



INTERNAL USE ONLY

**Required Documentation:**

1. Advisement and Acknowledgement Form
2. A floor plan of the current licensed premises, drawn to scale on 8-1/2" x 11" paper, showing the layout of the establishment and the principal uses of each section of the floor area. Please include dimensions, security cameras, and separate pages for each floor level. The current licensed premises must be outlined in red.
3. A floor plan of the proposed licensed premises, drawn to scale on 8-1/2" x 11" paper, showing the layout of the establishment and the principal uses of each section of the floor area. Please include dimensions, security cameras, and separate pages for each floor level. **The floor plan must be stamped by the Zoning Department, and the intended licensed premises must be contiguous and outlined in red.**
4. Copy of Zoning Use Permit
5. Lease or Deed (If leased, you must attach the written consent of owner to lease property to a marijuana establishment)
6. Secretary of State Certificate of Good Standing
7. Secretary of State Statement of Trade Name (if applicable)
8. State Notification Waiver

**Please Note:**

- \* Legal documents included as part of this application must be properly signed and executed.
- \* Proof of state approval of the proposed transfer of location will need to be submitted, and all applicable inspections will need to be completed and approved, before a license will be issued.
- \* Applications will be administratively closed if the application process has not been completed within 12 months.

**Oath of Application**

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 Denver Revised Municipal Code and all Rules and Regulations which govern my Marijuana Establishment License Application.

Authorized Signature:

Date:

Print Name:

Title:

**INTERNAL ONLY - QC**

I completed the "application intake" workflow task and set the status of the "quality control" workflow task to pending - Yes

I **did not** issue an inspection notice today - Yes

I **did not** send a notification to the MED today - Yes

I provided the "Modification of Premises - Next Steps" hand out. Yes

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All fields in the application are complete. Only the trade name and any license type specific fields may be left blank - Yes

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QC Completed By: \_\_\_\_\_ QC Completed Date: \_\_\_\_\_