

Application: Change of Location Request

This form is for use by a Marijuana Establishment (ME) and/or Medical Marijuana Treatment Center (MMTC), formally known as Registered Marijuana Dispensary, to request, and seek approval from the Commission, to change the location of the a business associated with its licenses under 935 CMR 500.000: *Adult Use of Marijuana* and 935 CMR 501.000: *Medical Use of Marijuana*. 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 adult- and medical-use of marijuana.

General Information

Pursuant to 935 CMR 500.104(1) and 935 CMR 501.100(6)(a), Marijuana Establishments and Medical Marijuana Treatment Centers shall request, and receive approval from the Commission, prior to effectuating a change of location associated with its licenses. This request (application) shall be submitted by a ME and/or MMTC that has at least been approved for a provisional license. Applicants for licensure should request to modify this information in its application if they have not yet been provisionally licensed.

Failure to obtain Commission approval prior to making a change of location may result in the suspension, revocation, denial of renewal, the license being deemed void, and/or other administrative actions including fines being assessed or taken against the ME and/or MMTC.

Instructions

MEs and MMTCs requesting a change of location must complete this application, submit all required documentation, and remit the applicable fee.

MEs and MMTCs may request a change of location for multiple licenses in one application if the proposed change will affect multiple licenses. Additionally, all of the applicable licenses must be changing from one (1) single location for a particular operation to another single location.

The application contains the following five sections that must be fully completed:

- I. Marijuana Establishment Information;
- II. Information Pertaining to the Change of Location;
- III. Required Documentation; and
- IV. Required Attestations

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



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 (e.g. "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 a change in ownership/control, location, structural changes, or any other type of change.

Completed Request

Once completed, please have the application notarized. The application and all required information, except the Payment Remittance Form, shall then be combined into a single PDF document and emailed to CannabisLicensing@Mass.Gov.

Pursuant to 935 CMR 500.005, the applicable fee for a change of location is 50% of the applicable license fee **per each ME license**. Pursuant to 935 CMR 501.004, the applicable fee for a change of location is \$10,000 **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 change will delay the processing of this application.**

Review of the Request

The application will not be reviewed until the applicable fee(s) are 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.

Once the application is complete, notice will be sent to the new location's municipality requesting a response within 60 days stating whether the ME and/or MMTC is in compliance with local ordinances or bylaws. Once the response is received stating that the ME and/or MMTC is in compliance, the request for change of location will be forwarded to the Commission for its consideration.

Process

The Commission may approve, deny, request additional information, or approve with conditions relating to the change request. The ME and/or MMTC shall receive a notice of the Commission's decision.

If the Commission approves of the change in location, an approval notice will be sent to the applicant which will include the following:



1. Notification of the approval;
2. A list of conditions of the approval;
3. Information pertaining to the architectural review process; and
4. The need for the establishment to complete an inspection request, once appropriate to do so.

If, after completion of an inspection demonstrating that the new location is compliant with the Commission's regulations, a final request of approval will be considered by the Commission. If approved, a notice will be sent stating that operations can commence at the new location, subject to conditions, if applicable. At this point, the change of location process will be complete.

I. Marijuana Establishment Information

1. Name of ME and/or MMTC:

2. License number(s) and specific operations affected by this request:

3. Business email address for official correspondence:

4. Name and contact information for the ME and/or MMTC's representative completing the application (name, email address, and phone number):



II. Information Pertaining to the Change of Location Request

5. Current address of the ME and/or MMTC affected by this request:

6. The proposed physical address of the Marijuana Establishment should the change of location be approved:

7. Please give a summary of the reason(s) for the change of location. *(if additional space is needed, please submit an addendum labeled "Addendum #7" with your application)*



8. Please provide a summary of any proposed building, construction or renovations that will take place at the proposed new location for the ME and/or MMTc. *(if additional space is needed, please submit an addendum labeled “Addendum #8” with your application)*

9. Please provide a proposed timeline to effectuate the change in location, the expected date that operations could commence at the new location, and the identification of whether operations will cease for any period of time due to the change. *(if additional space is needed, please submit an addendum labeled “Addendum #9” with your application)*

III. Required Documents

10. As part of this application, the following documentation will be required to be provided for the Commission to effectively make a determination on the change of location. Please provide the following documents and clearly label them using the indicated text:
- Documentation of a property interest in the proposed location, (“Document A”). This can include a copy of a legal title, option to purchase, legally enforceable agreement, or binding permission to use the premises;



- b. Certification of a Host Community Agreement with the new municipality, if applicable (“Document B”);
- c. Documentation that a community outreach meeting was conducted for the new location, even if the move is within the same municipality, that conforms to the requirements set forth in 935 CMR 500.101 (“Document C”);
- d. A plan to remain compliant with local ordinances or bylaws, as well as, the identification of any and all local ordinances or bylaws related to the adult- and/or medical-use of marijuana (“Document D”); and
- e. A copy of the letter sent to the municipality, in which the ME and/or MMTC will be departing, informing the municipality of the relocation. The letter should include the disclosure that ME/MMTC will be relocating and shall be sent to the chief executive officer of the municipality (“Document E”).

IV. Required Attestations

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

- ☐ a. The proposed location for the ME and/or MMTC is not within the statutory buffer zone of 500 feet of a public or private K-12 school, unless reduced by local ordinance or bylaw;
- ☐ b. The ME and/or MMTC is in compliance with local ordinances and bylaws;
- ☐ c. The ME and/or MMTC has an existing, executed Host Community Agreement with the municipality in which the ME and/or MMTC will be located following approval of the change of location;
- ☐ d. The ME and/or MMTC will fully comply with the requirement to submit an architectural review plan, and receive approval from the Commission, if building or renovations will take place at the new location;
- ☐ e. The ME and/or MMTC understands that approval of the change of location 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;
- ☐ f. The ME and/or MMTC will fully cooperate and provide information to Commission staff; and
- ☐ g. All information contained within the application is accurate and true.



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

Date of Attestation:

Authentication by Notary Public

On this _____ day of _____, _____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification to be the person whose name is signed above and that he/she did so voluntarily for its stated purpose.

Notary Public Signature

NOTARY STAMP/SEAL

Note: Please ensure this form, along with all required and supplemental documentation, is combined into a single PDF document. The final PDF document will represent your application. Your application should be sent to CannabisLicensing@Mass.Gov for consideration.



Payment Remittance Form: Change of Location Request

Pursuant to 935 CMR 500.005, the applicable fee for a change of location is 50% of the applicable license fee **per each ME license**. Pursuant to 935 CMR 501.004, the applicable fee for a change of location is \$10,000 **per each MMTC license**. Please ensure the appropriate fee is paid in association with the Change of Location application. An insufficient payment for this change, or failure to include this Payment Remittance Form with payment, will delay the processing of the application.

Current business name of ME/MMTC

License number(s) affected by this request:

Amount of Payment Submitted:

This form and the applicable fee may be sent to the Commission in the following manners:

1. Mail a cashier's check or personal check, along with Payment Remittance Form, for standard delivery to: Cannabis Control Commission, PO BOX 412144, Boston, MA 02241-2144. Please reference the license number(s) on the check with the notation "Change of Location Request". Please ensure that the payment is accompanied with the Payment Remittance Form; or
2. Mail a cashier's check or personal check, along with Payment Remittance Form, for overnight delivery to: Bank of America Lockbox Services, Cannabis Control Commission 412144, MA5-527-02-07, 2 Morrissey Blvd, Dorchester, MA 02125. Please reference the license number(s) on the check with the notation "Change of Location Request". Please ensure that the payment is accompanied with the Payment Remittance Form.

If you have any questions regarding the payment or process, please contact the Commission at CannabisLicensing@Mass.Gov.

