



Medical Cannabis Establishment License Application Checklist

Medical cannabis business licensing requires both City and State approval, which is initiated at the local level by first obtaining a provisional Medical Cannabis License Certificate of Compliance from the City of Box Elder.

All documents and/or copies on the checklist must be provided and legible either by typed or printed in black ink on 8 1/2" x 11" sized paper. Please provide single-sided documents without staples.

Note: Documentation and application requirements may change as the State of South Dakota adopts its rules and regulations governing Medical Cannabis Dispensaries. The City of Box Elder's Zoning Regulations on Cannabis Establishments currently only permit Cannabis Establishments in General light industrial district(s) (GILD).

Complete application packets should be return to the City of Box Elder Finance Office by mail, fax, or email: cityclerk@boxelder.us

Business Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Street Address of Cannabis Business: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Application Type (circle one): Cultivation Facility | Testing Facility | Product Manufacturing Facility | Dispensary

Complete and submit the following documents:

- Completed Medical Cannabis License Application Form
Pay License Application Fee (non-refundable)
Copy of the deed or lease for proposed business location
A "to scale" sketch of the floor plan
A "to scale" site plan reflecting all structure and lot boundaries
An elevation drawing or rendering of the exterior
Business plan including intended hours and rules of operation and a complete description of safety and security measures
Police Background Check Authorization form for each owner, shareholder, LLC member and manager, principal officer, board member, and anticipated employee (page 5 of license application)
Copy of Driver's License from each owner, shareholder, LLC member and manager, principal officer, board member, and anticipated employee
Optional: any other documents to support this application

Revised: 10/18/2021



## Medical Cannabis License Application Submittal Requirements and Processing Information

- Step 1: Research and Retrieve Application Packet.** This includes City Ordinance No. 678 and 677 and South Dakota State Law regulating the medical cannabis business. An application packet is available online at <https://www.boxelder.us/> or for pick up at City Hall, Finance Office, 420 Villa Drive, Box Elder, SD 57719.
- Step 2: Applicant submits a complete application.** Application must include all required documents on the Application Checklist and the application fee to the Finance Office or City Clerk.
- Step 3: Background Check.** All owners and existing/proposed employees of the applicant’s proposed dispensary business are required to undergo a comprehensive background check.
- Step 4: Preliminary Plan Review.** To ensure all business plan, site plan, and security measures comply with the ordinance each application packet will be reviewed by the City of Box Elder Finance, Planning and Zoning, and Police Departments.
- Step 5: Application Packet Meeting:** By appointment only, applicant may review application and documents with staff from each department to confirm whether the application is complete. If all requirements are met, the fully completed application packet will be forwarded to the City Administrator/Finance Officer for final review.
- Step 6: City Administrator/Finance Officer Review:** Within 30 days after submission of a fully complete application, the City Administrator/Finance Officer or City Administrator/Finance Officers’ designee shall issue a written decision approving or denying the application for licensure. This decision will be sent via first class mail and via certified mail to the applicant. Upon approval, application information will be sent to the South Dakota Department of Health along with a copy of the City-issued provisional license and the City’s Certificate of Compliance.
- Step 7: Complete required State forms.** Visit <https://medcannabis.sd.gov> for more information.
- Step 8: State Review.** Per SDCL 34-20G-55, not later than ninety days after receiving an application for a medical cannabis establishment, the department shall register the prospective medical cannabis establishment and issue a registration certificate and a random ten-digit alphanumeric identification number if all listed conditions are satisfied and the State awards the applicant one of the two Medical Cannabis Dispensary registrations available for the City of Box Elder.
- Step 9: Certificate of Occupancy.** Upon successful issuance of State registration, the licensee shall not begin operation or open its doors to the public until it receives a Certificate of Occupancy from the City.
  - Building Permits.** Building or construction-related permits may be required based on the City of Box Elder Code of Municipal Ordinances or South Dakota law. Permit fees are not included in the application or annual fee.
  - Building Inspection.** Build-outs must be inspected by City staff for compliance with the applicable building permit, all representations made within the approved license application and supporting submissions, and applicable building codes.
  - Pay Annual Fee.** The City shall not issue a Certificate of Occupancy until the licensee has paid the Annual License Fee as outlined in Ordinance No.681: Ordinance Adopting a Comprehensive Schedule of Fees and Charges, and all registration application fees due to the State in connection with the South Dakota Department of Health’s review of the application.

For Office Use Only			
Application Receive Date		Sent to State	Date:
Background Check(s)	Approved   Denied - BY:	Public Hearing/ City Council Review	Date: Y   N
Preliminary Plan Review	Completed:	Certificate of Occupancy	Issued Y   N BY:
Application Packet Meeting	Date: Time:	License Number	
City Administrator/Finance	Approved for Cert. Y   N	Final License Entered By / Date :	

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