

CITY OF BEVERLY

APPLICATION FOR A SPECIAL PERMIT FOR A MARIJUANA ESTABLISHMENT CHECKLIST

Please use the following checklist to ensure that your Special Permit Application is complete prior to submission to the Building Department for Zoning Board of Appeals analysis. Please check with the Administrative Assistant for the Building Department or the Assistant Planning Director at the Planning Department if you have questions about what should be shown.

A submission to the Zoning Board of Appeals requires thirteen (13) hard copies and one (1) digital copy of the application.

This checklist summarizes the application requirements as stated in Beverly Ordinance § 300-122F, regulating marijuana establishments. You must include these application components, individually and clearly defined, for your application to be considered complete:

- A statement that includes:
 - Disclosure of all the marijuana establishment's owners, including officers, directors, partners, managers, and/or any other individuals or entities having direct or indirect authority over the management, policies, security, and/or operation of the establishment.
 - A description of facility operations including, at a minimum:
 - Staffing;
 - Hours of operation;
 - Distribution and logistics; and
 - Management and oversight of operations.
- Proof of a valid provisional or final license issued by the Cannabis Control Commission for the proposed marijuana establishment.
- Proof of site control and right to the premises proposed for the marijuana establishment in the form of a deed, executed lease, valid purchase and sale agreement, or other suitable option for such site control that documents the applicant's legal right to control the site.
- A site plan prepared by a Massachusetts-registered architect, professional engineer, or other appropriate designation, that at a minimum includes site and building details consistent with the Zoning Board of Appeals rules and regulations.
- A Security Plan demonstrating compliance with Beverly Ordinance § 300-122E(6).
- An Emergency Response Plan demonstrating compliance with Beverly Ordinance § 300-122E(7).
- An Odor Control Plan demonstrating compliance with Beverly Ordinance § 300-122E(1).
- A Waste Disposal Plan demonstrating compliance with Beverly Ordinance § 300-122E(2).

- ❑ An Energy and Environmental Standards Report demonstrating compliance with Beverly Ordinance § 300-122E(8). **This component is not required for applications for Marijuana Retailers or Medical Marijuana Treatment Centers.**
- ❑ A Parking and Transportation Analysis prepared by a qualified transportation specialist acceptable to the Zoning Board of Appeals and, at a minimum, modeling the expected origin and frequency of client and employee trips to the site, peak times of business with expected number of vehicles entering and exiting the property, the expected modes of transportation used by clients and employees, and the frequency and scale of deliveries to and from the site.
- ❑ A location Plan signed by a licensed surveyor depicting compliance with the linear distance requirements set forth in Beverly Ordinance § 300-122D(2).