



**MARIJUANA BUSINESS  
LICENSE NEW APPLICATION  
CHECKLIST**

Applications will be accepted by appointment only. Call 303-289-3611 to schedule an appointment.

Applications must be complete in all aspects. Please organize your application documents in the same order as the checklist below and place the checklist on top. Incomplete applications will not be accepted. The city clerk’s office will not provide notary services for application documents.

Required Documents	
	For Retail Only: The State of Colorado Marijuana Enforcement Division (MED) will provide Commerce City with a copy of the completed application filed with the State
	For Medical Only: Applicant(s) must provide a complete copy of the application filed with the State of Colorado Marijuana Enforcement Division (MED).
	Letter of Intent
	Affirmation and Consent
	Authorization to Use Property for a Retail Marijuana Business (required if applicant is not the owner of the proposed licensed premises)
	Proposed Operating Plan
	Zoning Report
	Floor Plan and Security Diagram Checklist
	Security Plan Narrative
	City of Commerce City Business License Application
	City of Commerce City Background Cover Letter
	City of Commerce City Background Application