

# Application Checklist

The following guidance is provided to assist applicants seeking to be licensed as a Marijuana Establishment under 935 CMR 500.000, which establishes the regulatory requirements for adult-use marijuana in the Commonwealth. This guidance is not legal advice. If you have additional questions regarding the legal requirements for licensure in the Commonwealth, you are encouraged to consult an attorney.

## Business Information

- ☐ Name, DBA, all business names; documentation of MA business registration; and required certificates of good standing;
- ☐ Proposed address for Marijuana Establishment, and proof of property interest;
- ☐ Contact information for primary point of contact(s) to discuss application issues;
- ☐ Names, addresses, and identification (ID) for executives, managers, persons, or entities having direct or indirect authority over management, policies, security operations, or cultivation operations;
- ☐ Names of applicant members and close associates (if any);
- ☐ Names of persons or entities contributing 10% or more of initial capital to operate;
- ☐ Disclosure of interests and potential conflicts of interest in Massachusetts and other jurisdictions;
- ☐ Amounts and sources of capital resources;
- ☐ Documentation of a bond or escrowed amount sufficient to cover winding down;
- ☐ Management and operation plans, as required under the regulations; and
- ☐ Plan to positively impact areas of disproportionate impact.



### Municipal Information

- ☐ Documentation of a negotiated Host Community Agreement;
- ☐ Community Outreach Meeting notice and information presented; and
- ☐ Documentation of compliance or plan to comply with local licensing laws.

### Individual Owner/Manager Information

- ☐ For each individual executive, manager, person who have direct or indirect authority over management, policies, security operations or cultivation operations; close associates; and individuals contributing 10% or more capital:
- ☐ Notarized CORI Acknowledgment Form;
- ☐ Fingerprint authorization; as well as
- ☐ For Massachusetts and other jurisdictions, dates and descriptions of past or pending criminal actions; past or pending civil or administrative actions; past disciplinary actions, and denials of licensure pertaining to a marijuana and other businesses.

### Operations Information

- ☐ Proposed timeline to be operational;
- ☐ Proof of liability insurance or plan to obtain insurance;
- ☐ Summary of business plan;
- ☐ Employee staffing and training plans; and
- ☐ Summary of operating plans and procedures that include:
  - Security;
  - Prevention of diversion;
  - Storage of marijuana;
  - Transportation of marijuana, if applicable;
  - Inventory procedures;
  - Procedures for quality control and testing for potential contaminants, if applicable;
  - Personnel policies;
  - Dispensing procedures;



- Record-keeping procedures;
- Maintenance of financial records; and
- Diversity plans.

### Questions?

If you have additional questions regarding types of Marijuana Establishments, please contact the Commission at (774) 415-0200 or [Commission@CCCMass.Com](mailto:Commission@CCCMass.Com).

