

MEDICAL MARIJUANA

Dispensary or Cultivation/Infusion

PZ-MMD

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then “Medical Marijuana Dispensary or Off-site Cultivation/Infusion,” and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. Please note that you may see many requested items that were not discussed at your pre-application meeting. If staff did not request these items specifically and/or if they are not mentioned in your pre-application meeting notes, you may leave these items blank. *Please see the Online Submittal Requirements and Additional Requirements below.*
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “**technically complete.**” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit. If applicable, your case will be placed on a hearing agenda when ready.

ONLINE APPLICATION INFORMATION

- **Conditional Use or Permitted Use?** If a conditional use permit is required for this proposal, you do not need to fill out a Medical Marijuana application. If this proposal is permitted by-right, then a Medical Marijuana administrative application is required. See staff if you have questions before applying.
- **Pre-Application Meeting** - must have been held with staff prior to submitting an online application (or be prepared to provide electronic documentation of an approved Pre-Application Meeting waiver)
- **Parcel/Site** - be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the online application)
- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application

ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE** electronic or scanned copy of the following in PDF format:

- **Narrative** – typewritten, describing the request and all aspects of the use in detail, as well as demonstrating conformance to Section 3.12 of the Zoning Ordinance. If waivers from the Zoning Ordinance are requested, include them in detail within this Narrative.
- **Site Plan** - drawn to scale using accurate dimensions and showing property boundaries; existing and proposed improvements and uses; locations of driveways, pedestrian walks, landscaped areas, fences, exterior light fixture locations, walls, off-street parking areas including ingress and egress, traffic flow, and Easements (See the [Site Plan Requirements](#) document for a complete list). If applicable, the Site Plan may include the Landscape Plan, Signage Plan, and Lighting Plan.
- Floor Plan and Security Plan as required by Arizona Department of Health Services (ADHS)
- Copy of operating procedures adopted pursuant to A.R.S. §36-2804 (B)(1)(c) as required by ADHS
- For Dispensary:
 - Copy of Medical Marijuana Dispensary registration certificate issued by ADHS per ARS §36-2804 (B)
- For Off-Site Cultivation/Infusion Facility:
 - Provide name & location of dispensary with which it is associated
 - Copy of applicable food service permits from Coconino County Public Health Service District

ADDITIONAL REQUIREMENTS

Please submit the following items only if requested by staff and/or noted within the pre-application meeting notes. **Otherwise, you do not need to upload anything for these requested items.**

- Copies of recorded easements if applicable
- Concurrent building permit application with plans prepared by a professional architect registered in the State of Arizona; architectural drawings may be included
- Landscape Plan detailing the locations of existing vegetation (to be retained and to be removed), the location and design of landscaped areas including irrigation systems, the number, varieties, and sizes of proposed plant materials and other features as required per Section 4.4 of the Zoning Ordinance (ZO).
- Signage Plan detailing all existing and proposed signs, including their location, size, materials, color, and method of illumination as required per Section 4.2 of the ZO.
- Lighting Plan including location of all outdoor lighting fixtures and description of each (i.e. Lamp Type, Lumen output, Shielding) as required per Section 4.3 of the ZO.
- Traffic Study and Traffic Impact Statement/Analysis if applicable
- Property Management Plan if requested
- Fire Protection Plan if requested
- Emergency Services Agreements

OTHER PERMITS MAY BE REQUIRED

In addition to this administrative permit, applicable Building, Environmental Quality, and Engineering Permits may be required. Planning and Zoning review shall be conducted through the issuance of such permits. ***Please note that other Zoning applications may be required such as a Lighting Permit, Sign Permit, Design Review Overlay, etc. in order to proceed with development if the Medical Marijuana permit is approved.***