

Adult-Use Cannabis Retail Registration Checklist

Please refer to the accompanying handout for more detailed information regarding the checklist items below. If you have questions contact either the City Clerk's Office at 651-209-9732 or Planning & Zoning at 651-209-9734.

BEFORE APPLYING

Applicant must have obtain State Pre-Approval of their retail cannabis application

- Apply through the **Minnesota Office of Cannabis Management (OCM)**.
- Receive **Pre-Approval Notice** from OCM (have pre-approval paperwork available).
- Secure location through pre-lease, lease or purchase agreement (obtain copy of paperwork).
- Ensure property owner or duly assigned property manager is available to sign the retail registration application.

1. Zoning Confirmation

Interim Use Permit has been approved by the Forest Lake City Council

Request Zoning Confirmation from City Planning (email: zoning@ci.forest-lake.mn.us)

- Address location and/or suite number (suite location map is suggested)
- Cannabis license type (i.e. retail, micro, mezzo or medical combination)

2: City issues zoning confirmation

- City provides formal response:
 - **Positive Determination** → Location OK → Proceed to apply for retail registration
 - **Negative Determination** → Must resubmit to City Planning with new site

3. Submit Retail Registration Application

Prepare Application Materials

- Complete retail registration application
- Required documentation, including:
 - Copy of State OCM Pre-Approval
 - Copy of zoning confirmation email from City Planning
 - Site plan and/or interior layout (for multi-tenant retail buildings, illustrate specific space)
 - Proof of control of property (e.g., pre-lease, lease, deed)
 - Signature from commercial property owner or authorized manager

Submit application and all materials in PDF format to **City Clerk's Office** (email: jolleen.chaika@ci.forest-lake.mn.us)

4. City Issues Pre-Approval

- City will review and issue **retail pre-approval** (not final registration) to retail registration applications in approved zones that are deemed complete and meet zoning requirements.
- This secures ability to work with City staff on final steps, including completing building permit, inspections and receiving a certificate of occupancy.

5. Submit Building Permit Application

- Apply via the City's permit portal: <https://www.ci.forest-lake.mn.us/167/Building>
- Include construction plans for tenant improvements (consult with an architect on plans)
- Apply for Sign Permit (separate application)

6. OCM Site Verification

- OCM asks applicants to submit a site registration request until at least 90 days before opening
- City has 30 days to review site verification requests
- Applicant must have Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO) before City approval of site verification

7. Pass Inspections

- City Building Inspections completes final inspection
- Fire and Planning inspections may also be required
- Receive TCO or CO once all inspections are passed (note: final CO must be completed in timely manner)

8. Pick Up Final Retail Registration

- OCM inspection must be completed
- Coordinate with City Clerk's Office for payment of fees and final retail registration