

**VILLAGE OF SAND LAKE
MARIHUANA APPLICATION**

Village Hall
2 E. Maple St.
Sand Lake, MI 49343

Donna Westerbrink – Village Clerk
Email: clerk@villageofsandlake.org
Phone: 616-636-8854

Office Use Only

Payment Accepted	Date:	Cash/ Check No.:
Application Accepted	Date:	Notes:
License Denied / Granted	Date	If denied, written statement of reasons for denial is required.

Section 1. Applicant Information

Individual [] Corporation [] LLC [] Other [] _____

Business Name	d/b/a (if any)	State ID No.	
Street Address	City	State	Zip

Establishment Information (Licensed Location)

Business Name			
Street Address	Village	State	Zip

Application Point of Contact

Name	Affiliation with Applicant	DOB	
Street Address	City	State	Zip
Phone	Phone	Email	

Section 2. Licensing Information

Initial Application [] Annual Renewal []

License Type

Establishment (designate one)	
Recreational Marihuana Retailer	

State License / Prequalification Number _____

Section 3. Required Documents

Initial Application

	State prequalification letter
	All Step 1 prequalification documents submitted to the MRA (main and supplemental applicants)
	Narrative describing how the establishment will comply with Village requirements.
	Additional documents (if any)

Annual Renewal

	State license
	Any updated documents submitted to the MRA
	Additional documents (if any)

NOTE: There is a continuing duty to provide the Village updated documentation within ten calendar days of any changes being made (this includes the submission of revised documentation to the MRA or the grant of a new license by the MRA). A copy of all Step 2 license application documents submitted to the MRA (main and supplemental applicants) and State operating license renewal documents must be submitted to the Village within ten calendar days of their submittal to the MRA. A copy of the State marihuana operating license must be provided to the Village within ten calendar days of its issuance.

Section 4. Required Payment

Payable by certified check or cash. Checks should be made out to the “Village of Sand Lake.”

Initial application fee / annual renewal application fee is \$200 (due at time of application).

Licensing / license renewal fee is \$4,800 (due within ten calendar days of approval. No license will be issued until fee is paid. Failure to timely pay the fee will result in the forfeiture of the Village license).

Section 5. Attestation and Affirmation

I, individually and on behalf of the applicant attest to and affirm the following:

1. That the applicant is not in default to the Village for the failure to pay any property taxes, special assessment, fines, fees, or other financial obligation.
2. That the applicant will report any changes to any information reported to the Village within ten days of such changes.
3. The applicant acknowledges and agrees that a Village license is a revocable privilege granted by the Village and is not a property right; that the application for a Village license, granting of a Village license, or the possession of a Village license does not create, grant, or vest any right, title, franchise, or other property interest; and that the Village may at any time cease authorizing, licensing, or renewing the licenses of marihuana establishments.
4. The applicant acknowledges and agrees that a Village license is issued exclusively to the licensee and any interest in a Village license is not transferable except that the stockholders of a corporation, members of a limited liability company (LLC), partners of a limited partnership (LP), or other individuals with an ownership interest in the licensee may transfer their ownership interest in the licensee provided such transfer is approved by the Marihuana Regulatory Agency or its successor agency.
5. The applicant will report any change in ownership interest to the Village within ten calendar days.
6. That, to the best of my knowledge and belief, all information in the contained herein is accurate and complete.

_____ Date _____
its _____

VILLAGE OF SAND LAKE
RULES FOR MARIHUANA APPLICATIONS, LICENSING, AND APPEALS

Consistent with Chapter VI, Section 6.4, Subsection 6.4.2 of the Village Code of Ordinances, the Village Council adopts the following rules regarding marihuana establishment applications, licensing, and appeals:

1. Key Terms. For the purpose of these rules, all other words or phrases will be defined pursuant to Chapter VI, Section 6.4, Subsection 6.4.2 of the Village Code of Ordinances.
2. Interpretation. These rules are to be interpreted in a manner consistent with State law, State regulatory rules, and Village ordinances.
3. Resource Availability.
 - a. The Village marihuana license application will be available at the Village Clerk's office and on the Village website.
 - b. These rules shall be available at the Village Clerk's office and on the Village website.
4. Initial Licensing Application.
 - a. All applications for a Village license will be made using the Village application form.
 - b. Unless otherwise authorized under Chapter VI, Section 6.4, Subsection 6.4.2 of the Village Code of Ordinances, applications will only be accepted during the application window.
 - c. Any application window may be extended, or a new application window opened by resolution of the Village Council.
 - d. All documents other than the application form must be typed.
 - e. The application must be submitted in hard copy with the required payment.
 - f. No application will be accepted without the accompanying required payment.
 - g. Only completed applications will be accepted. It is the applicant's responsibility to ensure that the application is complete.
 - h. Should an incomplete application be accepted, the Village Clerk will notify the applicant of any deficiencies so that they may be corrected. The applicant has fifteen calendar days from the notification of any deficiency to correct the deficiency. If the deficiency is not cured within fifteen calendar days, the application will be deemed to have been abandoned. The Village Clerk may extend the timeframe in which deficiencies are to be cured by no more than an additional fifteen calendar days.
 - i. The Village Clerk will verify that all applications are complete prior to submitting them to the Village Council.
 - j. The Village Clerk will submit all completed applications to the Village Council within thirty-five calendar days of receipt, or within thirty-five calendar days of the application window closing, whichever is later.
 - k. After receiving applications from the Village Clerk, the Village Council will schedule a review of each application.

- l. At minimum, the review of each application will provide the applicant the ability to make a presentation to the Village Council and afford the public an opportunity to comment on the application.
 - m. The Village Council will only make licensing determinations following the review of all applications in the application group.
 - n. When opening an application window, the Village Council will publish additional guidance regarding the criteria to be used in competitive licensing determinations.
 - o. Reasons for the denial of any license will be clearly stated in writing.
5. Application Window. As determined from time to time by resolution of the Village Council.
6. License Renewal Application.
- a. All applications for Village license renewal will be made using the Village application form.
 - b. All documents other than the application form must be typed.
 - c. The application must be submitted in hard copy with the required payment.
 - d. No application will be accepted without the accompanying required payment.
 - e. Only completed applications will be accepted. It is the applicant's responsibility to ensure the application is complete.
 - f. Should an incomplete application be accepted in error, the Village Clerk will notify the applicant of the deficiencies so that they may be corrected. The applicant has fifteen calendar days from the notification of any deficiency to correct the deficiency. If the deficiency is not cured within fifteen calendar days, the application will be deemed to have been abandoned. The Village Clerk may, extend the timeframe in which deficiencies are to be cured by no more than an additional fifteen calendar days.
 - g. The Village Clerk will verify that all applications are complete and that the applicant complies with all Village requirements prior to renewing a Village license.
 - h. The Village Clerk must clearly state in writing the reason for any denial.
7. Appeals.
- a. After receiving an appeal, the Village Clerk will verify that it was submitted timely and in writing.
 - b. The Village Clerk may reject untimely appeals and those not in writing.
 - c. All other appeals must be forwarded to the Village Council within fifteen calendar days of receipt.
 - d. At the first regularly scheduled Village Council meeting following the receipt of an appeal from the Village Clerk, the Village Council will set a hearing date for the appeal.
 - e. Unless adjourned for good cause, as determined by the Village Council, the hearing must take place within ninety calendar days of the first regularly scheduled Village Council meeting following the receipt of an appeal from the Village Clerk.
 - f. All decisions of the Village Council regarding an appeal will be issued in the form of a resolution.

These Rules are effective March 21, 2022.

VILLAGE COUNCIL
VILLAGE OF SAND LAKE

**VILLAGE OF SAND LAKE
MARIHUANA LICENSING FEE SCHEDULE**

Consistent Chapter VI, Section 6.4, Subsection 6.4.2 of the Village Code of Ordinances, the Village Council adopts the following fee schedule for Village marihuana establishment licensing:

1. Initial Application Fee: \$200
2. Licensing Fee (initial): \$4,800
3. Licenses Renewal Application Fee: \$200
4. Licensing Fee (following renewal): \$4,800

All fees may be paid via cash or certified check made out to “Village of Sand Lake.”

Application fees are due at the time of application.

No Village license will be issued without the payment of the applicable licensing fee. Failure to pay the licensing fee in full within ten calendar days is deemed to be a forfeiture of the Village license.

This fee schedule is effective March 21, 2022.

VILLAGE COUNCIL
VILLAGE OF SAND LAKE