

### **City of Champlin Cannabis Retail Registration Process**

1. Business applies for a cannabis license with the State of Minnesota Office of Cannabis Management (OCM).
2. OCM reviews the application. Once the business has received preliminary approval from OCM, the business should initiate the registration process with the City by contacting the City Clerk. All forms and fees must be submitted to the City for the application to be considered complete.
3. Business submits final application documents to OCM as required, including site information.
4. OCM sends notification to the City through Accela for zoning compliance approval. The City confirms that the business location meets all zoning regulations and if applicable, state and fire building code, and that the business is current on all property taxes and assessments for the proposed retail location. If the business meets all applicable regulations, the City will process payment for the cannabis registration and respond to the State through Accela. The City has 30 days to respond to OCM.
5. OCM will complete a pre-licensure site inspection. If the applicant passes the inspection, the applicant will then pay the initial license fee to OCM and OCM will issue the cannabis business license.
6. The City requires renewal of retail cannabis registrations at the same interval as OCM requirements.

Note: The City of Champlin has capped Cannabis Retail Registrations at two; therefore, no more than two (2) cannabis retail businesses are allowed to operate within the City. The City will process Cannabis Retail Registration applications on a first-come, first-serve basis. If the City receives two complete and paid for registrations, the remaining applicants will be placed on a Waiting List in the order that their application was received. The City Clerk will maintain the Waiting List.

Date: July 16, 2025