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October 15, 2021

## **OVERVIEW OF SUPPLEMENTAL APPLICATION PROCESS**

On October 12, 2021 the Waterford Township Board of Trustees adopted an amendment to the Medical Marihuana Facility Licensing Ordinance (“Ordinance”) to increase the maximum number of Provisioning Center licenses by adding up to 4 additional licenses and to establish a process for prior applicants who did not previously receive a license, to supplement their original Application for consideration for the additional Provisioning Center licenses.

To be considered for a newly available facility license, Supplemental Applicants must clearly identify on the Supplemental Application form all items in their prior Application that have changed since their final Application and provide documentation of the changes in order to rely upon a previously denied Application.

Supplemental Applications require the same four stages of review as Applications which are: (i) Application to Township Clerk (ii) Application review and processing by Township personnel (iii) Decision on license application by Township Board and (iv) License issuance by Township Board. For supplemental applications however, the review and processing by Township personnel may be limited to information indicated in the Supplemental Application as having changed since the submission of the Application, as last amended prior to the denial.

Supplemental Applicants who have kept their bond in place with the Township from the Application, may release all claims from the first Application and transfer the bond to the Supplemental Application. Those who do not have a bond remaining with an Application, will be required to provide a new bond.

Administratively complete Supplemental Application shall be provided to Township personnel for review with reports provided to the Clerk’s Office within sixty days, unless the time period is extended by the Board.

Timely and complete Supplemental Applications shall be considered before new Applications and shall be placed on the Township Board Agenda for consideration in the same order as they were first considered in the prior review process. Therefore, the order placement on the Agenda of the June 14, 2021 meeting, will be the same order used for placing Supplemental Applications on a Board Agenda for consideration. Those listed will be Supplemental Applications that are received by November 17, 2021 that

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are administratively complete and have corrected any incompleteness identified by Township personnel as specified under Section 10-302 (a).

You may submit your questions concerning the Supplemental Application process in writing to the Township Clerk. You may also contact me for further clarification of this process.