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## Application Instructions

Pursuant to the license application standards detailed in Section 18-285, the City of Lathrup Village has developed the following application packet for individuals/organizations interested in establishing a cannabis facility in the city. Efforts have been made to provide clear and concise expectations to help applicants prepare their submissions. Each section has its own checklist to help applicants remain organized.

To ensure a successful application, please note the following:

- Required information shall be provide in the order in which it is listed on the application. In some cases, this may result in providing duplicate information; however, this will ensure applications are found to meet all criteria.
- Applications will not be reviewed until the 30-day application period has closed
- Applicants will not be allowed to provide missing information after the application is submitted.
- Applications submitted after the 30-day application period will not be reviewed.
- If the applicant does not have a prequalification from the state, the application will not be processed by the city.
- **Incomplete applications will not be reviewed**

## Scoring Criteria

Care was taken to develop an objective application process and balanced scoring criteria which does not unduly favor any applicant over another. All complete applications are eligible to receive points. **Criteria with points associated are denoted in green, (points noted).** To be considered for a license, applicants must achieve 85% of the available points. It is up to applicants to best determine how their points are achieved. Applicants should be familiar with the city's [Comprehensive Plan & Implementation Strategies](#), as well as the city's [Capital Improvement Plan](#).

Points are available in the following sections:

SECTION	POINTS
Community Health & Education	1
Business Plan (Co-Located Cannabis Business)	6
Community Benefits	28
Security Plan	4
Building & Site Improvements	8
TOTAL AVAILABLE POINTS	47

## Required Submittal Information

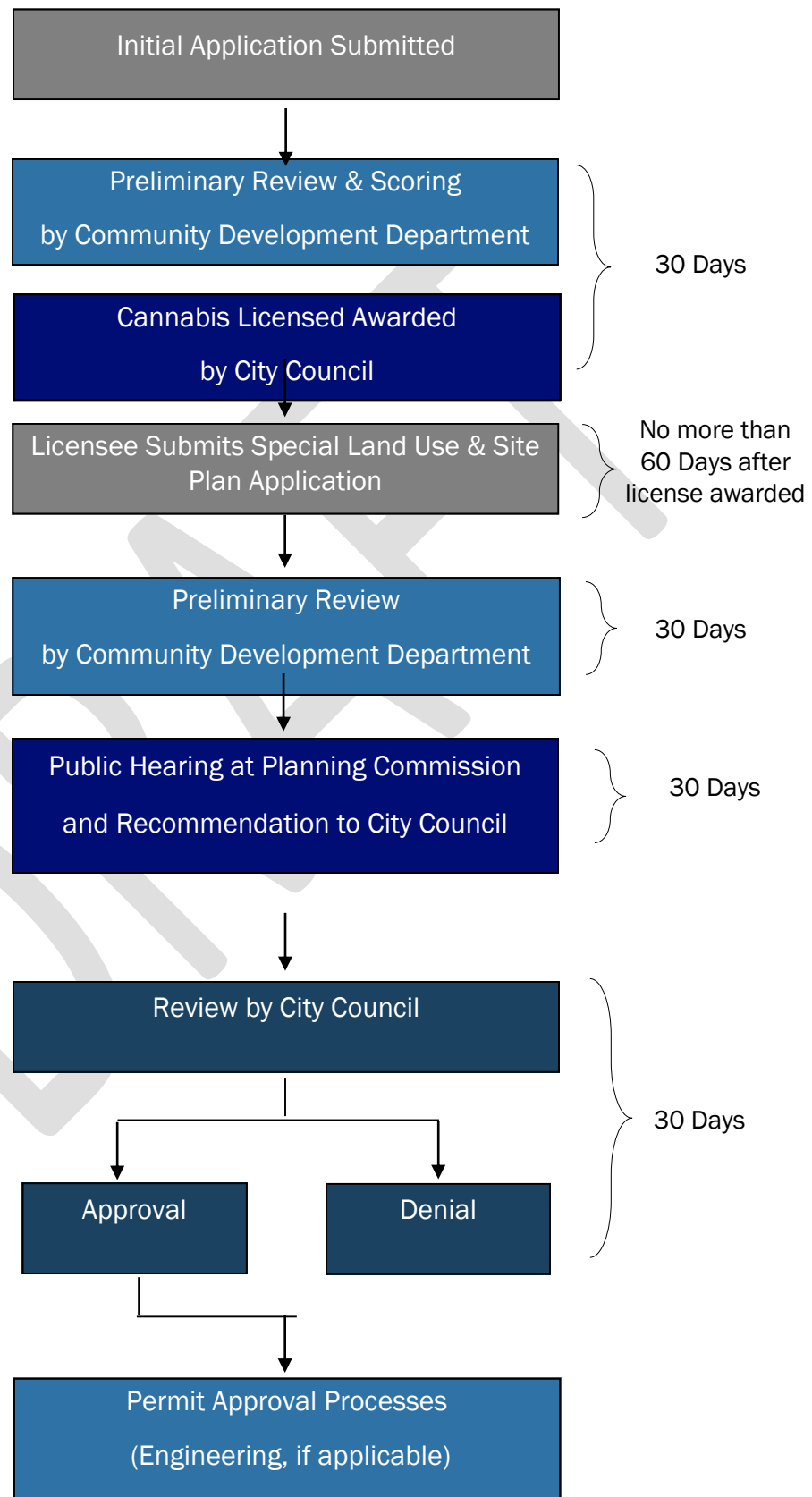
All submittals must include the following:

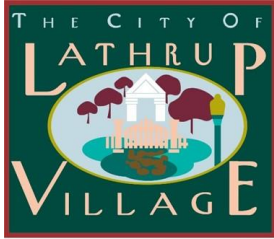
- One (1) Hard Copies – Cannabis Facility Applications
- One (1) Hard Copies – Cannabis Facility Checklist and all required attachments
- Labeled flash drive with complete application packet
- Application Fees (\$5,000 per application)

## Questions

The city's website ([www.lathrupvillage.org/cannabis](http://www.lathrupvillage.org/cannabis)) has the most up-to-date information related to Cannabis Facilities in the City of Lathrup Village. Applicants are encouraged to review the information available online prior to contacting the city. All questions regarding the Cannabis Facility Application and ordinances may be directed to Community & Economic Development Director at [sstec@lathrupvillage.org](mailto:sstec@lathrupvillage.org).

## Process & Timeline





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City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076  
248-557-2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)

## Cannabis Facility Application

### Section 1: Contact & Property Information

#### Project Location

Proposed Business Name:

Subject Property Address:

Subject Property Parcel Number:

Facility Type:

#### Primary Point of Contact Information

Name:

Address:

State:

Zip Code:

Phone Number:

Cell:

Email Address:

Date of Birth:

Interest in  
Property:

Driver's License/State ID:

Emergency Contact Name:

Emergency Contact Number:

Stakeholder Contact Information			
Name:			
Address:		State:	Zip Code:
Phone Number:		Cell:	
Email Address:			
Date of Birth:		Interest in Property:	
Driver's License/State ID:			
Emergency Contact Name:			
Emergency Contact Number:			

Stakeholder Contact Information			
Name:			
Address:		State:	Zip Code:
Phone Number:		Cell:	
Email Address:			
Date of Birth:		Interest in Property:	
Driver's License/State ID:			
Emergency Contact Name:			
Emergency Contact Number:			

**Should there be more than two (2) stakeholders, attach additional pages as needed to include the above informational.**

**For a privately held corporation,** list all corporate officers or persons with equivalent titles and their spouses, all directors and their spouses, and all stockholders, not including those holding a direct or indirect ownership interest of ten percent or less, and their spouses.

**For a partnership or limited liability partnership,** list all partners and their spouses; all general and limited partners, not including a limited partner holding a direct or indirect ownership interest of ten percent or less and who does not exercise control over or participate in the management of the partnership, and their spouses.

**For a limited liability company**, list all members and managers, not including a member holding direct or indirect ownership interest of ten percent or less and who does not exercise control over or participate in the management of the company, and their spouses.

## Section 2: Property Ownership Information

### Property Owner Information

Name:			
Address:		State:	Zip Code:
Phone Number:		Cell:	
Email Address:			

## Signatures & Declaration

I declare that the foregoing answers honestly and fairly describe the nature of the proposed use to the best of my information, knowledge, and belief. I understand that City Officials and the City Council will rely upon my representations in processing this application and agree that any resulting decisions or approvals may be conditioned upon the use being conducted as represented and may be voided or modified in the event any such representation may later be determined to have been materially faults or misleading.

By signing below, I/we authorize the City of Lathrup Village Police Department to perform a criminal background check to ascertain whether the applicant and stakeholders have any convictions involving dishonesty, theft, fraud, or controlled substances.

By signing below, I/we acknowledge and understand that all matters related to cannabis, growing, cultivation, possession, dispensing, testing, safety compliance, transporting, distribution, and use are currently subject to state and federal laws, rules, and regulations, and that the approval or granting of a license hereunder will not exonerate or excuse the applicant from abiding by the provisions and requirements and penalties associated therewith.

Applicant's Printed Name	
Applicant's Signature	
Date:	
Property Owner's Printed Name	
Property Owner's Signature	

Date:	
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DRAFT

## Section 1 Checklist: Contact & Property Information

### For all applicants

- ☐ Resume that includes any prior experience with a cannabis business, for the primary point of contact and/or for each stakeholder
- ☐ Photocopy of a valid Driver's License or State Identification card for the primary point of contact and/or for each stakeholder
- ☐ The name, date of birth, address, copy of photo identification, and email address for any operator or employee if other than the applicant

### If the applicant is not an individual

- ☐ Articles of incorporation or organization
- ☐ Internal Revenue Service SS-4 EIN confirmation letter
- ☐ Operating agreement or bylaws of the applicant, if a limited liability company or corporation

## Section 2 Checklist: Ownership of Property and/or Business

- ☐ Proof of ownership of the premises wherein the cannabis business will be operated OR written consent from the property owner to use the premises for a cannabis business requiring licensure under this article, and a copy of any lease agreement
- ☐ An affirmation that neither the applicant nor any stakeholder is in default to the city and that the applicant or stakeholder has not failed to pay any past-due property taxes, special assessments, fines, fee or other financial obligation to the city
- ☐ An affirmation whether the applicant or operator has ever had a City of Lathrup Village business license revoked or suspended, and if revoked or suspended, provide the reason for such revocation or suspension
- ☐ A copy of the applicant's notice of current prequalification status issued by the Michigan Cannabis Regulatory Agency of LARA to operate a medical cannabis facility or adult-use cannabis establishment. Note: prequalification is only good for two (2) years.
- ☐ This shall include a full and complete copy of the prequalification application materials, together with any and all supporting documents and attachments, that were submitted to the State of Michigan, Department of Licensing and Regulatory Affairs, Bureau of Marihuana Regulation, Medical Marihuana Facilities, in the application for an entity/individual prequalification application packet under the MMFLA and the administrative rules
- ☐ Proof of insurance covering the business and naming the City of Lathrup, its elected and appointed officials, employees, and agents, as additional insured parties, primary and non-contributory available for the payment of any damages arising out of an act or omission of the applicant or its stakeholders, agents, employees, or subcontractors, in the amount of:

- At least \$2,000,000.00 for property damage;
- At least \$2,000,000.00 for injury to one person; and
- At least \$2,000,000.00 for injury to two or more person resulting from the same occurrence. The insurance policy underwriter must have a minimum A.M. Best Company insurance ranking of B+, consistent with state law. The policy shall provide that the city shall be notified by the insurance carrier 30 days in advance of any cancellation or reduction in coverages.

## Section 3: Community Health & Education

Maintaining the health and well-being of Lathrup Village residents and visitors is essential. With respect to any cannabis retail establishment, provide the following:

- ☐ Description of the drug and alcohol awareness programs that will be provided or arranged for by the applicant and made available for the public
- ☐ Description of the training and education that the applicant will provide to employees of the cannabis business
- ☐ An estimate of the number and type of jobs that the cannabis business is expected to create
- ☐ Compensation expected to be paid for such jobs
- ☐ Projected annual budget and revenue of the cannabis business
- ☐ **Description of the community outreach/education plans and strategies that are beyond what is required, if any (1 pts)**

## Section 4: Business Plan

A detailed business plan is a key predictor of future success. To ensure that Lathrup Village is considering high-quality candidates, applicants must provide a business plan. Additional points may be earned for business plans that include the following elements:

- ☐ **Financial structure and financing of the proposed cannabis business (1 pt.)**
- ☐ **Short and long-term goals and objectives (1 pt.)**
- ☐ **Plan outlining what supply chains will be used to provide product for the cannabis business, accompanied by any tentative supply agreements with state certified suppliers. (1 pt.)**
- ☐ **Marketing strategy & methodology (1 pt.)**
- ☐ **Market Analysis (1 pt.)**
- ☐ **Sales structure – percentage of sales activity in delivery, in-person, concierge (1 pt.)**

**For co-located cannabis business**

- ☐ An explanation of the integration of such businesses
- ☐ Floorplan, to scale, showing the relationship between the businesses being co-located, including floor area and the separation provided between such facilities, including identification of any points of entry, ingress or egress, and controls at each location

## Section 5: Community Benefits

Cannabis facilities locating in the city are expected to provide tangible community benefits that improve the quality of life for those who live, work, and/or play in Lathrup Village. The scoring criteria is described below.

- ☐ **A plan identifies at least one local charitable organization (501 c3) that will benefit from the business operation in the city. A summary of the charitable organization's impact in the City of Lathrup Village shall be included. (1 pt.)**
- ☐ **The average wages for employees, excluding management, is 50% higher than the State of Michigan minimum wage. (1 pt.)**
- ☐ **At least 25% of the business is minority and/or women-owned – provide certification from the state of Michigan (2 pt.)**
- ☐ **At least 25% of the business owners have a primary residence in Lathrup Village (provide property tax record that shows good standing) (3 pt.)**
- ☐ **The business will contribute to the city's tree replacement fund (3 pts.)**
- ☐ **The business will contribute annually to the city's capital improvement fund (5 pt.)**
- ☐ **Installation of Side Street Parking Lots (10 pts.)**
- ☐ **Other Community Benefits not listed (3 pts per)**

## Section 6: Security Plan

A security plan shall address security measures related to the transportation and disposal of product and employee and customer safety. Video surveillance is required, and the camera system shall be equipped with software allowing local authorities to login securely to cameras remotely.

The Lathrup Village Police Department shall review the security plan prior to acceptance of the application.

## Section 6 Checklist: Security Plan

At a minimum, the security plan shall address the following:

- ☐ All cannabis waste shall be disposed of in a manner consistent with federal, state, and local laws so that the cannabis waste is destroyed properly and rendered unusable. All waste containers must be maintained within the secure facility and must be equipped with locks and tamper resistant seals until they are removed by an authorized waste disposal company.

- ☐ To the extent applicable, the security plan should include additional strategies for onsite protection from power outages, fire, chemical spills, and address other applicable issues such as storage, access control, credentialing, security officers, cameras, alarms, and internal theft
- ☐ The plan shall address surveillance methods, access control strategies, territorial reinforcement, maintenance, and target hardening; including the experience of customers, employees, and neighbors (residents, offices, businesses, etc.).
- ☐ An explanation of how the video surveillance system will be operated, including who is responsible for monitoring the video footage and storing any video recordings.
- ☐ A diagram showing where all cameras are located and assigning a number to each camera for identification purposes. The diagram shall be to scale and shall be correlated with a camera index for all assigned cameras. Each camera shall be placed in a location that allows the camera to clearly record activity occurring within 20 feet of all points of entry and exit on the licensed premises and allows for the clear and certain identification of any person and activities in all areas required to be recorded. Cameras must be placed in all rooms with exterior windows, exterior walls, and roof hatches. Entrances and exits to the premises or site shall be recorded from both indoor and outdoor vantage points. Recording distance/range of each camera should be identified on the site plan.
- ☐ Areas where cannabis products are weighed, packed, stored, loaded, and unloaded for transportation, prepared, or moved within the licensed premises shall be recorded, as well as limited-access areas, security room(s) and area storing the surveillance system storage device.
- ☐ Licensed retailers shall record point-of-sale areas and areas where cannabis products are displayed for sale on the video surveillance system. At each point-of-sale location, camera placement must allow for the recording of the facial features of any person purchasing or selling cannabis products, or any person in the retail area, with enough clarity to determine identity.
- ☐ Register alarm with the Police Department
- ☐ **Provide training program for all management and employees of each facility for the following common adverse situations:**
  - **Armed Robbery Procedures (1 pt.)**
  - **Diversion Training to identify and report suspected theft (1 pt.)**
  - **Active Shooter/Workplace Violence Training (1 pt.)**
  - **Fire Emergency Procedures (1 pt.)**

## Section 7: Building & Site Improvements

The city anticipates the implementation of building & site improvements for proposed cannabis facilities. Applicants shall consult the city's newly adopted Comprehensive Master Plan and zoning ordinance when developing plans.

## Section 7: Checklist Building & Site Improvements

- ☐ Dimensioned floor plan prepared and sealed by a licensed engineer or architect
- ☐ Dimensioned survey prepared and sealed by a licensed surveyor or engineer that includes all site improvements, including building dimensions, setbacks, parking spaces and landscaped areas
- ☐ Illustrations of existing conditions & proposed improvements
- ☐ Any proposed elevation drawings, and photographs or other depiction of materials to be visible on the exterior of the proposed cannabis business
- ☐ Site plan renderings that illustrate other changes to the site, including landscaping, parking improvements and lighting
- ☐ Evidence of how the proposed project results in site improvements that are consistent with the city's Comprehensive Plan.
- ☐ List of planned building improvements
- ☐ Estimated cost of projects
- ☐ Timeline of improvements
- ☐ Current Taxable Value of the proposed location
- ☐ Distance from the above is provided property line to property line and prepared and sealed by a licensed surveyor or engineer based on currently available public data.
- ☐ A sanitation plan designed to protect against any cannabis being ingested on the premises by any person or animal. At a minimum, the sanitation plan must address the following:
  - Indicate how the waste and byproduct will be stored and disposed
  - Indicate how any cannabis will be rendered unusable upon disposal
  - Describes how and how frequently waste will be removed
  - Describes what materials can be recycled and how recycling will be managed
- ☐ An odor control plan designed to protect against any odors related to the cannabis facility being emitted beyond the premises. It will describe how air filtration will control odors within the building and on the premises.
- ☐ **A utility plan designed to encourage energy efficiency and wastewater recycling. It will describe how the facility will efficiently use energy and water. (1 pt.)**

- ☐ Building improvements include energy efficient and water recycling. (2 pts. per building improvement)
- ☐ Building improvements include other low impact development techniques such as green roof, solar panels, electric vehicle charging. (5 pts. per building improvement)

#### **Additional Site Improvements Point Scale**

- ☐ 0 pts – no improvements
- ☐ 2 pts – energy efficiency & wastewater recycling improvements
- ☐ 5 pts – improvements less than 50% of the taxable value within the 12 months prior to application
- ☐ 5 pts – per low impact design feature
- ☐ 20 pts – improvements that provides additional/shared parking for surrounding businesses
- ☐ 15 points – new construction or substantially new construction (over 50% of taxable value) within 12 months of the date of this application. Commitment of such construction shall be demonstrated through a concurrent application for site plan review.