written policies and procedures to address community concerns and complaints;
  - ☐ A designated point of contact, with comprehensive contact information, for public questions and concerns; and
  - ☐ Measures and procedures for mitigating any impacts to the neighborhood, foreseen or unforeseen.
- ☐ A copy of any determination of social equity licensing eligibility issued by the State of Colorado, if applicable.
- ☐ Financial Information
- ☐ List Lawful Source(s) of Funds
- ☐ Designated Public Point of Contact



## 1. APPLICANT INFORMATION

Name of Business Applicant/Licensee (list Corporation/LLC/Partnership/Association/Sole Proprietor)

Registered Trade Name (DBA)

Federal Taxpayer ID

Colorado State Tax License #

Golden Sales Tax License #

(if you do not have one, please submit an [application](#). If selected for a marijuana license, it will not be issued without a City sales tax license)

Name of Registered Agent (with CO Secretary of State)

Business Website (if applicable)

### Physical Address

Street Address of Marijuana Business

Business Phone No.

City

State

ZIP

Email Address

### Mailing Address (if different from Physical Address)

Address

City

State

ZIP

### Main Business Contact Person Information

Primary Contact Person for Business

Primary Contact Phone Number

Primary Contact Email

Physical Address of Contact Person

City

State

ZIP

## 2. OWNERSHIP AND MANAGEMENT STRUCTURE/BACKGROUND INFORMATION

Applicant is applying as:

☐ Corporation

☐ Partnership

☐ LLC

☒ Individual/Sole Proprietor

☐ Association or Other

**ATTACHMENT A:** Applicant business formation and organization documents (In the [ATTACHMENTS](#) section include all that apply below).

- ☐ List all proposed persons with any ownership interest in the licensee, including all officers, directors, managing members, or general partner(s), and ownership interest percentage. List any parent company/organization on a separate line, and attach an organizational flow chart. NOTE: For each individual name listed that will have a 10% or greater ownership interest, will have a controlling beneficial interest, or will be a controlling officer, member, partner, or manager, attach an original [affirmation and consent](#).

**Who, besides the individuals listed on ATTACHMENT A in this application (including persons, firms, partnerships, corporations, limited liability companies, trusts), will have any indirect beneficial interest in this application?**

List those with 2 or more interests (Passive Beneficial Owner, lease, Intellectual Property agreements, finance and/or equipment lease agreements, etc.) or loans that are 50% or more of the operating capital as defined in Rule 2-230(A)(3).

Name of Interest Holder	List Types of Interests
Name of Interest Holder	List Types of Interests
Name of Interest Holder	List Types of Interests
Name of Interest Holder	List Types of Interests
Name of Interest Holder	List Types of Interests
Name of Interest Holder	List Types of Interests

	Yes	No
1. Are any of the individuals listed above under 21?	<input type="radio"/>	<input type="radio"/>
2. The applicant, applicant's principal officers, directors, members, or owners who now, or at any time in the past, have had 25% or more ownership in any marijuana business have had, or the business has had, a marijuana license suspended or revoked by the State of Colorado or any other state, or any local jurisdiction's local licensing authority or other controlling authority.  <i>If yes <input type="checkbox"/>, include a detailed explanation in the <a href="#">ATTACHMENTS</a> section.</i>	<input type="radio"/>	<input type="radio"/>
3. Is the applicant, any partners, any officers, any stockholders, or directors of said applicant delinquent in the payment of any judgments or tax liabilities due to any governmental agency anywhere?  <i>If yes <input type="checkbox"/>, include a detailed explanation and any documents to prove settlement or resolution in the <a href="#">ATTACHMENTS</a> section.</i>	<input type="radio"/>	<input type="radio"/>
4. Has the applicant, any partners, any officers, any stockholders, or directors of said applicant previously been issued a Retail or Medical Marijuana license?  <i>If yes <input type="checkbox"/>, include explanation to identify the business and any current or former financial interest in said business including any loans to or from another license or licensee in the <a href="#">ATTACHMENTS</a> section.</i>	<input type="radio"/>	<input type="radio"/>
5. <input type="checkbox"/> In the <a href="#">ATTACHMENTS</a> section include photo identification for all individuals (submit for all owners, officers, directors, partners, managing members, keyholders, managers of the proposed establishment, and financiers, and for persons with ownership of 10% or more): 1 CCR 212-3, section 2-235C. (NOTE: <b>This will remain confidential</b> )		
6. <input type="checkbox"/> In the <a href="#">ATTACHMENTS</a> section include a statement of whether or not any person holding any ownership interest has: <ul style="list-style-type: none"> <li><input type="checkbox"/> Been denied an application for a marijuana establishment license by the state in this or any other jurisdiction or in any other state, or had such a license suspended or revoked in Colorado or any other state; and</li> <li><input type="checkbox"/> Been convicted of a felony or has completed any portion of a sentence due to a felony charge within the preceding seven years.</li> </ul>		
7. <input type="checkbox"/> Include in the <a href="#">ATTACHMENTS</a> section a statement of all violations and penalties for any infractions or offenses by the applicant or applicant's controlling beneficial owners, principal officers, managers, agents, or employees relating to any marijuana establishment in this or any other state or a statement that no such violations or penalties have occurred.		

### 3. GENERAL QUESTIONS

1. Which license type are you applying for (Section 4.94.40 G.M.C)?

☐ Retail Only      ☐ Retail & Medical

#### Cover Letter

2. ☐ In the [ATTACHMENTS](#) section include a cover letter on business letterhead providing an overview of the proposed establishment and reasons the applicant has chosen to locate in Golden.

#### Location Approval

3. ☐ In the [ATTACHMENTS](#) section include the City of Golden Zoning Compliance Verification Determination Letter (Section 4.94.100(e)(6) G.M.C.).

#### Proof of Possession/Use of Facility

4. Are you the owner of the proposed property?
- ☐ Yes - include a copy of the deed in the [ATTACHMENTS](#) section
- ☐ No - In the [ATTACHMENTS](#) section include a [notarized statement](#) with consent from the owner of the property acknowledging the potential retail address and that a marijuana establishment is or may be located on the property. Include the name and address of the owner of record of the property. Also attach a copy of the document, lease or otherwise, giving you the right to occupy and operate on the premises, should you be granted a license.

#### Facility Diagrams and Description

(Section 4.94.100(e)(8)) (NOTE: **These will remain confidential**)

5. ☐ In the [ATTACHMENTS](#) section include a detailed description of the proposed establishment's floor plan including a design of the establishment. The narrative should support the required facility diagrams.
6. ☐ In the [ATTACHMENTS](#) section include a PDF facility diagram to include interior dimensions of the licensed premises (including ingress and egress, designated restricted areas, and marijuana lock-up locations).

### Description Of Products To Be Sold

7. Please provide a description of the proposed product lines you will carry, and estimate the percentage of sales among flower, manufactured products, and accessory (non-cannabis) products. Additionally, describe the proposed product handling procedures. (Section 4.94.100(e)(9)(iv) G.M.C)



**Community Engagement Plan** (Section 4.94.100(e)(11) G.M.C)

8. Outline your history of community and neighborhood involvement. In Attachments include a copy of your Community Engagement Plan. You may provide summaries from that plan as responses to Questions 8-11.

9. Describe plans for volunteer services, donations to local nonprofits, in-kind donations to community organizations, etc.

10. Describe written policies and procedures to address community engagement and concerns and complaints. This may include, for example, how you will handle complaints related to odor, noise, light, vehicle and pedestrian traffic.

11. Explain the measures and procedures you will use for mitigating any impacts to the neighborhood, foreseen or unforeseen (impacts may include, but are not limited to, noise, light, traffic, crime, etc.). Please include any examples of potential site improvement plans that may be implemented if selected for a license.

**Business Plan** (Section 4.94.100(e)(10) G.M.C.)

12. Describe your business.

In the [ATTACHMENTS](#) section include any supporting documentation.

13. Provide details of of the following:

☐ In the [ATTACHMENTS](#) section include any supporting documentation

- a. Day-to-day operational plan including hours of operation, opening and closing procedures (please include any security-related procedures in the Security Plan, which will be kept confidential), customer check-in procedures, location and procedures for receiving deliveries, point-of-sale infrastructure, number of points of sale, and estimated number of customers per hour and/or day.

- b. Inventory control procedures including point-of-sale software and State track and trace compliance.

- c. Describe any commitments toward staffing the establishment with a diverse workforce of Golden residents, planned recruitment process for filling positions, and benefits packages for all levels of staff.

14. ☐ In the [ATTACHMENTS](#) section include a staffing plan outlining all positions/titles and their respective responsibilities, employee policies and procedures, and compensation (including costs for labor, payroll tax and employee benefits). If applicable, describe opportunities for employee training and continuing education/career development.

15. ☐ In the [ATTACHMENTS](#) section include curricula vitae of all principal officers and managers in a single document.

16. ☐ In the [ATTACHMENTS](#) section include financial information. Examples include a capital expenditures budget and timeline for construction and detailed startup costs and plans; proof of capitalization to cover the cost of construction and startup (usually documented with statements of accounts showing cash on hand, other liquid assets, and/or letters of credit from owners/investors); and a proforma (at least three years) showing projected revenue, taxes, cost of goods sold, expenses/operating costs and profit/loss. (NOTE: **This will remain confidential**)

17. Describe the applicant's experience operating licensed marijuana businesses in Colorado or elsewhere, including compliance with state and local laws or violations or alleged violations pending determination.

18. ☐ In the [ATTACHMENTS](#) section include a list of lawful source(s) of funds invested for total purchase, startup, and inventory costs (provide names, banks, and indicate checking, savings, loan, promissory note, gift, or other) (NOTE: **This will remain confidential**)
- a. Attach copies of documentation to prove lawful source of funding (gift and/or promissory notes, bank statements, or other).
  - b. Note: the following information must reflect the entire source of funds invested. No other person or parties may have a financial interest in the business for which this application is submitted. Name/ address of funding source (bank(s), individual(s), et al.) funding source (checking/savings/loan/ note/ gift).
  - c. Total investment amount in business.

Designated Public Point of Contact (this information will be shared on the website)		
First Name	Last Name	
Email Address	Phone Number	
Address		
City	State	ZIP

Acknowledgments		
<p>If the application is approved in accordance with this application process, the following will be required before approval, issuance, and release of a City license and before any stocking or sale of marijuana product may occur:</p> <ol style="list-style-type: none"> <li>1. A letter indicating proper building permit completion;</li> <li>2. A completed business premises inspection with City inspection team, including police, fire, code inspection, and licensing staff with written inspection approval by each department; and</li> <li>3. Receipt by the City of an approved state license.</li> </ol>		
<input type="checkbox"/> Is the applicant familiar with <a href="#">State</a> and <a href="#">Local</a> codes regarding retail marijuana and medical marijuana, and does the applicant agree to comply with all State and Local requirements and prohibitions?		
<input type="checkbox"/> I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the City of Golden Municipal Code and all Rules and Regulations that govern my Retail or Dual Retail/Medical Marijuana Business License Application and any issued Retail or Dual Retail/Medical Marijuana Business License.		
Name	Signature	Date



#### 4. ATTACHMENTS

Add attachments and additional descriptions referenced in previous questions to this section following the appropriate cover page.

## 2. OWNERSHIP AND MANAGEMENT STRUCTURE/BACKGROUND INFORMATION

### ATTACHMENT A: Applicant Business Formation And Organization Documents

- ☐ List all proposed persons with any ownership interest in the licensee, including all officers, directors, managing members, or general partner(s), and ownership interest percentage. List any parent company/organization on a separate line, and attach an organizational flow chart. NOTE: For each individual name listed that will have a 10% or greater ownership interest, will have a controlling beneficial interest, or will be a controlling officer, member, partner, or manager, attach an original affirmation and consent.

Insert after this page.

## 2. OWNERSHIP AND MANAGEMENT STRUCTURE/BACKGROUND INFORMATION

### Suspended or Revoked Marijuana License

2. **If Yes** - The applicant, applicant's principal officers, directors, members, or owners who now, or at any time in the past, have had 25% or more ownership in any marijuana business have had, or the business has had, a marijuana license suspended or revoked by the State of Colorado or any other state, or any local jurisdiction's local licensing authority or other controlling authority.

☐ *Attach a detailed explanation.*

Insert after this page.

## 2. OWNERSHIP AND MANAGEMENT STRUCTURE/BACKGROUND INFORMATION

### Delinquent Payments

3. **If Yes** - Is the applicant, any partners, any officers, any stockholders, or directors of said applicant delinquent in the payment of any judgments or tax liabilities due to any governmental agency anywhere?

☐ *If yes, attach a detailed explanation and any documents to prove settlement or resolution.*

Insert after this page.

## 2. OWNERSHIP AND MANAGEMENT STRUCTURE/BACKGROUND INFORMATION

### Previously Issued Marijuana License

4. If **Yes** - Has the applicant, any partners, any officers, any stockholders, or directors of said applicant previously been issued a Retail or Medical Marijuana license?

☐ *If yes, attach explanation to identify the business and any current or former financial interest in said business including any loans to or from another license or licensee.*

Insert after this page.

## 2. OWNERSHIP AND MANAGEMENT STRUCTURE/BACKGROUND INFORMATION

### Identification

**This will remain Confidential**

5. Photo Identification (submit for all owners, officers, directors, partners, managing members, keyholders, managers of the proposed establishment, and financiers, and for persons with ownership of 10% or more): 1 CCR 212-3, section 2-235C. (NOTE: **This will remain confidential**)

☐ Driver's License, State Issued Picture ID, or Passport

**Insert after this page.**

## 2. OWNERSHIP AND MANAGEMENT STRUCTURE/BACKGROUND INFORMATION

### Ownership Interest

6. A statement of whether or not any person holding any ownership interest has:

- ☐ Been denied an application for a marijuana establishment license by the state in this or any other jurisdiction or in any other state, or had such a license suspended or revoked in Colorado or any other state; and
- ☐ Been convicted of a felony or has completed any portion of a sentence due to a felony charge within the preceding seven years.

**Insert after this page.**

## 2. OWNERSHIP AND MANAGEMENT STRUCTURE/BACKGROUND INFORMATION

### Violations and Penalties

7. ☐ A statement of all violations and penalties for any infractions or offenses by the applicant or applicant's controlling beneficial owners, principal officers, managers, agents, or employees relating to any marijuana establishment in this or any other state or a statement that no such violations or penalties have occurred.

Insert after this page.



### 3. GENERAL QUESTIONS

#### Cover Letter

- |   |
|---|
| 2. <input type="checkbox"/> A cover letter on business letterhead providing an overview of the proposed establishment and reasons the applicant has chosen to locate in Golden. |
|---|

Insert after this page.

### 3. GENERAL QUESTIONS

#### Location Approval

3. ☐ The City of Golden-issued Retail/Medical Zoning Verification Determination of Location Eligibility letter (Section 4.94.100(e)(6) G.M.C.).

Insert after this page.

### 3. GENERAL QUESTIONS

#### Proof of Possession/Use of Facility

4. Are you the owner of the proposed property?
- ☐ Yes - Include a copy of the deed.
  - ☐ No - Include a [notarized statement](#) with consent from the owner of the property acknowledging the potential retail address and that a marijuana establishment is or may be located on the property. Include the name and address of the owner of record of the property. Also attach a copy of the document, lease or otherwise, giving you the right to occupy and operate on the premises, should you be granted a license.

**Insert after this page.**

### 3. GENERAL QUESTIONS

#### Facility Diagrams And Description

**This will remain Confidential**

- |  |
|--|
| <p>5. <input type="checkbox"/> A detailed description of the proposed establishment's floor plan including a design of the establishment. The narrative should support the required facility diagrams.</p> |
|--|

Insert after this page.

### 3. GENERAL QUESTIONS

#### Facility Diagrams and Description - Interior Dimensions

**This will remain Confidential**

6. ☐ A PDF facility diagram to include interior dimensions of the licensed premises (including ingress and egress, designated restricted areas, and marijuana lock-up locations).

**Insert after this page.**

### 3. GENERAL QUESTIONS

#### Community Engagement Plan

8. ☐ Provide a copy of your Community Engagement Plan

Insert after this page.

### 3. GENERAL QUESTIONS

#### Business Plan

12. Business Plan/Supporting Documentation

13. Provide details of the following:

- a. ☐ Day-to-day operational plan including hours of operation, opening and closing procedures (please include any security-related procedures in the Security Plan, which will be kept confidential), customer check-in procedures, location and procedures for receiving deliveries, point-of-sale infrastructure, number of points of sale, and estimated number of customers per hour and/or day.
- b. ☐ Inventory control procedures including point-of-sale software and State track and trace compliance.
- c. ☐ Describe any commitments toward staffing the establishment with a diverse workforce of Golden residents planned recruitment process for filling positions, and benefits packages for all levels of staff.

**Insert after this page.**

### 3. GENERAL QUESTIONS

#### Business Plan - Staffing Plan

14. ☐ Staffing plan outlining all positions/titles and their respective responsibilities, employee policies and procedures, and compensation (including costs for labor, payroll tax and employee benefits). If applicable, describe opportunities for employee training and continuing education/career development.

Insert after this page.



### 3. GENERAL QUESTIONS

#### Business Plan - Curricula Vitae

- |   |
|---|
| 15. <input type="checkbox"/> Curricula vitae of all principal officers and managers in a single document. |
|---|

Insert after this page.

### 3. GENERAL QUESTIONS

#### Business Plan - Financial Information

**This will remain Confidential**

16. ☐ Include financial information. Examples include a capital expenditures budget and timeline for construction and detailed startup costs and plans; proof of capitalization to cover the cost of construction and startup (usually documented with statements of accounts showing cash on hand, other liquid assets, and/or letters of credit from owners/investors); and a proforma (at least three years) showing projected revenue, taxes, cost of goods sold, expenses/operating costs and profit/loss.

**Insert after this page.**

### 3. GENERAL QUESTIONS

#### Business Plan - Lawful Source(s) of Funds

**This will remain Confidential**

18. ☐ A list of lawful source(s) of funds invested for total purchase, startup, and inventory costs (provide names, banks, and indicate checking, savings, loan, promissory note, gift, or other)
- a. Attach copies of documentation to prove lawful source of funding (gift and/or promissory notes, bank statements, or other).
  - b. Note: the following information must reflect the entire source of funds invested. No other person or parties may have a financial interest in the business for which this application is submitted. Name/address of funding source (bank(s), individual(s), et al.) funding source (checking/savings/ loan/ note/ gift).
  - c. Total investment amount in business.

**Insert after this page.**

**End of Application**