

INSTRUCTIONS/PROCEDURES FOR COMPLETING A CARE-GIVER FACILITY LICENSE APPLICATION

Anyone seeking a care-giver facility license in the City of Lakewood must complete an application packet.

Applications are accepted by appointment only. Make an appointment with the Licensing Clerk by calling (303) 987-7086 to review the application. Allow approximately two hours for the scheduled meeting.

Applications will not be considered unless all questions are fully answered, if a question is not applicable, write “n/a”. If the answer is none, write “none”. All supporting documents must be submitted and correspond exactly with the name of the care-giver/business entity. The required fees must be included with the application. Incomplete applications will not be accepted.

All documents must be fully executed showing required signature and dates.

All forms are to be TYPEWRITTEN or HANDWRITTEN IN BLACK INK and submitted in TRIPLICATE.

FINGERPRINTING AND PHOTOGRAPHING

will be scheduled after application has been submitted to the City Clerk’s Office.

Applicants will be referred to the Lakewood Police Department for fingerprinting and photographing only during specified times.

Out of state residents may satisfy the fingerprinting requirements by mail using the packets available from the City Clerk's Office.

DOCUMENT CHECKLIST

I. APPLICATION

- A. Application form (pages 1-8)
- B. Current state drivers license or government issued photo identification card
- C. Primary Care-Giver Affidavit
- D. School Distance Affidavit
- E. List of the current registry ID numbers of the Primary Care-Giver's patients or alternate documentation
- F. A description of any cultivation activities including; where the plants are grown, the expected number of plants that will be grown on site and a description of the ventilation system
- G. Copy of State of Colorado application and/or Caregiver/Patient ID card
- H. Release of Information Form
(Police Department may require each applicant to submit a copy of the applicant's criminal history from additional states as warranted)

II. PROOF OF POSSESSION OF PREMISES

- A. If applicant is not the owner of the location, provide a notarized statement from the owner authorizing the submission of the application
- B. Deed or lease (lease must cover one year minimum from issue date of license).
- C. Assignment of lease, if applicable
- D. Certificate of Zoning

III. FINANCIAL DOCUMENTS

- A. Current Personal Financial Statement or a Balance Sheet and Income account statement for the preceding twelve months prior to date of application
- B. Purchase agreement or stock transfer agreement
- C. Affidavit on source of funds invested (Applicant must draft)
- D. Photocopies of notes or loans (assumed, banks, etc.) dated and signed.

IV. CORPORATE DOCUMENTS (IF CORPORATION)

- A. Certificate of Incorporation or Certificate of Good Standing (if corporation is two years old) or Certificate of Authorization (if out-of-state corporation)
- B. Articles of Incorporation (stamped by Secretary of State's Office)
- C. List of current officers, directors and stockholders holding 10% or more interest
- D. Minutes/resolutions electing current officers, stockholders, and directors
- E. Trade name certificate, if applicable
- F. Annual corporate report (if corporation is two years old)
- G. Stock Certificates (100%), copy front and back

V. LIMITED LIABILITY COMPANY

- A. Articles of Organization**
- B. Acknowledgment from Secretary of State's Office**
- C. Copy of operating agreement**
- D. Certificate of Authority (if foreign company)**
- E. Minutes of meetings reflecting acceptance of new members**
- F. List of each manager or member holding 10% or more interest**
- G. Certificate of Good Standing (if company is two years old)**

VI. PARTNERSHIP DOCUMENT

- A. Partnership agreement (general or limited) Not needed if husband and wife**
- B. Certificate of partnership**

VII. FEES

CITY OF LAKEWOOD FEES

Application Fee (\$3,000.00)	\$ _____
License Fee (\$2,500.00)	\$ _____
Fingerprinting (\$16.50 each)	\$ _____
Total City Fees	\$ _____

**Please make checks payable to "City of Lakewood"
Visa/MasterCard accepted at front counter**