



### Marijuana Business Licensing Process Instructions

#### Background

On Tuesday, January 3, 2017, the City of Oregon City will begin accepting business license applications for marijuana businesses in the City of Oregon City. Because of specific Oregon City zoning regulations, such as the restriction that a marijuana retailer shall not locate within 1,000 feet of another marijuana retailer, the approval of your business license could be impacted by the issuance of a competitor's business license whose business license application was submitted before yours. Therefore, it's important that you understand the following information so that you can secure your business location's place in the sequential order in which the City will process and approve business license applications for marijuana businesses.

As stated earlier, the City of Oregon City will begin accepting business license applications for marijuana businesses on January 3, 2017. **No business license applications for marijuana businesses will be accepted before January 3, 2017.** Business license applications submitted on January 3, 2017 must be submitted in person, in hard copy form, at the front desk in the lobby of the City Hall building of the City of Oregon City located at 625 Center Street. (The City Hall building will open at 8am on January 3, 2017. If you arrive before 8am, it is suggested that you form a single file line directly outside of the front entrance of the building.)

The City's acceptance of your business license application on January 3, 2017 will secure your business location's place in the sequential order in which the City will process and approve business license applications for marijuana businesses. Your place in the order will be maintained for 90 days from the date of the acceptance of your business license application by the City. If your application is not approved within 90 days, the City may deem your application expired. Expiration of a business license application will result in the City releasing the property as reserved for marijuana retail use.

If all of the necessary requirements for obtaining a business license are met within 90 days, the City will issue your business license. The following checklist includes all of the necessary requirements. (Please note that some of these steps can be started by the applicant BEFORE January 3, 2017.)

#### CHECKLIST

**Checklist item #1 (Business License Application) must be submitted in order to secure your business location's place. The additional items 2-6 must be completed within 90 days in order to open for business, or else the business license application may expire and must be resubmitted.**

Business license applications submitted on January 3, 2017 must be submitted in person, in hard copy form, at the front desk in the lobby of the City Hall building of the City of Oregon City located at 625 Center Street. For questions about this process, please contact Business Licensing at (503) 496-1519.

For questions regarding Marijuana Business regulations contact the Planning Division at (503) 722-3789 or visit the website: <http://www.orcity.org/planning/marijuana-regulation-oregon-city>

## **1. Business License Application**

Complete and submit:

- Oregon City's Business License Application form
- Oregon City's Owner's Affidavit form

Both forms can be found on Oregon City's web-site, located here:

<http://www.orcity.org/economicdevelopment/business-licenses>

We suggest that you fully complete these forms in advance of your arrival on January 3, 2017. Business license applications that are missing any of the following information at the time of submittal will be deemed incomplete and will not be accepted:

- Business/owner name
- Business location (street address)
- Applicant's signature
- Payment of business license fees, which include BOTH:
  - Business License Application Fee of \$50
  - Annual Business License Fee of \$158 (for businesses with 25 employees or less)

OCMC 5.04.070 (D) Incomplete applications will expire if not approved within ninety days. In the event a license application expires, the applicant may reapply for the business license.

## **2. Marijuana Business License Supplemental Questionnaire**

- Complete this form to determine compliance with OCMC 17.54.110.

## **3. Land Use Compatibility Statement (LUCS)**

\*The Oregon City Planning Division will not accept or sign-off on the LUCS, a necessary pre-requisite to obtaining the OLCC license, until January 3, 2017.

- Obtain a Land Use Compatibility Statement (LUCS) from the OLCC website  
<https://www.oregon.gov/olcc/marijuana/Pages/default.aspx>
  - Submit the LUCS to the Planning Division for signature
  - Submit the LUCS to the OLCC for separate review process

## **4. Land Use Applications and Building Permits**

A separate land use application and / or building permits may be required. These permits may be submitted prior to the filing of a business license application, however they must be obtained before a Business License is issued.

- Land Use – If this is for a new development or for a change in use, applicable land use permits must be submitted. This may require the following steps, which may delay issuance of the Business License.
  - Pre-application Conference
  - Site Plan and Design Review
- Building Permits / Tenant Improvements -

For permit forms go to <http://www.orcity.org/building/permit-applications>

- Building Permits
- Mechanical Permits
- Electrical Permits
- Plumbing Permits
- Business License Inspection by the Building Division is required

- System Development Charges (SDCs')
  - If you are applying for a building permit for development or redevelopment in Oregon City, SDCs are due and payable at the time of permit issuance.

SDCs are one-time fees based on the proposed new use or increase in use of a property. They apply to new construction, redevelopment of an existing use and residential projects, all of which may increase the impact to City infrastructure.

    - For more information go to <http://www.orcity.org/publicworks/system-development-charges-sdcs>

## **5. Obtain a license from the OLCC**

- Provide two (2) hardcopies of the approved OLCC license with all materials submitted to the OLCC to the Business Licensing Department
- Provide one (1) electronic copy of all materials in .pdf format on a compact disk or thumb drive.

## **6. Issuance of Business License**

- Final issuance of a Business License requires inspections or approvals from the following departments:
  - Planning Division
  - Building Division
  - Code Enforcement
  - Police Department
  - Utility Billing
  - Business Licensing