



CB11M

EAST HARLEM

Xavier A. Santiago
Chair

Angel D. Mescaín
District Manager

Cannabis Retail Dispensary License Application Review Procedures (adopted 11-1-23)

All cannabis retail dispensary license applications will be reviewed by our Licenses & Permits Committee which meets regularly on the 1st Wednesday of each month except August. The committee issues recommendations which are then subject to ratification by our Full Board. To facilitate this review, applicants are required to comply with the following procedures:

Documentation. Applicants are required to provide the following documentation at least 14 days before the Licenses & Permits Committee meeting:

1. A completed *CB11 Cannabis Retail Dispensary Application Questionnaire**
2. *Proof Of Control Over The Proposed Retail Dispensary Location.* Provide one of the following to demonstrate your control of the premises:
 - An executed deed, if you own the property; or
 - An executed lease agreement, if you are leasing the property; or
 - An executed provisional lease agreement between you and the owner of the premises
3. *Public Hearing Notice**. The applicant is required to display a *Public Hearing Notice* in the window of the premises to be licensed and within 200 feet of said premises for no less than fourteen (14) full days before the meeting at which the application will be reviewed.
4. *Letters of Support.* The applicant is required to submit three letters of support from residents, businesses, institutions, and/or organizations located within a 1,000-foot radius of the proposed dispensary. At least one letter should be from a business or organization.
5. *Stipulations**. Applicants will be required to sign a written stipulation that confirms any changes to the proposed method of operation that are agreed to with the committee and/or board. Stipulations are included in our recommendation to the Office of Cannabis Management (OCM).
6. *Withdrawal Forms**. Applicants may withdraw their 30-day notice, in writing, no less than forty-eight (48) hours before the Licenses & Permits Committee meeting. Withdrawn applications will not automatically be scheduled without a new 30-day notice.

*These forms can be downloaded at <https://www.cb11m.org/cannabis-retail-dispensary-licenses/>

All documents should be submitted via email to applications@cb11m.org. It is the applicant's responsibility to confirm that Community Board 11 has received materials.

Attendance. Applicants for new licenses are required to attend the Committee meeting to discuss their application, as well as the information provided in the questionnaire and supporting documentation. Alternatively, an applicant may be represented at the meeting by a proxy (i.e. a principal or legal representative) who has legal authority to sign official documentation.

Applicants who are not present or represented at the Committee meeting, without prior notification, will automatically receive a negative resolution – there will be no exceptions.

Failure to adhere to these procedures will result in a recommendation that OCM deny the application.

If you have any questions, please call our office at 212-831-8929.