

Clerk's office use:	
Fees Paid:	
Amt. \$ _____	CA - CK - CC
Date _____	
Application Received	

**City of Sanford, Maine**  
**Office of the City Clerk/Registrar of Voters**  
 919 MAIN STREET, SANFORD, MAINE 04073-3589  
 Phone: (207) 324-9125 Fax: (207) 324-9127

CITY CLERK & REGISTRAR  
 SUSAN H. COTE  
 E-Mail: [shcote@sanfordmaine.org](mailto:shcote@sanfordmaine.org)

**City Of Sanford Municipal License Application**

**License Applications Available**

- Pick up: City Clerk's Office, First Floor, Sanford City Hall, 919 Main Street, Sanford, ME
- Download: City of Sanford website: [www.sanfordmaine.org](http://www.sanfordmaine.org), go to 'Departments', 'Tax Collector, Treasurer & City Clerk', 'Business Licenses'
- Completed applications must be submitted with **ALL** items in the Documents Checklist, including appropriate fees to the City Clerk during business hours: 8:00 AM – 4:30 PM

**License Application Requirements**

- As stated in City Code of Ordinances Chapters: **149** Licensing, **164** Massage Establishments & Therapists, **183** Odors, **209** Restaurants & Mobile Vending Units, **232** Taxicabs, and **280** Zoning, and any other Chapter listed in the City of Sanford Codes as applicable.
- City Code Link: <https://www.ecode360.com/SA2111>

**License Fees**

- License fees are **Per License type, Per Year** and Non-Transferable. Current fees listed are subject to change by Order of the Municipal Officers or State Statute and are not pro-rated.
- Payment for publication of required Public Hearing Notice(s) is to be paid by the license applicant. A base amount may be charged and collected at the time of application and if insufficient, balance of fee owed will be billed to you once an invoice is received by newspaper.
- Additional fees for site plan, escrow accounts, and building or sign permits as may be required by other Departments.

**Acceptable Forms of Payment**

- Cash, money order, or bank check (no additional fees)
- Personal or Business check. No additional fees, unless returned by financial institution for insufficient funds.
- Debit cards will be assessed a convenience fee of **1.5%** of total transaction.
- Credit cards will be assessed a convenience fee of **2.6%** of total transaction.
  - Discover, Master Card, & Visa are accepted.

# City of Sanford – Municipal License Application Medical Marijuana Licensing

## BUSINESS INFORMATION

PREFERRED METHOD OF NOTIFICATION (check or rank order): Phone \_\_\_\_\_ Email \_\_\_\_\_ Postal Mail \_\_\_\_\_

Business Name:			
Street			
Address:			
Mailing Address:			
(If different from above)			
Business Phone:			
Business Hours:			
E-Mail Address:			
City Tax Map & Lot description:		# of buildings on property site:	
		# of licensed medical marijuana operations onsite:	

## APPLICANT INFORMATION

Name:			
Address:			
Daytime Phone:			
E-Mail Address:			

## OWNER INFORMATION (If different from applicant)

Name:			
Address:			
Daytime Phone:			
E-Mail Address:			

Applicant, by signing below, acknowledges and agrees to comply with all laws, ordinances, rules & regulations governing the license type applied for. Any misstatement of material fact may result in refusal of license, suspension or revocation if a license has been issued.

**X Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**\* \* \* \* \* NOTE \* \* \* \* \***

Additional permits, fees or other requirements (not listed on this application) may be requested from the Code Enforcement Office, Planning Department, Office of the Fire Marshal, or Police Department, or any other City Official involved in the business license application process.

**FOR RENEWAL APPLICANTS ONLY:**

**I declare that no changes have been made regarding safety, operations or processes used for the medical marijuana facility which I am applying for license renewal of. This includes, but is not limited to changes to facility layout, structure, fertilizer, chemical, gas or any materials that were provided in my original application.**

**I further acknowledge that if the Sanford License Inspection Team determines there are changes when the onsite inspection of my facility is being conducted this could cause a delay of issuance for my renewal license, and could further result in penalty or fines being assessed against me.**

**X Signature:** \_\_\_\_\_  
**owner/applicant of licensed facility**

**Printed Name:** \_\_\_\_\_

**\* \* \* \* \* QUESTIONS? \* \* \* \* \***

**CITY CLERK: 207-324-9125**

**CODE NFORCEMENT: 207-324-9145**

**FIRE MARSHAL: 207-324-5293**

**PLANNING DEPARTMENT: 207-324-9150**

**POLICE DEPARTMENT: 207-324-9170 X 291 OR X 200**

**Please Check Box (es) Below for ALL License Types Applied for:**

	LICENSE TYPE	ANNUAL FEE	EXPIRES
	Hemp Grower	\$ 1,500. <sup>00</sup> + \$ 50. <sup>00</sup> per acre	March 31 <sup>st</sup> – Annually
	Marijuana Grower / Cultivator	\$ 1,500. <sup>00</sup>	March 31 <sup>st</sup> – Annually
	Marijuana Manufacturing Facility– Tier I	\$ 1,500. <sup>00</sup>	March 31 <sup>st</sup> – Annually
	(Tier I = possessing up to 40 pounds of cultivated medical marijuana in various stages)		
	Marijuana Manufacturing – Tier II	\$ 2,500. <sup>00</sup>	March 31 <sup>st</sup> – Annually
	(Tier II = possessing 40-200 pounds of cultivated medical marijuana in various stages)		
	Marijuana Extraction Operation with Hazardous substances	\$ 1,500. <sup>00</sup>	March 31 <sup>st</sup> – Annually
	Marijuana Extraction Operation without Hazardous substances		
	Marijuana Establishment or Operations Property -- Tier I	\$ 5,000. <sup>00</sup> + \$ 750. <sup>00</sup> per licensed medical marijuana operation on the property	May 31 <sup>st</sup> – Annually
	(Tier I = Property < 30,000 sq. ft. of total gross living area as defined by City Assessor)		
	Marijuana Establishment or Operations Property -- Tier II	\$ 7,500. <sup>00</sup> + \$ 750. <sup>00</sup> per licensed medical marijuana operation on the property	May 31 <sup>st</sup> – Annually
	(Tier II = Property > 30,000 sq. ft. of total gross living area as defined by City Assessor)		

**Definitions:**

(See Chapter 280 for a complete listing)

Cultivation	The process of planting, tending, improving, or harvesting of crops or plants, including tilling land and preparing soil.
Extraction	The process of extracting or synthesizing concentrates from marijuana using water, lipids, gases, solvents or other chemical processes.
Hemp	As defined in 7 M.R.S.A. § 2231 or State administrative rules.
Licensed Medical Marijuana Property (partial)	<b>One of 8 tracts or parcels of land in existence as of 10/2/2018, including J30-44, R15-12B, R15-92B, R15-125, R15-126, R19-204, R19-206 &amp; R19-307 which have been licensed by the City Council under City Code Chapters 161 &amp; 149.</b>
Medical Marijuana Grower	A licensee that cultivates marijuana and may package marijuana at a licensed medical marijuana production facility.
Medical Marijuana Manufacturer	A licensee that obtains or receives cultivated medical marijuana and manufactures or prepares medical marijuana products at a licensed medical marijuana production
Medical Marijuana Operation	A medical marijuana property, medical marijuana or hemp grower or cultivator, medical marijuana manufacturer, or medical marijuana testing facility.
Medical Marijuana Production Facility	A facility used for cultivation, processing, storage, and/or distribution of medical marijuana located in one of the 8 licensed medical marijuana properties in conformance with standards described in §280-15.10.3, the Maine Medical Use of Marijuana Act and Rules. This shall be considered a commercial use.
<b>**NOTE**: Adult including marijuana and marijuana</b>	<b>use marijuana establishments as defined in 28-B M.R.S.A § 102, stores, cultivation facilities, products manufacturing facilities, testing facilities are expressly prohibited in this municipality.</b>

## Document Checklist Medical Marijuana Applications

See City Code Chapters 149, 161, 183 & 280 for complete listing

**Personal Property Taxes must be paid in full for property license is requested**

**Applicant is responsible for scheduling any required inspections with Codes & Fire Marshal**

Items MUST be turned in to City Clerk with COMPLETED application and payment of fees

SECURITY PLAN & OPERATIONS MANUAL (1 paper, 2 electronic copies full app.)

Describing at a MINIMUM policies and procedures for:

- Employee Safety
- Product and building security
- Hours of operation
- Provisions and maintenance of ventilation and odor controls  
(Through certification by a Mechanical Engineer OR Odor Control Plan)
- Storage and use of hazardous materials
- Chemicals and Gases
- Waste management
- Contamination protocols
- Methods of distribution
- Accurate vicinity map, drawn to scale, showing location of any existing private or public school, child-care provider, playground and/or Church within 500 feet of the proposed Medical Marijuana Production Facility
- Documentation of the Registered Caregiver's valid State issued Medical Marijuana Primary Caregiver ID card.
- Up to date Fire Alarm and Fire Extinguisher inspections

### FLOOR PLAN OF FACILITY SHOWING

- Location of the operations manual within the facility
- Location of security plan within the facility
- Locations of alarms and shutoffs
- Storage location of chemicals, gases, fertilizers, pesticides noted on SDS list
- SDS Manual of chemicals, gases, fertilizers, and pesticides including corresponding SDS forms for products, amounts (total cubic feet and equivalent pounds for CO<sup>2</sup>); storage location for above in floor plan

### PROOF OF STATE LICENSURE & CREDENTIALS

- Copy of caregiver cards-current not expired
- Copy of state license-current not expired

SITE PLAN, IF REQUIRED - CONTACT PLANNING DEPARTMENT (207)324-9150

**\*\*NOTE\*\*: Adult use marijuana establishments as defined in 28-B M.R.S.A § 102, including marijuana stores, cultivation facilities, products manufacturing facilities, and marijuana testing facilities are expressly prohibited in this municipality.**