

NEW MARIJUANA LICENSE TIMELINE

New Marijuana Licenses can take up to six months to process!

ACTION	RESPONSIBLE PARTY	TIME TO PROCESS	DESCRIPTION
Completion of application and supplemental forms (Land Use Conditional Use Permit) to be dropped off with Town Clerk	Applicant	Determined by applicant ** The name of the business must match exactly the name on the premise lease and the valid Colorado License. 100% ownership must be clearly stated.	The applicant will complete in its entirety all documentation needed for a new Marijuana License. (Applicants are encouraged to consult their attorney, tax consultant, real estate broker, insurance agent and any other business advisor prior to completing their application)
Review of Conditional Use Application	Town Planner	60-90 days	Ensuring all documentation is complete and compliance with all Land Use Codes and Ordinance 666.
Review of documentation	Town Clerk and Chain of Command to include Town Attorney	1-5 Days	Ensuring all documentation is completed in its entirety and supplemental information is received.
Background Investigation	Hayden Police Department / CBI	4-6 weeks	The Hayden Police Department will conduct an internal background investigation concurrent with CBI. The process may take longer if the applicant lived out of state within the past five years.
Review of background investigation	Town Clerk and Town Attorney	1-5 Days	This step may be eliminated if the background is clear.
Public Hearing Publication-Planning Commission	Town Clerk	2-3 weeks	Public Hearing notice must be posted no later than 10 days prior to hearing. Publication must be made no later than 10 days prior to hearing.
Public Hearing-Planning Commission	Applicant, Town Clerk, Planning Commission, Planner, Town Attorney, staff and public	No sooner than 10 days prior to posting and publication; no sooner than 30 days from date of application; next available Agenda date	Introductions will be made by the Town Clerk. Applicants will answer any questions by Commission.
Recommendation	Planning Commission	The night of the Public Hearing	Normal procedure requires commission to make a recommendation at the meeting of th
Public Hearing Publication-Town Council	Town Clerk	2-3 weeks	Public Hearing notice must be posted no later than 10 days prior to hearing. Publication must be made no later than 10 days prior to hearing.
Public Hearing-Town Council	Applicant, Town Clerk, Town Council, Town Attorney, staff and public	No sooner than 10 days prior to posting and publication; no sooner than 30 days from date of application; next available Agenda date	Introductions will be made by the Town Clerk. Applicants will answer any questions by Council.
Decision	Town Council	The night of the scheduled Public Hearing.	Normal procedure requires council to make a decision at the meeting of the public hearing.
Building Inspection	Building Inspector	1-5 Days	The applicant to contact the building inspector to inspect systems and identify necessary corrections or approve
Issuance of License	Town Clerk	1-5 Days	The Town Clerk will issue all licenses by hand delivery or regular mail.