



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CANNABIS COMMISSION

P.O. BOX 500135 Saipan, MP 96950
(670) 488-0420 | (670) 488-2627
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APPENDIX E MARIJUANA RETAILER LICENSE

A marijuana retail license permits a licensee to sell marijuana items from the licensed premises to a consumer (21 years of age or older) to take away for consumption (outside of the premises), between the hours 7:00 AM and 10:00 PM.

LICENSE TYPE	APPLICATION FEE*	LICENSE FEE**
Marijuana Retailer	\$1,000	\$6,000

* The application fee payment is due upon submission of your completed application packet to the Commission. The Commission will not process your application until payment has been completed. The application fee is nonrefundable.

** The licensee fee payment should only be paid by applications that have been approved for licensing. Do not make payment for the license fee unless otherwise advised by the Commission.

An applicant for a type of marijuana retail licensee must provide the CNMI Cannabis Commission the following documents (all documents must be complete, clear, and legible):

I. SCOPE OF OPERATIONS

- a. Provide a detailed submission describing the scope of business operations including:
 - 1. Proposed list of marijuana items for purchase;
 - 2. Proposed list of marijuana accessories for purchase

II. PROOF OF OWNERSHIP OR LEASE AGREEMENT

- a. If applicant is leasing or intends to lease the proposed premises, submit one (1) of the following:
 - 1. A copy of the offer to: purchase, lease or sub-lease (submit with head lease) the proposed premises location for a term no less than 12 months.
 - 2. A copy of the lease, sub-lease (submit with head-lease) for the proposed premises for a term no less than 12 months
- b. If the applicant is the owner of the proposed premises, submit Proof of Ownership, such as, but not limited to: deed showing fee simple, deed of gift, warranty deed, purchase and sale agreement, probate documents, or certificate of title.

III. SIGNAGE

- a. Submit a hand-drawn or computer-generated rendering of the proposed premises exterior signage. Signage must include name and logo.

IV. BUSINESS LICENSE

- a. Submit a copy of the valid business license for the premises in the name of the applicant/business.

V. INTERIOR DESIGN SCHEMATICS

- a. Provide a hand-drawn, computer-generated rendering or photograph(s) of the proposed interior design schematics.

VI. FLOOR PLAN

A floor plan is a document showing a view from above of the dimensions and relationships between rooms, spaces and other physical features on each floor of a structure. Applicant may submit either a hand-drawn or computer-generated floor plan drawn to scale on 8.5" x 11" (standard letter size) paper. Floor plan must be clear, legible, and include the following:

- a. Each room or area labelled with its intended use and dimensions
- b. Label the designated consumer sales areas;
- c. Label where marijuana items are displayed for sale to the consumer and sold (e.g. cashier)
- d. All walls, partitions, windows (the premises must be enclosed on all sides by permanent walls and doors);
- e. Storage, limited access areas, office space(s);
- f. All entrances and exits, including those used by staff only;
- g. Secured Cannabis Storage Area(s);
- h. Furniture and fixture layouts (e.g. shelves, counters, etc.)
- i. Security features, including, but not limited to: location of surveillance cameras, security room or any other physical security features that secure the premises.

VII. SITE MAP

A site map is a document showing representation of any interior or exterior spaces or buildings surrounding the proposed licensed area(s), pathways of travel, parking, landscaping elements, and the surrounding area. Applicant may submit either a hand-drawn or computer-generated site map drawn to scale on 8.5" x 11" (standard letter size) paper. Site map must be clear, legible, and include the following:

- a. Identify location of any other buildings/businesses on the same site
 - 1. Label the type of business (e.g. office building, warehouse)
 - 2. Include building names and their entrances and exits
- b. Description of the type of separation proposed for any adjoining businesses;
- c. Label road access and exits, including relevant street names; and
- d. Label parking lots

VIII. APPROPRIATE ZONING AUTHORIZATION, if applicable. (This submission requirement does not apply to applicants who are proposing to open a marijuana business establishment in Tinian or Rota.)

- a. Submit a copy of the conditional-use permit*
**Applicants who are awaiting their scheduled public hearing may submit a copy of their conditional-use permit application time stamped by the CNMI Office of Zoning and a copy of the receipt of payment for the application fee pending their public hearing.*

IX. STANDARD OPERATION PROCEDURES

A standard operating procedure (SOP) is a set of step-by-step instructions compiled by an organization to help employees carry out routine operations. SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with industry regulations. Applicant must submit detailed SOPs regarding the following procedures:

- a. Security SOPS (e.g. surveillance cameras, alarms, vault/safes, and details must include how cannabis product is securely stored)
- b. Employee Qualifications and Training SOP

- c. Transportation of Product SOP
- d. Inventory Management SOP
- e. Quality Control SOP
- f. Prevention of Minors from Entering the Licensed Premises SOP
- g. Prevention of Minors from Obtaining or Attempting to Obtain Marijuana SOP
- h. Cannabis Waste Disposal SOP

Note:

Pursuant to CNMI Cannabis Rules & Regulations § 180-10.1-310(g), the Commission must review an application to determine if it is complete. An applicant will be considered incomplete if an application form is not complete, the full application fee has not been paid, or some or all of the additional information required under these rules is not submitted.

In accordance with 4 CMC § 53025, a person/business must have a marijuana retail license issued by the CNMI Cannabis Commission for the premises at which marijuana items are sold in the CNMI.



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BUSINESS DOCUMENTS

Business documents required if applying as a CORPORATION

A corporation must provide the CNMI Cannabis Commission the following documents (all documents must be complete, clear, and legible):

1. Directors Register
 - a. List all directors of the corporation, including their legal name, address, position, and date of appointment/ceased to be a director
 - b. All directors owning or controlling 3% or more stock in the applicant corporation must submit an Individual History Form.
2. Officers Register
 - a. List all officers of the corporation, including their legal name, address position and date of appointment/ceased to be an officer
 - b. All principle officers in the applicant corporation must submit a Individual History Form
3. Shareholder (stockholder) Register
 - a. List all shareholders of the corporation, including legal name, address, class of shares, number of voting shares distributed to each shareholder and the date the shares were issued/transferred/cancelled
4. Corporate Share Interest Summary
 - a. Using the active voting shareholder information from the Shareholder Register, provide in a separate attachment a document that summarizes 100% interest each shareholder owns in the corporation.

Example below:

ABC, LTD. (Company Name)		
Shareholder	Date of Birth (if an individual)	Interest %
John Smith	July 23, 1982	15
EFG LTD.	N/A	15
Michelle Elliott	November 11, 1982	60
TOTAL:		100

Note:

- All shareholders (individuals) holding 10% or greater voting shares in the applicant corporation must submit an Individual History form
- List the following for all shareholders (individuals) holding less than 10% voting shares in the applicant corporation: individuals legal name and date of birth
- If one of the shareholders is a corporation, LLC, or a partnership, submit all documents required for that legal entity type

5. Corporation Bylaws
 - a. The bylaws of a corporation may contain any provisions for managing the business and regulating affairs of the corporation that is not consistent with law or the articles of incorporation

6. Articles of Incorporation
 - a. Contains the pertinent information such as the corporation's name, address, the purpose(s) for which the corporation is organized managing the business and regulating affairs of the corporation, defining, limiting, its board of directors and shareholders, etc.

7. Residency Requirement
 - a. At least one applicant director/officer or voting shareholder must meet the residency provision. Provide evidence of continued residency for 5 years prior to the date of application by submitting a copy of the individual's CNMI Annual 1040 or Employment Verification.

Business documents required if applying as LIMITED LIABILITY CORPORATION (LLC)

A limited liability corporation (LLC) must provide the CNMI Cannabis Commission the following documents (all documents must be complete, clear, and legible):

1. Articles of Organization
 - a. Must contain pertinent information such as a corporation's name, address, the business purpose(s), registered agent, management structure and duration of the LLC.

2. Operating Agreement
 - a. Agreement that specifies the rights and duties of the LLC members. Also, states the distribution of income of the LLC to its members.

3. Members List (if member-managed)
 - a. For all members, include their legal name, address, and date of appointment/ceased to be a member

4. Managers List (if manager-managed)
 - a. For all managers, including their legal name, address, and date of appointment/ceased to be a manager

5. Individual History Form
 - a. All members/managers are required to submit a completed Individual History form

6. Residency Requirement
 - a. At least one applicant member/manager must meet the residency provision. Provide evidence of continued residency for 5 years prior to the date of application by submitting a copy of the individual's CNMI Annual 1040 or Employment Verification.

Business documents required if applying as PARTNERSHIP

A partnership must provide the CNMI Cannabis Commission the following documents (all documents must be complete, clear, and legible):

1. Partnership Agreement
 - a. This is a contract between partners in a partnership which sets out the terms and conditions of the relationship between partners, including percentage of ownership and distribution of profits and losses. Also, include management powers and duties of each partner
2. Individual History Form
 - a. All partners are required to submit a completed Individual History form
3. Residency Requirement
 - a. At least one partner must meet the residency provision. Provide evidence of continued residency for 5 years prior to the date of application by submitting a copy of the individual's CNMI Annual 1040 or Employment Verification.

Business documents required if applying as LIMITED LIABILITY PARTNERSHIP

A limited liability partnership must provide the CNMI Cannabis Commission the following documents (all documents must be complete, clear, and legible):

1. Partnership Agreement
 - a. This is a contract between partners in a partnership which sets out the terms and conditions of the relationship between partners, including percentage of ownership and distribution of profits and losses. Also, include management powers and duties of each partner
2. List of partners
 - a. Include legal name, address and percentage of ownership
3. Individual History Form
 - a. All partners are required to submit a completed Individual History form
4. Residency Requirement
 - a. At least one partner must meet the residency provision. Provide evidence of continued residency for 5 years prior to the date of application by submitting a copy of the individual's CNMI Annual 1040 or Employment Verification.

Business documents required if applying as SOLE PROPRIETORSHIP

A sole proprietorship must provide the CNMI Cannabis Commission the following documents (all documents must be complete, clear, and legible):

1. Individual History
2. Residency Requirement
 - a. Provide evidence of continued residency for 5 years prior to the date of application by submitting a copy of the individual's CNMI Annual 1040 or Employment Verification.

NOTE:

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