

**CITY OF BRIGHTON  
MARIJUANA BUSINESS LICENSE  
SUBMITTAL REQUIREMENTS AND PROCESS INFORMATION**

**1. APPLY FOR A ZONING VERIFICATION LETTER**

- The applicant must apply and obtain a zoning verification letter from the Community Development department before an application for a marijuana business can be submitted to the City Clerk's Office.

**2. APPLICANT SUBMITS APPLICATION**

- The applicant must submit a Regulated Marijuana Business application to include all required documents listed on the application checklist; all required attachments; and all fees.

**3. BACKGROUND AND FINGERPRINTS**

- The applicant is required to submit a City of Brighton Background Investigation form.
- The applicant must complete the fingerprinting process through IdentoGo prior to application submittal.

**4. BUILDING PERMIT APPLICATION**

- The applicant must provide a copy of a Building Permit application submitted to the City of Brighton Community Development department.

**5. NEIGHBORHOOD BOUNDARY PETITION PROCESS**

- The City Clerk's Office will provide the applicant with the neighborhood boundaries to complete the petitioning process. This is required to determine the neighborhood's needs and desires before setting the public hearing.

**6. PUBLIC HEARING**

- A public hearing will be conducted by the local Marijuana Licensing Authority no less than thirty (30) days from receipt of a complete Regulated Marijuana Business License Application. Our goal is to schedule the public hearing not less than thirty (30) days and not more than ninety (90) days from the date of receiving a complete application packet.

**7. LICENSE ISSUED**

- A Certificate of Occupancy issued by the City of Brighton Building Department is required before a license will be issued. A security inspection conducted by the Brighton Police Department will need to be conducted before a license will be issued. The local license will be dated to align with the approved State license, once issued. The licensing process is a dual licensing approval process between the state and local authority.