



## **Cannabis Retail Applicant Licensing Checklist**

If you're applying for standalone cannabis retail license, these are the documents you'll need to have ready to upload into the online license application system.

If you are applying for a vertically integrated license, you only have to upload the social and economic equity plan, and proof of age for every controlling person.

**A social and economic equity plan**

The social and economic equity plan should describe the applicant's plan to encourage economic and social diversity in employment.

The applicant's plan should include race, ethnicity, gender, age, and residential status of licensee, controlling persons and employees of applicant and whether the applicant, controlling persons, employees or the locations where the cannabis products are produced are located in an underserved rural community, including tribal, acequia, land grant-merced, federally designated opportunity zone, or other rural historic communities.

**Proof of age for every controlling person**

Proof of age includes identification issued by a federal or state government that includes the name, date of birth, and picture of the applicant or the controlling person.

### **For each premise that you're seeking a license, you'll need to upload:**

**A diagram of the premise**

The diagram must show (as applicable):

- The diagram shall show the boundaries of the property and the proposed premises to be licensed;
- The dimensions of each area that cannabis will be stored and available to the public.

The diagram shall also include, as applicable:

- any equipment to be used;
- entrances and exits;
- interior partitions;
- walls;
- rooms;
- windows and doorways.



- The diagram shall include a brief statement or description of the principal activity to be conducted in each area on the premises.
- The diagram shall show where all cameras are located and assign a number to each camera for identification purposes.
- The diagram shall be to scale.
- The diagram shall not contain any highlighting and the markings on the diagram shall be in black-and-white print.

If the proposed premises consists of only a portion of a property, the diagram must be labeled indicating which part of the property is the proposed premises and what the remaining property is used for.

If the proposed premises consists of only a portion of a property that will contain two or more licensed premises, then the diagram shall be supplemented with a description of how two or more licensed premises will be managed on the property.

If a proposed premise is located on only a portion of a property that also includes a residence, the diagram shall clearly show the designated buildings for the premises and the residence.

**You'll be required to certify and attest that you will:**

1) I consent to undergo a national criminal history background check and department of public safety (DPS) statewide criminal history screening background check. I understand for purposes of this rule, background checks shall be required for: (1) each partner of a limited partnership; (2) each member of a limited liability company; (3) each director, officer, or trustee of a corporation or trust; and (4) any controlling person of the applicant.

2) I certify I will adhere to retail requirements pursuant to the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, and division rules.

3) I certify I will adhere to cannabis transport requirements pursuant to the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, and division rules.

4) I certify I will adhere to security requirements pursuant to the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, and division rules.

5) I certify I will adhere to the quality assurance requirements pursuant to the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, and division rules.



6) I certify I will adhere to applicable federal, state and local laws governing the protection of public health and the environment, including occupational health and safety, food safety, environmental impacts, natural resource protections, air quality, solid and hazardous waste management, and wastewater discharge.

7) I certify I have never been denied a license or had a license suspended or revoked by the division or any other state cannabis licensing authority or a detailed description of any administrative orders, civil judgements, denial or suspension of a cannabis license, revocation of a cannabis license, or sanctions for unlicensed medical or commercial cannabis activity by any state licensing authority, against the applicant, controlling person, or a business entity in which the applicant or controlling person was a controlling person within the three years immediately preceding the date of the application.

8) I certify that that my business is in good standing with the New Mexico Secretary of State, including all documents filed with the New Mexico Secretary of State.

9) I certify I have obtained a current local jurisdiction business license, or will prior to operation of the cannabis establishment, and shall adhere to local zoning ordinances.

10) I certify I will adhere and comply with all rules governing Courier licensure.

