



OFFICE OF
THE MAYOR
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CITYOFALTONIL.GOV

RETAIL CANNABIS ESTABLISHMENT LICENSE

E-mail: cannabislicense@cityofaltonil.gov Website: <https://www.cityofaltonil.gov/>

INSTRUCTION SHEET

APPLICATION FOR AUTHORIZATION APPROVAL **RETAIL CANNABIS ESTABLISHMENT LICENSE**

ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED

with the Application Form and required fee unless otherwise directed in the instructions.

Contents

INSTRUCTION SHEET	1
FEES.....	2
COMPLETING THE APPLICATION.....	2
RECEIPT OF APPLICATIONS	3
SUBMISSION OF APPLICATION.....	4
APPLICATION RECEIPT.....	5
SUBMISSION.....	5
INCOMPLETE APPLICATIONS.....	5
APPLICATION QUESTIONS.....	5
CERTIFICATION CHECKLIST.....	5
SUBMISSION CHECKLIST	8

FEES

FEES ARE NON-REFUNDABLE

The Application fee is \$5,000. The application fee shall be provided in a sealed envelope labeled “application fee” along with the submission checklist. One application fee shall be submitted with each application.

Application fee payment must be hand delivered in the form of a **certified check** or **money order only**, made payable to “The City of Alton, Illinois.”

Cash or personal checks will not be accepted.

COMPLETING THE APPLICATION

Diagrams, Site Plans and Photographs submitted with the application must be of sufficient resolution to allow for technical review of all text and measurements. All pages must be numbered and organized in the following sequence.

Application Form	REQUIRED
Schedule 1 – Complete copy of all applications and plans submitted for required state licenses.	REQUIRED
Schedule 2 – Odor Control Plan.	REQUIRED
Schedule 3 – Security Overlay Plan.	REQUIRED
Schedule 4 – Security Protocols	REQUIRED
Schedule 5 – Inventory Control Plan.	REQUIRED
Schedule 6 – Floor plan and elevations.	REQUIRED
Schedule 7 – Plan for recycling and destruction of cannabis waste.	REQUIRED

Schedule 8 – Site Plan. A site plan for any cannabis dispensary use must show:

REQUIRED

- a. Adequate public access;
- b. The layout promotes the safe dispensing of cannabis;
- c. The location is sufficient in size;
- d. Power allocation;
- e. Lighting, parking;
- f. Handicapped accessible parking spaces;
- g. Accessible entry and exits as required by the Americans with Disabilities Act;
- h. Product handling;
- i. Product storage;
- j. Advertising and signage.

RECEIPT OF APPLICATIONS

A one-page cover letter, including applicant's legal business name, and consultant name (if any), on company letterhead must be submitted with the application. The Application Form must be filled out completely and display applicant's personal identifying information.

For each application submission, the applicant must also submit: one (1) paper copy of the application in a sealed envelope or box and one USB drive containing one (1) copy of the application, and a sealed envelope labeled "application fee" containing the application fee along with the submission checklist.

Applicant must submit one USB drive containing one (1) copy of the application materials in PDF. PDF's must be text-searchable, where feasible. The USB drive must be virus-free, not contain any encryption or password protection, and be compatible with the latest version of the Windows Operating system.

Applicants are encouraged to make all reasonable efforts to ensure the documents are included as a PDF. The City recognizes that some materials, such as blueprints or technical diagram, may not be practicably included as a PDF. If that is the case, please include these documents only in the physical application copy.

SUBMISSION OF APPLICATION

Application Submission Checklist – To be completed and submitted with Application Fee.

1. Complete copy of all applications and plans submitted for required state licenses.
2. Odor Control plan.
3. Security Overlay plan.
4. Security Protocols.
5. Inventory Control Plan.
6. Floor plan and elevations.
7. Plan for recycling and destruction of cannabis waste.
8. Site plan. A site plan for any cannabis dispensary use must show;
 - a. Adequate public access;
 - b. The layout promotes the safe dispensing of cannabis;
 - c. The location is sufficient in size;
 - d. Power allocation;
 - e. Lighting, parking;
 - f. Handicapped accessible parking spaces;
 - g. Accessible entry and exits as required by the American with Disabilities Act;
 - h. Product handling;
 - i. Product storage;
 - j. Advertising and signage.

Applications must be hand delivered to the City:

City of Alton

**Mayor's Office
101 E. Third St.
Alton, Illinois 62002**

All application materials, upon submission to the City, become property of the City of Alton, Illinois. No application materials will be returned.

APPLICATION RECEIPT

The City will provide a time and date stamped receipt upon application submission. The receipt will serve as a record that the application was delivered to the City. Application materials must be presented to a City employee. You may not leave the application materials unattended at the front desk.

SUBMISSION

Application materials will be accepted between 9:00 a.m. and 4:00 p.m. Central Standard Time.

INCOMPLETE APPLICATIONS

In there is a missing or incomplete schedule, you will be contacted by the Mayor's Office regarding the incomplete submission.

APPLICATION QUESTIONS

Please direct all questions about the application forms to: cannabislicense@cityofaltonil.gov.

CERTIFICATION CHECKLIST

Additionally, applicant must certify that the following conditions shall be followed to the fullest extent:

1. Compliance with State Regulations and Rules. All cannabis business establishments must comply with the applicable state and local laws, including the Cannabis Regulation and Tax Act, as amended, the Compassionate Use of Medical Cannabis Program Act, as amended, and applicable administrative rules.
2. Compliance with Plans. The development, use, operation, and maintenance of the cannabis business establishment will be in substantial compliance with all application documents and plans, except for minor changes and site work approved by the zoning administrator in accordance with all applicable City rules, regulations, and ordinances.

3. Security. In addition to all state-imposed security requirements, the City may require a cannabis business establishment to provide sufficient additional safeguards in response to any special security concerns.
4. Traffic. The City may impose conditions requiring the design of the cannabis business establishment to minimize traffic congestion, pedestrian hazards, and adverse impacts on surrounding properties.
5. Cannabis Waste. All cannabis business establishments must comply with all state, county, and city regulations governing cannabis waste.
6. Hours of Operation. Unless otherwise prescribed by state law, the City may impose hours of operation for a cannabis business establishment as a condition of any zoning certificate to reduce conflicts with surrounding land uses.
7. On-Premises Consumption. No cannabis business establishment may allow the smoking, inhalation, or consumption of cannabis in any form anywhere inside or outside the building on its property. A sign, at least eight and one-half by eleven inches (8.5" x 11"), shall be posted inside the cannabis business establishment in a conspicuous place and visible to patrons and shall include the following language: "Smoking, eating, drinking or other forms of consumption of cannabis products is prohibited on the premises of this establishment."
8. Principal Use. Cannabis business establishments are only permitted as a principal use and are not allowed as an accessory use or temporary use.
9. State License. Before issuance of a certificate of occupancy or otherwise opening to the public, cannabis business establishments must file with the zoning administrator a copy of all required state licenses to operate as a cannabis business establishment. Cannabis business establishments must maintain all required state licenses in effect at all times and keep satisfactory proof thereof on file with the zoning administrator.
10. Non-Transferability. Unless otherwise expressly provided by ordinance, the privileges, obligations, and provisions of any special use permit or zoning certificate issued for a cannabis business establishment:
 - a. Are for the sole benefit of and will be binding on the applicant; and

- b. May not be transferred to any other person or entity without a new application for approval for a person or entity other than the applicant.

11. Inspections.

- a. Cannabis dispensaries are subject to random and unannounced inspections by local law enforcement.
- b. When reasonable cause of a violation exists, all cannabis business establishments are subject to inspections by the zoning administrator with the assistance of corporation counsel, the police department, or other City agents and employees.

SUBMISSION CHECKLIST – To be completed and submitted with Application Fee
Initial on the lines below verifying the information is included in your application packet.

- ___ Application fee in the form of money order or certified check
- ___ Application Submission Checklist (see page 4 of application instruction sheet)
- ___ One (1) hard copy of Application
- ___ One (1) USB Drive containing one (1) copy of application
- ___ Schedule 1 – Copy of all applications and plans submitted for required state licenses
- ___ Schedule 2 – An Odor Control Plan
- ___ Schedule 3 – A Security Overlay Plan
- ___ Schedule 4 – Security Protocols
- ___ Schedule 5 – Inventory Control Plan
- ___ Schedule 6 – A Floor Plan and elevations
- ___ Schedule 7 – A plan for recycling and destruction of cannabis waste
- ___ Schedule 8 – A site plan

Applicant Signature _____

Printed

Name _____ Date _____

Office use ONLY

Application Number _____

Name _____

County _____

Check Number _____

Receipt Number _____