

## Transfer of Ownership Submittal Requirements

The following documents/information **must** be submitted along with one full and complete copy of the State application 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. Zoning Compliance Review for Marijuana (ZCRM) approval letter.

B. Completed fingerprint cards. Fingerprint cards may be obtained and completed with any law enforcement agency in Colorado. Each new owner will need a fingerprint card.

C. A completed Privacy Act Notification Form for each new owner.

D. An operating plan as required by sections 5.12.080 (C) and (D) (1) of the Pueblo County Marijuana Regulations.

E. 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.

F. Site plan of the entire property with the licensed premises outlined in red.

G. Plans and Specifications for the interior of the licensed premises – legible hard copy 11x17- with dimensions for the entire licensed premises including room dimensions, specific room use, and security cameras with DVR. Please refer to MED Rules M305 and M306 for medical establishments and/or R305 and 306 for retail establishments.

H. 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)

I. Background Check Information Sheet completed for each new owner with front and back photocopies of all Badges held or a full and complete copy of each Key Badge Application if badge not held yet.

J. Appointment to bring in documentation:

Email Joan Armstrong at [armstrong@pueblocounty.us](mailto:armstrong@pueblocounty.us) or call 719-583-6105

K. Local payment: \$250.00. Local fees paid with Cash (exact amount), Cashier's Check, or Money Order made out to Pueblo County Planning & Development.

L. Fingerprint payment of \$39.50 for each fingerprint card. Payment must be a pre-printed business check or certified funds made out to CBI.

Applicant's Contact Information:

Owner's Contact Information:

Name:

Name:

E-mail:

E-mail:

Phone:

Phone: