

**CITY OF HOUGHTON
ADULT USE MARIHUANA RETAILER PROCESS
As of August 1, 2020**

Submit a Special Land Use Permit Application and documents to Clerk.

Clerk presents to Planning Commission at next meeting.
(1-30 days)

Planning Commission schedules a public hearing.
(30 days)

Planning Commission Recommends to Council

If Council approves, applicant receives Special Land Use Permit.

Submit an Adult Use Retailer Application with attachments and pay fee. Clerk date and time stamps application. Clerk reviews application and obtains police, fire, and treasurer department approvals.

Clerk provides complete application with internal approvals to the Zoning Administrator.

Zoning Administrator reviews and approves or denies a conditional license. (within 60 days of receipt of application)

Within 30 days, applicant must submit proof that applicant has applied for or has prequalification for a state operating license.

Within 30 days of applicant submitting proof of a state operating license, Zoning Administrator approves Marihuana Retailer License.

If Planning Commission does not recommend, it dies.

If Council does not approve, it dies.

If application not complete, Clerk returns to applicant.