



## City of Phoenix

**To:** Planning and Development Services Staff      **Date:** January 18, 2011

**From:** Debra Stark, AICP      *DWS*  
Planning and Development Services Director

**Subject:** CITY OF PHOENIX PRE-REGISTRATION GUIDELINES AND AUTHORITY CLEARANCE PROCEDURES FOR MEDICAL MARIJUANA FACILITIES.

### Pre-Registration

The guidelines listed below shall be followed for pre-registration of medical marijuana facilities within the city limits of Phoenix as follows:

- All facilities within Phoenix are to be pre-registered on a first-come first-serve basis. The order shall be determined by the earliest date and time registered with the Planning Division for compliance to the distance separation requirements outlined in the Zoning Ordinance.
- The pre-registration form must be completed with all of the listed requirements provided by the applicant otherwise the registration shall be deemed incomplete. If incomplete this application shall be removed from the pre-registration list.
- The pre-registration of a facility will be held for the applicant for ninety (90) days to comply with the following:
  1. Provide a list of all cultivation or infusion facilities that they are receiving or purchasing products from (dispensary facilities only).
  2. Provide a list of all dispensary facilities they are distributing products to (cultivation and infusion facilities only).
  3. Provide a site plan or plot plan showing the location and/or suite of the facility.
  4. Provide a floor plan showing the designated area of the facility.
  5. Provide a legal description of the building or suite or portion thereof where the facility is located.
  6. Provide a plot plan or survey showing compliance to the distance separation requirements.
  7. Provide a copy of the operational procedures of the facility.
  8. Provide a copy of a correct Certificate of Occupancy or apply and pay all fees associated with obtaining the correct Certificate of Occupancy.
  9. Apply and pay all fees associated with the Use Permit hearing.

Registrations that have failed to meet the requirements within ninety (90) days are non-renewable and new registrations for the proposed use shall not be accepted within thirty (30) days of the expiration date of the prior pre-registration. A maximum one-time thirty (30) day extension may be granted to the applicant by the Zoning Administrator. Request for the extension must be made in writing and received by the Planning and Development Services Department prior to the expiration of the original request.

### Authority Clearance

I authorize the Zoning Administrator to act on my behalf to verify zoning compliance and ensure separation and distancing requirement are satisfied.

The Zoning Administrator shall authorize all Use Permit actions and provide zoning verification to the Arizona Department of Health Services within twenty (20) days of the Use Permit decision.