



Project Property Address: _____

City Planning & Zoning Coordinator: Crystal R. Ball, CFM, CZO

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CITY OF LOVINGTON CANNABIS PERMIT APPLICATION CHECK LIST

All commercial Cannabis establishments, medical or recreational, are required to obtain a City of Lovington Cannabis Permit prior to doing business in the City of Lovington pursuant Lovington municipal code 5.40.030 Cannabis Regulation Ordinance No. 588.

Zoning Requirements

- 1) Submit a completed Planning and Zoning Application. All fields must be completed and legible in order to process the application. This document provides the basic information required for all permitting applications.
- 2) Applicants birthdate; _____
- 3) Applicants social security number; _____
- 4) Pay the appropriate permit fee(s) \$250.00 (new)/100.00 (renewal) Date paid _____
- 5) Provide proof of ownership or interest in the property. A deed with a legal description or property lease will meet this requirement. If the applicant is not the owner, an Affidavit by Property Owner(s) is required.
- 6) Submit plans; Site plans must show the property lines, existing or proposed buildings/structures, lot area, lot dimensions, easements, building setbacks, street adjacent to property, access points, and the location of utilities. A scaled site plan (engineered, hand drawn or image) detailing, but not limited to, indoor and outdoor use, storage of HAZMAT (including quantities and types) to include organic as well as chemical, distance to property lines, distance between structures, and security fences.
- 7) Submit a proposal letter that details the following:
 - Existing Structure use and date structure was built. If this is a new structure a building permit will be required.
 - Lea County Enhanced 9-1-1 system address verification letter.
 - A document listing all organics and chemicals stored (with quantities) and location on property. Please include a copy of all MSD sheets.
 - If the applicant is a corporation, the state of corporation, the name and address of the registered agent in New Mexico sufficient for service of process, the name, residence, birthdate, and social security number of each officer or director of the corporation.

- 8) City of Lovington Business Registration Application Form
- 9) Prior to the issuance of a permit, any Limited Liability Company or corporation shall provide a certificate of good standing

Applicant Name: _____

Date: _____

Applicant Signature: _____

Notes or recommendations to applicant from Planning & Zoning, Code Enforcement or Fire Marshall.

Planning and Zoning Inspection

Planning, Zoning, Staff Name: _____

Signature: _____ **Date:** _____

Code Enforcement Inspection

Code Enforcement, Staff Name: _____

Signature: _____ **Date:** _____

Fire Marshall Inspection

Fire Marshall, Staff Name: _____

Signature: _____ **Date:** _____