

COMPANY:

Change of Ownership Submittal Requirements

The following documents/information **MUST** be submitted along with a local Marijuana Establishment Application **AND** one full and complete copy of the State application (DR 8535) **OR** Exemption to Change of Ownership (which ever applies) to be submitted for a Marijuana Business License Change of Ownership/Structure Application; this includes all supplemental documents required on the State checklist. If requirements are duplicated, only one copy is necessary.

A. Letter authorizing an agent or representative to act on behalf of the business. If the owner of the business is NOT, the person submitting the application or documentation a letter drafted on company letterhead with the date and owner signature is required. If an attorney is representing the company a Letter of Appearance containing the Bar number is required.

B. Completed fingerprints by identigo for each new owner that does not hold an Owner badge issued by MED.

C. Proof of possession of the premises for which application is made- Lease, rental agreement, other arrangement, or ownership. If the premise is owned by a Limited Liability Company or Corporation, please provide their Operating Agreement or By Laws, respectively.

D. If applying as an LLC or Corporation:

- a) Certificate of Good Standing
- b) Articles of Organization and Operating Agreement (LLC)
- c) Articles of Incorporation and By Laws (Corporation)

E. Background Check Information Sheet completed for each new owner with front and back photocopies of all Badges held and/or a full and complete copy of each Suitability Application if badge has not been issued.

F. Appointment to bring in documentation:

Email Tawnya Stringer at stringer@pueblocounty.us or call 719-583-6100

G. Local payment: \$250.00 **PER LICENSE**. Local fees paid with **Cashier's Check, or Money Order** made out to Pueblo County Planning & Development.

***Personal and Business Checks will not be accepted**

Applicant's Contact Information

Name: _____

Email: _____

Phone: _____

Owner's Contact Information

Name: _____

Email: _____

Phone: _____