



**GUNNISON COUNTY, COLORADO  
MARIJUANA FACILITY LICENSE APPLICATION**

**GUNNISON COUNTY COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING OFFICE**

**221 N. WISCONSIN ST, STE D., GUNNISON, CO 81230**

**TELEPHONE: 970-641-0360 FAX: 970-641-8585**

**Website: <http://www.gunnisoncounty.org/planning.html>**

**SUBMIT ALL PERMIT PACKET INFORMATION TO PERMIT@GUNNISONCOUNTY.ORG**

**DATE RECEIVED BY COMMUNITY DEVELOPMENT DEPT..: \_\_\_/\_\_\_/\_\_\_  
APPLICATION FEE PAID : \_\_\_/\_\_\_/\_\_\_**

**APPLICANT NAME** (If the applicant is not the owner of the land, the applicant shall submit a notarized letter signed by the owner consenting to the submittal. Consent of the owner for submittal shall imply consent by the owner for the County to complete the review process.):

**MAILING ADDRESS:**

**CITY:**

**STATE:**

**ZIP:**

**PHONE (day):**

**PHONE (Mobile):**

**FAX:**

**E-MAIL ADDRESS:**

**PROPERTY OWNER** (If other than applicant, a notarized letter from the property owner consenting to this application, must be submitted. If the applicant is not the sole owner of the land, the applicant shall submit a notarized letter(s) signed by all other owners, and/or by an association or corporation representing the owners, consenting to, or joining in, the application.):

**NAME:**

**MAILING ADDRESS:**

**CITY:**

**STATE:**

**ZIP:**

**PHONE (day):**

**(evening):**

**FAX:**

**E-MAIL ADDRESS:**

**PRIMARY CONTACT PERSON and AUTHORIZED REPRESENTATIVE (The person the Community Development Department should contact regarding scheduling of meetings and information for this application. A NOTARIZED LETTER from the property owner authorizing the representative must be submitted. )**

**NAME:**

**MAILING ADDRESS:**

**CITY:**

**STATE:**

**ZIP:**

**PHONE (day):**

**(evening):**

**FAX:**

**E-MAIL ADDRESS:**

**LOCATION AND TYPE OF FACILITY**

**LOCATION OF PROPOSED MARIJUANA FACILITY**

**ADDRESS:**

**NAME OF SUBDIVISION (if applicable)**

**PARCEL NUMBER:**

**Legal Description of facility**

**TYPE OF MARIJUANA FACILITY (CIRCLE ALL APPLICABLE)**

**1. Cultivation**

**2. Manufacturing**

**3. Testing**

**TYPE OF APPLICATION**

**Type of Application:**

**Fee**

**\_\_\_ New Application**

**\$3,500**

**\_\_\_ Operating Fee\***

**\$1,000**

**\_\_\_ Renewal Application**

**\$1,500**

**\_\_\_ License Modification Application**

**\$1,000**

**\_\_\_ Pending Application modification**

**\$ 125**

**(\*Operating Fee required for New and Renewal Applications)**

**Is facility in an existing structure? (Circle Appropriate Answer)**

**Yes**

**No**

**If using an existing structure, is an expansion planned that would increase the square footage of the facility? (Circle Appropriate Answer)**

**Yes**

**No**

**By How many square feet:**

\*\*\*\*\*

**LIST OF SUBMITTAL MATERIALS** The following are required to be included and addressed in the license application submittal.

1. \_\_\_\_\_ A notarized letter documenting that the property owner (If different from the Applicant) provides consent for the use of the facility on their land.
2. \_\_\_\_\_ If the proposed facility is located at Riverland or Signal Peak Industrial Parks the applicable home owners association must provide consent from the Home Owners Association (if that association is active)

3. \_\_\_\_\_ If the proposed facility is located at Gold Basin Industrial Park provide a letter from the Gunnison County Public Works Department that property owner consent has been provided to apply for a license application.
4. \_\_\_\_\_ Provide a copy of the completed applicable Land Use Change Application which depending on use and location could be one of the following applications:
  - a. Minor Impact Application;
  - b. Administrative Review Application; or
  - c. Gold Basin Industrial Park Special Area Regulation Application (applicable to all Marijuana Facilities proposed in Gold Basin Industrial Park).
5. \_\_\_\_\_ A copy of all State of Colorado License applications that have been submitted to the State to receive a State license for a marijuana facility. The County will request the results of a criminal background check from the State of Colorado. Submission of this application will provide consent to review and disclose criminal background information in the licensing process.
6. \_\_\_\_\_ A to scale site plan of all buildings on the property where the premises is located, including a floor plan showing how the floor space is or will be used, parking for the premises, total floor area of the building(s), and the nature and location of any existing or proposed exterior lighting and signage;
7. \_\_\_\_\_ A to scale vicinity map showing and describing adjacent uses.
8. \_\_\_\_\_ Provide a physical description which could include architectural elevations, photographs, landscaping, topography and narrative to describe how the proposed facility would be harmonious with adjacent uses.
9. \_\_\_\_\_ A list of all other uses on the property including uses that may share the proposed structure;
10. \_\_\_\_\_ A copy of the state sales tax license for the business, if applicable.
11. \_\_\_\_\_ A detailed description of the operational plan for the facility including hours of operation, number of employees, anticipated loading and delivery traffic and frequency, and hazardous or flammable material storage and usage.
12. \_\_\_\_\_ A detailed narrative (i.e a specific plan for B-F) description of how the application complies with the standards for a license that include:
  - A. **LACK OF CRIMINAL HISTORY:** The applicant and principal employees of a marijuana facility have no history of criminal activity indicating moral turpitude. Applicants shall provide suitable evidence of a Persons' proof of lawful presence, residence, and good character and reputation that the Board may request. The applicant must also consent to a criminal background check of the applicant and its principal employees.
  - B. **HARMONIOUS LAND USE:** The use and any associated signage is not identifiable as a Marijuana Facility from adjacent property, nor any arterial road, public trail, or public park. The applicant must demonstrate to the Board's satisfaction that there is no measurable detrimental impact to adjacent property which cannot be mitigated, and the applicant has demonstrated to the Board that the facility will be harmonious with its surrounding uses.
  - C. **APPLICABLE PROPERTY OWNERS ASSOCIATION APPROVAL:** The applicant must provide written consent for the use from the Property Owners Association if an active association exists for the subject property.
  - D. **ODOR:** Odors from any marijuana facility shall not be detectable and noticeable at the boundary to adjacent properties. Facilities shall be equipped with proper

ventilation systems so that odors are filtered and do not materially interfere with adjoining land uses.

E. **FIRE AND SECURITY EMERGENCY SERVICES:** Applicable Fire Districts and the Sheriff's Department will receive applications for their review and comment. Concerns related to public safety received from emergency services must be avoided or mitigated to the Authority's satisfaction.

F. **PUBLIC SERVICES:** The Applicant shall demonstrate that there are adequate public services to support the proposed use.

13. \_\_\_\_\_ A list of alcohol or drug treatment facilities, licensed child care facilities, parks, public buildings, public trails, places of worship, and educational facilities (below college grade level) within 1000 feet as measured from the closest point of the subject property lines;
14. \_\_\_\_\_ A mailing list and a map (showing the parcels) for all property owners within 1000 feet as measured from each boundary of the subject parcel (This can be generated through Gunnison County online GIS system);
15. \_\_\_\_\_ A copy of the state sales tax license for the business if applicable; medical marijuana-infused products manufacturing license applications, information about which medical marijuana center is associated with the business;
16. \_\_\_\_\_ A description with dimensions of all exterior signage proposed on the property;
17. \_\_\_\_\_ Description of security measures to prevent theft and to minimize fire danger;
18. \_\_\_\_\_ A description of measures to eliminate or mitigate odors from the facility.

**Attachments/Resources for both Marijuana Facility Licenses and Completing the Land Use Change Applications**

**(See <http://gunnisoncounty.org/409/Application-Forms>)**

- Attachment A: Frequently Asked Questions (Read this first!)
- Attachment B: Marijuana Facility Licensing Regulation
- Attachment C: Land Use Resolution Amendments related to Marijuana Facilities
- Attachment D: Gold Basin Industrial Park Special Area Regulations
- Attachment E: Useful Land Use Applications
  - 1. Administrative Review
  - 2. Minor Impact Review
  - 3. Gold Basin Industrial Park

## **Frequently Asked Questions for Licensing and Land Use Approvals for a Marijuana Facility in Gunnison County**

### **Where do I start?**

Call 970-641-0360 to schedule a pre application meeting with the Gunnison County Community Development Department. It is also recommended you call the Marijuana Enforcement Division at 303-205-8421 to begin the State Process. The State's web site is at <http://www.colorado.gov/cs/Satellite/Rev-MMJ/CBON/1251592985130> . You can also find the States regulations through this web site.

### **Where can I find Gunnison County Regulations?**

Go to <http://gunnisoncounty.org/346/Regulations-Guidelines> to find the regulations on line. Please note that the following regulations are applicable to marijuana facilities in Gunnison County:

- Marijuana Facility License
- Land Use Resolution
- Special Area Regulations:
  - Gold Basin Industrial Park
  - Industrial Park Special Area Regulations
  - Crested Butte South

Other regulations that may be applicable include:

- Applicable Building, Plumbing, Electrical and other construction related codes
- Crested Butte Fire Prevention District – International Fire Code
- Onsite Waste Water Treatment (Previously referred to as ISDS regulations) Regulations

### **How is the Gunnison County and State Licensing processes connected?**

The State of Colorado Marijuana Enforcement Division and the Gunnison County Community Development Department will make every effort to coordinate both the licensing application process, inspections, and ongoing administration of licenses. First it is important to note that the State will verify that County approvals have been granted prior to final approval of a state license and the County will conditions its approvals upon receiving State approval. Also, if a State or County license becomes invalid for any reason, a facility will not be allowed to operate. It should also be recognized this is a new industry and a new relationship between Gunnison County and the State of Colorado and we will make every effort to coordinate the licensing process for an applicant. It is recognized that this is an evolving and complex regulatory process given that it requires two levels of government to permit a marijuana facility. So we ask that you please be patient as we work with both the State, applicants, and community on refining the regulatory process.

## **What do I need to apply for and be approved for to open a business?**

You need to receive approvals from both the State of Colorado and Gunnison County to operate a marijuana facility? Specific marijuana related approvals that an applicant must receive include:

- 1) State of Colorado License from the Marijuana Enforcement Division
- 2) Gunnison County, Colorado Marijuana Facility Licenses
- 3) Gunnison County, Colorado Land Use Change Permit Approval

Other needed approvals not solely related to Marijuana Facilities include:

- Building Permits,
- On Site Waste Water Treatment System Permit, and
- Gunnison County Public Works Reclamation and Driveway Access Permit.

## **What type of Marijuana facilities are allowed in unincorporated Gunnison County?**

Only Marijuana **Cultivation, Manufacturing, and Testing** Facilities are allowed in unincorporated Gunnison County.

## **What type of Marijuana facilities are prohibited in unincorporated Gunnison County?**

Facilities that sell either retail or medicinal marijuana to consumers in unincorporated Gunnison County **are prohibited**.

## **Where could I locate a Marijuana Facility in Gunnison County?**

There are three industrial parks in Gunnison County where marijuana cultivation, manufacturing, and testing facilities could be considered including: Riverland, Signal Peak and Gold Basin Industrial Parks. It should be noted that a letter of consent from the Homeowners Association is required in Riverland and Signal Peak for the Community Development Department to accept a license application. If you are interested in a facility at Gold Basin Industrial Park, please contact the Gunnison County Public Works Department at 641-0044. Gunnison County is the property owner of Gold Basin Industrial Park.

Cultivation facilities can be considered in other (outside of one of the three Industrial Parks) locations in Gunnison County but will require approval of a Minor Impact Application.

## How much will it cost?

### Marijuana License Fee(s):

New Application fee	\$3500
Operating fee	\$1000 (for new and renewal apps)
Renewal fee (after three years)	\$1500
License modification fee	\$1000
Pending application modification fee	\$ 125

### Common Land Use Change Fees

Administrative Application.	\$250
Minor Impact Application	\$1250

There may be other permit and/or regulatory costs depending on the type, nature, location of a facility being proposed.

## How long will it take?

If using an existing facility in an industrial park (once property owner and HOA approval has been received) and if the land use review involves an administrative application we anticipate the review process for both the licensing and land use approvals to take two to three months. If a Minor Impact permit must be received, then the time frame could extend to four to six months. This is only a very general time frame, given this a new licensing process and that State approval must be received before a County permit is valid. The following are considerations for the time frame for the licensing and land use process:

- Has a complete application for both a License and a land use change been submitted to the County?
- Is the location in one of the three Industrial Parks?
- Is it in an existing building?
- Will the land use process involve an administrative or minor impact review application?
- Are there potential conflicts with the proposed use and the adjacent uses?
- The processing time for a license with the State Marijuana Enforcement Division?
- Are there other building, septic permits that must be received?
- Is there available water (legally and physically) and waste water treatment facilities to accommodate the proposed use.
- Does the applicable Fire Protection District support the application(s).

## How long is a Gunnison County License valid?

A license is valid for three years. It is anticipated that the County's regulations will evolve and change as this industry evolves. Facility operators will be expected to comply with new regulations as they evolve.

**What happens if the ownership of a facility changes?**

If the ownership of a facility changes, a new application will be required for a facility.

**Is there an easy way to find information on a property and generate a mailing list for notifying property owners within 1000 feet of a property?**

Yes there is! Go to [http://gis.gunnisoncounty.org/public/default\\_map.aspx](http://gis.gunnisoncounty.org/public/default_map.aspx) for an interactive map. Under mapping tools you can insert an owner's name, an address, or parcel number to find (press find) a specific property. This can both show the location of the property and bring up a Results screen that includes a link to the County Assessors site.

**What other sources of information are available to get more information on applications and permits.**

You can also go to <http://gunnisoncounty.org/436/Permit-Database> to review the status of both land use and marijuana license applications and permits.

For applications and information on applications go to:  
<http://gunnisoncounty.org/409/Application-Forms>

**Where can I find local contacts I may need for the Licensing, Land Use, and Building Code Processes?**

<p><b>Community Development Department (Marijuana Licensing, Land Use Review, Septic System Permits, Building Permits)</b></p>	<p><b>Gunnison County Community Development Department</b>          Cathie Pagano, Director          Blackstock Government Center          221 N. Wisconsin Street, Suite D          Gunnison, Co 81230          970-641-0360</p>
<p><b>Plumbing Permit:</b></p>	<p><b>Examining Board of Plumbers, State of Colorado</b>  <b>Andy Clark, Plumbing Inspector</b>          1560 Broadway, Suite 1350          Denver, Colorado 80202          (303) 869-3471 Phone (855) 470-4719 Toll Free Phone          (303) 869-0397 Fax (855) 515-8197 Toll Free          Fax Website to obtain permits online:  <a href="http://www.dora.state.co.us/Plumbing/onlinepermitsystem.htm">http://www.dora.state.co.us/Plumbing/onlinepermitsystem.htm</a></p>
<p><b>Electrical Permit:</b></p>	<p><b>Colorado State Electrical Inspector</b>  <b>Paul Shelley</b>          1560 Broadway, Suite 1350          Denver, Colorado 80202          (303) 869-3462 Phone (855) 470-4716 Toll Free          (303) 869-0350 Fax (855) 515-8194 Fax Toll Free  <b>To obtain permits online:</b>  <a href="http://www.dora.state.co.us/electrical/">http://www.dora.state.co.us/electrical/</a></p>
<p><b>Driveway Access Permit ( for development that accesses Gunnison County roads) and Reclamation Permits:</b></p>	<p><b>Gunnison County Public Works Department</b>          195 Basin Park Drive          Gunnison, CO 81230          Marlene Crosby/Allen Moores, (970) 641-0044</p>
<p><b>Highway Access Permit (for development that accesses Colorado and Federal highways):</b></p>	<p><b>Colorado Department of Transportation</b>          222 So. 6<sup>th</sup> Street, Room 317          Grand Junction, CO 81501-2769          (970) 248-7225          Website: <a href="http://www.dot.state.co.us/AccessPermits/index.htm">http://www.dot.state.co.us/AccessPermits/index.htm</a></p>
<p><b>Well Permit</b>          (Your well driller can also obtain the permit for you):</p>	<p><b>Colorado Division of Water Resources</b>          818 Centennial Building          1313 Sherman Street          Denver, CO 80203          (303) 855-3581, or in Montrose, (970) 249-6622          Website for information about well permits:  <a href="http://water.state.co.us/groundwater/groundwater.asp">http://water.state.co.us/groundwater/groundwater.asp</a></p>

<b>Individual Sewage Disposal System (ISDS) Permit:</b>	<b>Gunnison County Environmental Health Office</b> 221 N. Wisconsin Street, Suite D Gunnison, CO 81230 Crystal Lambert (970) 641-0360 FAX: (970) 641-8585
<b>Dos Rios Water Treatment Plant</b> (water and sewer line locates):	<b>Dos Rios Water Treatment Plant</b> 38130 W. Highway 50 Gunnison, CO 81230 Mark Templeton (970) 641-8565
<b>Crested Butte Fire Protection District:</b>	<b>Crested Butte Fire Protection District</b> 306 Maroon Avenue PO Box 1009
	Crested Butte, CO 81224 (970) 349-5333 Ric Ems, Fire Marshall and Scott Wimmer, Fire Inspector

