

Applying to Amend a Marijuana Establishment License

Use the online form to submit an application to the Licensing Commission to amend your current Marijuana Establishment License. This form is valid for the following amendments:

- Change of Officers or Directors
- Change of Corporate Name or DBA Name
- Alteration of Premises (requires a public hearing with legal notice and abutter notification)
- Change of Hours
- Change of Location

TIMELINE AND TERM:

- Submit a complete application at least 4 weeks before the next Licensing Commission meeting. The application is not complete until all questions are answered, and all required documents are uploaded.
- The Commission meets once per month, but not at all in December. The Commission schedule is posted online.
- The amendment, if approved, will not extend the term of the license.

APPLICATION CONDITIONS:

- You must apply online on the City's website.
- You must have paid all taxes, fees, or fines owed to the City of Somerville and to the State.
- If an amendment you are seeking requires a public hearing, you must pay for a legal notice of the public hearing, and send that notice by certified mail, return receipt requested, within 3 days of its publication, to all immediate abutters and all churches, hospitals and schools within 500 feet.
- Depending on the amendment(s) you are seeking, your application may be subject to the same conditions your application was originally subject to:
 - The premises may need to be found suitable pursuant to the zoning code.
 - The premises may need to be satisfactorily inspected by building, health, and fire inspectors.
- You may need to reach out to the Ward City Councilor to discuss your amendment. The Ward City Councilor will inform you if any community meetings are required.
- You must appear at a meeting of the Licensing Commission to answer questions about your application.

FEES:

- You must pay a \$50 nonrefundable application fee when you submit the application.
- Fees may be paid online using a credit card (Visa, Mastercard, Discover), debit card, or electronic funds.

ADDITIONAL DOCUMENTS REQUIRED:

Depending on the amendment(s) you are seeking, the City may require that you upload the following documents as part of your application, and will not process your application until they are included:

- A Compliance Information Form for each corporate officer, manager, partner, or trustee;
- A Property Owner's Certification and Authorization for each corporate officer, manager, partner, or trustee of the Property Owner, if applicable;
- A Worker's Compensation Insurance Affidavit and proof of Worker's Compensation Insurance;
- Site plans (e.g., aerial images, plot plans, and conceptual floor plans);
- Elevations (e.g., photographs of existing elevations, graphic simulations of proposed elevations);
- Business Certificate;
- CCC Final License;
- CCC Letter to Commence Operations; and/or
- Any other relevant documentation.

HOW TO APPLY:

Before you begin:

- Note that once you submit your application, you cannot re-open it to edit it.
- Make sure you have entered all of your information properly before you click "SUBMIT."

- If you start your application and are not ready to submit it, you can always click “SAVE FOR LATER”, and come back to it later.

When you are ready:

- Go to <http://www.somervillema.gov/citizenserve>.
- Click the **citi**enserve logo.
- Click “MY ACCOUNT.”
- Log in, or, if this is your first online application, click “REGISTER NOW” to create an account.
- Scroll down and click “APPLY FOR A LICENSE.”
- At Application Type, select “MARIJUANA ESTABLISHMENT LICENSE AMENDMENT.”
- At Business Name, enter your business name.
- At Address or Parcel #, enter the Somerville address of the business you want to open, and click “FIND ADDRESS.” If CitizenServe doesn’t identify your address, select “USE THIS ADDRESS.”
- At “License #” select the license you are seeking to amend. It will begin with the letters “ME.”
- Answer the remaining questions.
- Upload the required documents.
- Review the terms and conditions. Do not proceed until you are ready to accept all terms and conditions.

When you finish:

- Before you click “SUBMIT”, note that once you submit the form, you cannot re-open it to edit it. If you are not ready to submit the form, click “SAVE FOR LATER” so you can come back to finish it.
- If you are ready, “SUBMIT” the form, and pay any required application fee.

QUESTIONS?

- Contact the Licensing Commission Secretary at licensing@somervillema.gov.