

# BUILDINGS, SAFETY ENGINEERING & ENVIRONMENTAL DEPARTMENT (BSEED)

## Medical Marihuana Caregiver Center (MMCC)

### Applicant “To Do” Sheet

CAYMC STE 407

313.224.1317

Hours: 8:00 a.m.-4:30 p.m.

### APPLICATION PROCESS & CONDITIONAL LAND USE HEARING PROCEDURES FOR ELIGIBLE MMCC APPLICANTS – EFFECTIVE, 9:00 AM, MARCH 1, 2016:

Applicants for the site plan review, conditional land use hearing, and use permit application must be the person with legal control of the property (examples: deed or a lease agreement); and, can be a caregiver.

#### I. ONLINE INTAKE:

Go to [www.detroitmi.gov/MedicalMarihuana](http://www.detroitmi.gov/MedicalMarihuana) to start the application process. Forms provided by the City are available online.

**First**, go to the **Medical Marihuana Caregiver Center Eligibility Search Engine** where you will be prompted to enter the proposed site address for a radial search to determine if the site is eligible. Ineligible sites located in a Drug-Free Zone; in an ineligible zoning district; on a Gateway Radial Thoroughfare, or, Traditional Main Street overlays, cannot be processed. Sites that are within a 1,000 foot radius of a Controlled Use, a Religious Institution, or another MMCC, and after the BSEED administrative adjustment provides a modification of 10% or less of any numeric standard has been applied, the applicant has the option of proceeding and requesting a variance from the Board of Zoning Appeals.

**Second**, you will open the **MMCC Application** and complete all required fields.

**Submission Documents:** [Establish an “upload” file folder (*name it: “site address”-MMCC*) on your desktop for submission documents to be placed in before it’s uploaded]

- **Proof of legal interest in property**
- **Site plans; floor plans; and elevations**
- **Security plan** (can be in narrative form)
- **Medical marihuana tracking/disposal plan** (can be narrative form)
- **Building permit application**
  - Check “Expedited Plan Review Request” box
  - Fill-in Property Information; Project Information; Identification; and Permit Applicant Signature.
- **Narratives:** *any documents you may want the plan reviewer to consider regarding your property, site, or application radius search accuracy*, and put in the upload file folder.
- **Submit:**

After you “submit” your application (and uploaded documents), it will be opened and given an initial review to verify your site is eligible or that it may be considered for a BZA hearing. The plan reviewer will establish a case number for you to be able make your secured payment via PayPal.

This case number will be sent to you, via Email, within seven (7) business days. Once you have your case number, you will have 36 (thirty-six) hours to make your payment.

- **Use PayPal link to make secure payments:**
  - Site Plan Review \$160.00
  - Conditional Land Use Hearing \$1,000.00

**II. SITE PLAN REVIEW (SPR):**

- Site plans, floor plans, and elevations that are deficient may result in the SPR being dismissed
- If plans are sufficient the site plan reviewer will prepare a USPS mailed letter to the applicant announcing the Conditional Land Use hearing date, and, what (if any) additional information and/or documents the applicant will be required at the hearing
- Applicant must Post the hearing notice at the exterior of the proposed MMCC site
- Expect a site visit by a BSEED building inspector/plan reviewer during your posted business hours

**III. SPECIAL LAND USE (SLU) HEARING:**

- Attend the hearing prepared to discuss your application and details of the proposed MMCC operation
- You may invite your project team
- Be prepared to listen and respond to community feedback given to the hearing officer

**IV. GRANT DECISION NOTIFICATION:**

The Director of BSEED will send a letter notifying the applicant and all persons attending the SLU hearing of the decision. If the conditional land use is approved, the effective date will be 14 days after the decision is issued to allow for parties opposing the grant to appeal. An aggrieved party has 21 days from the entry of a BA decision to file an appeal in Wayne County Circuit Court.

BZA Appeal fee (denial) \$1,500.00

**V. PERMIT & LICENSING:**

Having received a conditional land use grant, the applicant should quickly begin the “Use permit” process in room 409. Once you have obtained your permit and the Legal Use is established for your site, the MMCC operator can start the business license application process; wherein a final radial search will be made to ensure the radial spacing requirements are not violated. If the new radial search reveals the location is within 1,000 feet of a religious institution, another MMCC or other controlled use, you must seek a variance from the BZA. Information regarding the variance process is available on the BZA website (<http://www.detroitmi.gov/How-Do-I/File/Zoning-Appeals-Information>).

Applicable fees will be paid to the cashier on the 4<sup>th</sup> floor

- Permit (\$150.00 minimum-increases based on construction costs)
- Applicable License fee – \$TBD (\$1470.00 minimum)
- Fire \$148.00 (minimum)
- Health department – \$TBD
- BZA Appeal fee \$1,200.00

You must have your Certificate of Occupancy or Certificate of Acceptance in hand before the Business License Center (BLC) issues your business license. MMCC licenses must be renewed every year.

Please contact the Zoning office at 313.224.1317 if you have any questions or concerns regarding these procedures.