**Fees**

1. Planning and Building Cannabis application/inspection fee $581.00

2. Planning and Building preliminary site plan review fee $556.00

3. Planning and Building records management fee $100.00

4. For Cultivation cottage or nursery Planning and Building /inspection fee $838.00

5. Hazardous Materials Inventory Statement Plan Review - $50

6. Marijuana Transporter Permit $225

7. Hazardous Materials and Flammable Liquids Permits – Use, Storage $100

8. A marijuana waste plan review-$50

**Renewal annual application fee for all cultivation permit types**

1. Planning and Building cannabis application/inspection fee $581.00

2. Planning and Building records management fee $100.00

3. Planning and Building site inspection (not charged unless required).

**Renewal annual application fee for all other permit types**

1. Planning and Building cannabis application/inspection fee $581.00

2. Planning and Building records Management fee $100.00

3. City issued Business License $35.00

4. Marijuana Transporter Permit $225

5. City issued Recreational Cannabis License $250.00

Establishments must be in a permanent building, be permanently secured to established foundation, shall adhere to any City building and safety codes, and shall not include any temporary portable, or self-powered mobile facilities, or any trailer, cargo container or motor vehicle.

Licensee shall ensure that all licensed premises are in compliance with Construction Industries Licensing Act, and comply with the Occupational Health and Safety Act.

**License renewal**

1. Cannabis facility license shall be valid for 1 year from date of issuance, unless revoked as provided by law.

2. A valid Cannabis facility license may be renewed on an annual basis by submitted a renewal application 30 days prior to the date of its expiration and submitted a renewal application form and payment of the annual license fee to the city.

3. All permits shall be displayed in a conspicuous place within the establishment so that the permit may be readily seen by individuals entering the premises.

**PLEASE COMPLETE AND SUBMIT THE FOLLOWING CITY DOCUMENTS:**

\* Zoning compliance verification ($45 fee)

\* City of Belen Cannabis business license application

\* Authorization to Use property for a Cannabis Business (if property is leased)

\* Affidavit of lawful presence in the United States

\* Affidavit assuring you have water/sewer plumbing that is sufficient for your use.

**PLEASE SUBMIT THE FOLLOWING:**

New Mexico State CRS tax ID form

Proposed floor plan of the premises to be licensed, showing principal uses of each section of the floor area, including square footage of the premises.

Area map, indicating a 300 foot buffer area measured out from the footprint of the building demonstrating that the premises shall be at least 300 feet from any type of school as defined in the City of Belen ordinance, and at least 600 feet from any licensed Cannabis business.

Security plan indicating how the business intends to comply with the requirements related to monitoring and securing the licensed premises as required by the State of New Mexico state City rules and regulations.

Copy of valid ID for every applicant, owner, person, or entity with the financial interest, as well as the business manager.

Lease or deed, or contingent lease or deed, which shall be in the name of the applicant.

Site plan, including all uses proposed licensed premise, all outdoor lights and signage.

List of all proposed structural changes and modifications to the premises.

Proof of insurance.

Plan for preventing those under the age of 21 from entering the licensed premises.

Odor management plan, detailing what methods will be used to prevent the emission of any odor of marijuana from the licensed premises.

Employee protection plan and understand the OSHA requirements to protect your employees and the City Inspectors from harmful chemicals that may be present in your operations.

Plan for debris management, manifest of all debris (cradle to grave) documentation.

Plan for storm water site work plan to annually meet required storm water maintenance, proper chemical storage, spill response and containment.

Plan for safety for storage and use of fertilizers and pesticides.

Plan for method of growing cannabis. Hydroponic system or traditional soil system.

Plan for handling waste water.

Plan to mitigate possible nuisances that could affect the health and safety of the community, not allow overgrown uncultivated, or unkempt vegetation of any type. Erosion control issues, hazardous waste, odor control so not to be detectable from a public place.

Cannabis Consumption areas: Smoking in a cannabis consumption area on a licensed premises shall be allowed only if the cannabis consumption area is in a designated smoking area or in a standalone building from which smoke does not infiltrate other indoor work places or other indoor public places where smoking is otherwise prohibited pursuant to the Dee Johnson Clean Air Act. Alcohol consumption in a cannabis consumption area is prohibited.

Cannabis establishments shall submit a written security plan to the City of Belen that describes the plans and actions implemented to deter and prevent unauthorized entrance into limited access areas, including use of security equipment, exterior lighting to facilitate surveillance, and electronic monitoring; video cameras. On written notice of at least 24 hours, the City may conduct reasonable inspections of Cannabis establishments to ensure compliance with the written security plan.