

License Renewal Application: Medical Marijuana Treatment Centers

This form is for use by Medical Marijuana Treatment Centers (“MTC”) (formerly known as Registered Marijuana Dispensaries) to request and seek approval from the Cannabis Control Commission (Commission) to renew its license under 935 CMR 501.103(4): *Expiration and Renewal of Licensure*. Please note that the information contained within this document, and any publicly available guidance, is not legal advice. Please consult an attorney if you have any questions regarding the laws and regulations that apply to the medical use of marijuana.

General Information

Pursuant to 935 CMR 501.103(4), an MTC’s license shall expire one (1) year after the date of issuance of the provisional license and annually thereafter, and may be renewed, unless an action has been taken based on the grounds set forth in 935 CMR 501.450. Licensees are required to submit an application for renewal at least 60 days prior from the date the license expires.

Instructions

MTCs requesting a renewal of licensure must complete this application, submit all required documentation, and remit the applicable annual license fee. MTCs may renew multiple licenses at once if they expire during the same time frame. Each license must be renewed using a separate renewal application, separate Payment Remittance Form, and separate payment via check.

The MTC renewal application contains the following three (3) sections that must be fully completed:

- I. MTC Information;
- II. Required Documentation; and
- III. Required Attestations.

In addition to the sections identified above, the required annual license fee payment must be sent with the Payment Remittance Form below.



Please ensure that all responses are typed into the application. All attachments should be labeled so as to reference the particular document that is required. Please use the reference label that will be associated with each required document (i.e. “Document A”). This reference label should be on the top right corner of each page of the document.

Every section and numbered item of this application is required to be filled in with the required information. No section or numbered item should be left blank.

This application cannot be used for adult-use license renewal applications. Additionally, this form cannot be used for waiving requirements, or requesting changes in location, name, or ownership or control.

Completed Request

Once completed, the application and all required information, except the Payment Remittance Form, shall then be combined into a single PDF document and emailed to Licensing@CCCMass.com. Please include the following as the subject line of your email: “MTC Renewal-‘Licensee Name’ ”

Pursuant to 935 CMR 501.005(2), the applicable annual license fee for an MTC is \$50,000 per each MTC license. Please ensure the appropriate fee is paid in association with this application. Please follow the instructions in the Payment Remittance Form, at the end of this application, for the appropriate manner to send payment.

An insufficient payment for this renewal will delay the processing of this application and may result in your license expiring.

Review of the Request

The application will not be reviewed until the applicable annual license fee is received by the Commission. Once the payment is received, the application will be reviewed for completeness. If the Commission requires additional information, a notice will be sent to the business email address stated on the application.

Process

The Commission may approve, deny, request additional information, or approve with conditions the renewal of an MTC license. The MTC shall receive a notice of the Commission’s decision.

If the Commission approves of the license renewal, a notice will be sent to the licensee which will include the following:



1. Notification of the approval;
2. A list of conditions of the approval; and
3. An updated license certificate if the MTC has been approved for a final license.

I. MTC Information

1. The MTC's business name (*the name currently on the license or according to Commission records*):

2. The MTC's license number (*as provided for in the Medical Use of Marijuana Program Online System—starting with RMD*):

3. Business email address for official correspondence from the Commission:

4. Name and contact information for the MTC's representative completing the application (*first and last name, title, phone number, and email address*):

5. Current approved address of the MTC's **cultivation facility** affected by this application:

6. Current approved address of the MTC's **manufacturing facility** affected by this application:



7. Current approved address of the MTC’s **dispensing facility** affected by this application:

II. Required Documentation

As part of this application, the following documentation is required to be provided to the Commission to effectively make a determination on the renewal of licensure. Please provide the following documents and clearly label them using the indicated labels:

- a. **Attachment A:** A report showing detailed, demonstrative, and quantifiable proof of the establishment’s efforts, progress, and success of its approved Positive Impact Plan under 935 CMR 501.101(1)(a)11.
- b. **Attachment B:** A report showing detailed, demonstrative, and quantifiable proof of the establishment’s efforts, progress, and success of its approved Diversity Plan under 935 CMR 501.101(1)(c)8.k.
- c. **Attachment C:** A report of the MTC’s energy and water usage over the 12-month period preceding the date of the application. *(As MTC's are vertically integrated, all MTC's are required to submit energy requirements for all renewal applications.)*
- d. **Attachment D:** An updated energy compliance letter prepared by a Massachusetts Licensed Professional Engineer or Massachusetts Licensed Registered Architect with supporting documentation, if not done so previously or if no structural changes have occurred since the last submission of an energy compliance letter.
- e. **Attachment E.** Policies and procedures (e.g, data points, formulas) relied on to determine what constitutes a sufficient quantity and variety of marijuana products consistent with 935 CMR 500.140(15). *(Required if the MTC’s dispensary location is collocated with a Marijuana Retailer.)*
- f. **Attachment F:** Policies and procedures for determining what qualifies as a reasonable



substitution for a medical marijuana product under 935 CMR 500.140(15) and its policy for communicating reliance on the substitution for patients. *(Required if the MTC's dispensary location is collocated with a Marijuana Retailer.)*

- g. **Attachment G:** Certifications of good standing from the Secretary of the Commonwealth issued within 90 days of the submittal of the renewal application.
- h. **Attachment H:** Certification of good standing from the Department of Revenue issued within 90 days of the submittal of the renewal application.
- i. **Attachment I:** Certification of good standing from the Department of Unemployment Assistance issued within 90 days of the submittal of the renewal application. If the licensee does not currently have employees, they may submit an attestation to that effect in lieu of the certification.
- j. **Attachment J:** All renewal applications submitted or resubmitted on or after March 1, 2024 must include an Host Community Agreement (“HCA”) or a HCA Waiver that complies with 935 CMR 501.000 *et seq.* As MTC's are vertically integrated, the licensee may need to submit more than one (1) HCA, HCA Waiver, or combination of both depending on the locations of all operations under the license.
- k. **Attachment K:** Documentation outlining any changes to information contained within the initial application for licensure.
- l. **Attachment L:** A copy of the licensee's Operating Agreement and/or Bylaws.
- m. **Attachment M:** A copy of the licensee's Capitalization Tables.

III. Required Attestations

Please attest to the following statements by initialing the corresponding box:

- _____ a. The MTC understands that any request for a change in location, name, or ownership and control must be requested separately from the renewal application and shall comply with 935 CMR 501.104(1);



- _____ b. The MTC shall update as needed, and ensure the accuracy of, all information that it submitted on its initial application for a license or previous renewal application;
- _____ c. The MTC understands that approval of the renewal of licensure for provisional licenses does not permit the possession of marijuana on the premises, or the commencement of full operations, until on-site inspection(s) have taken place, and further specific approval is provided from the Commission;
- _____ d. The MTC affirms that all individuals and entities associated with the MTC remain suitable for licensure pursuant to 935 CMR 501.801; and
- _____ e. All information contained within the application is accurate and true.

By signing this document, I, the MTC's representative, affirm that all the information provided above is accurate and true.

Signature of the MTC's representative:

Date:

If you have any questions regarding the payment or process associated with renewing your license, please contact the Commission at Licensing@CCCMass.com.

Note: Please ensure this form, along with all required documentation, is combined into a single PDF document. The final PDF document will represent your application. Your application shall be sent, via email, to Licensing@CCCMass.com. Your renewal application will be considered once the application and annual license fee payment have both been received.



Payment Remittance Form: MTC Annual Renewal License Fee

Pursuant to 935 CMR 501.005, the applicable annual renewal license fee is \$50,000 per each MTC license. Please ensure the appropriate fee is paid. **An insufficient payment for this renewal, or failure to include this Payment Remittance Form with payment, will delay the processing of the license renewal application.**

Please enclose a check or money order made payable to the “Commonwealth of Massachusetts” in the amount of \$50,000. This form, and payment via check or money order, shall be sent to the Commission at:

- **Via USPS: Cannabis Control Commission, PO Box 412144, Boston MA 02241-2144;**
or
- **Via Courier/Overnight: Bank of America Lockbox Services, Cannabis Control Commission 412144, MA5-527-02-07, 2 Morrissey Blvd, Dorchester, MA 02125**

1. The MTC’s business name (*the name currently on the license or according to Commission records*):

2. The MTC’s license number (*as provided for in the Medical Use of Marijuana Program Online System—starting with RMD*):

3. Business email address for official correspondence from the Commission:

4. Name, phone number, and business email address of the MTC’s representative:

5. Amount of payment enclosed:



If you have any questions regarding the payment or process associated with renewing your license, please contact the Commission at Licensing@CCCMass.com.

