

**APPLICATION**

**For**

**LOCAL CANNABIS RETAILER LICENSE**

**THE TOWN OF MORRISTOWN  
200 SOUTH STREET  
MORRISTOWN, NEW JERSEY 07960**

**Issue Date: December 3, 2024**

**Due Date for Submissions: December 18, 2024 (10AM)**

**Issued By:  
Morristown Cannabis Advisory Board  
Morristown, New Jersey**

December 3, 2024

Re: Application – Local License for Retail Cannabis Business

Dear Applicant:

The Town of Morristown is accepting applications to award up to two (2) local retail cannabis business licenses. Standardized submission requirements and selection criteria are enclosed.

Sincerely,

Jillian Barrick  
Business Administrator  
Cannabis Advisory Board Member

Enclosure

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## TOWN OF MORRISTOWN

### NOTICE TO APPLICANTS FOR LOCAL LICENSES FOR RETAIL CANNABIS BUSINESSES IN THE TOWN OF MORRISTOWN

NOTICE IS HEREBY GIVEN THAT THE Town of Morristown is soliciting applications to award local licenses for up to two (2) local cannabis retailer licenses. Application packets are available at the Town Clerk's Office of the Town, Morristown Town Hall, 200 South Street, 1st Floor, Morristown, New Jersey 07960 from said office weekdays between the hours of 8:30 am to 4:30 pm, telephone number (973) 292-6626, and from the Town's website at [www.townofmorristown.org](http://www.townofmorristown.org).

Application responses must be submitted in the form provided in the application packet. Individuals and/or firms obtaining copies from the website are responsible for monitoring the website for the issuance of any addenda.

The Town reserves the right to reject any and all submissions, to waive any deficiencies and to suspend or abandon this process at any time.

#### **Applications for Local Licenses for Retail Cannabis Businesses**

Completed and sealed applications are required to be delivered to or mailed to the Business Administrator's Office, Morristown Town Hall, 200 South Street, 2nd Floor, Morristown, New Jersey 07960 **until 10:00 a.m., prevailing time, on Wednesday, December 18, 2024.**

Applicant entities shall submit one (1) original and five (5) additional sets of their sealed submission. The outside of the sealed envelope containing an application shall be plainly marked to show "**Application for Local License for Retail Cannabis Business.**" Questions concerning this notice may be directed to Jillian Barrick, Business Administrator at [administrator@townofmorristown.org](mailto:administrator@townofmorristown.org).

All accepted qualified applicants will be awarded by a majority vote of the Town Council on the recommendation of the Town Cannabis Advisory Board at a public meeting.

## **SECTION 1: GENERAL CONDITIONS**

**Applications are being solicited for the following:**

### **1.0. INTRODUCTION**

The Town of Morristown is soliciting applications from applicants interested in receiving an award for a local license to operate a Retail Cannabis Business.

### **1.1. PREPARATION OF SUBMISSIONS**

#### Completion of Submissions

For an application to be deemed complete, it must contain:

- (1) A cover letter;
- (2) A written response with any and all supporting documents to address the selection and evaluation criteria established in Section 2.2; Said written response shall be **no more than 50 pages** using font no smaller than 12 points, and each page shall be individual numbered.
- (3) A completed Checklist;
- (4) A completed Entity Information Form; and
- (5) A non-refundable application fee in the amount of \$2,500 in the form of a certified or cashier's check written to "Town of Morristown."

Completed and sealed applications are required to be delivered to or mailed to the Business Administrator's Office, Morristown Town Hall, 200 South Street, 2nd Floor, Morristown, New Jersey 07960 **until 10:00 a.m., prevailing time, on Wednesday, December 18, 2024.** Submissions received after the hour herein named or in unsealed envelopes shall not be considered.

Applicant entities shall submit one (1) original and five (5) additional sets of their sealed submission. The outside of the sealed envelope containing an application shall be plainly marked to show "**Application for Local License for Retail Cannabis Business.**" Questions concerning this notice may be directed to Jillian Barrick, Business Administrator at administrator@townofmorristown.org.

The TOWN will not be responsible for submissions forwarded through the United States Mail or any delivery service if lost in transit at any time before submission opening, or if hand delivered to incorrect location.

## **1.2. MODIFICATIONS OF SUBMISSIONS**

Any entity may modify its submission by mail, courier or hand delivery at any time prior to the scheduled closing time for receipt of submissions. The TOWN, prior to the closing time, must receive such communication.

## **1.3. REJECTION OF SUBMISSION**

### Multiple Submissions are not allowed

Each individual, firm or partnership, corporation or association of principals under the same or different names shall submit a maximum of one (1) application for consideration.

More than one submission from an individual, a firm or partnership, a corporation or association of principals under the same or different names shall not be considered, even if such submissions are for multiple locations.

### Right to Reject Submissions

The right is reserved to reject any or all submissions in whole or in part if not in compliance with the standardized submission requirements.

### Right to Waive Informalities Reserved

The TOWN expressly reserves the right to waive any informality in any submission, and to accept the submission, which in the TOWN'S judgment serves its best interests.

## **1.4. FACSIMILE DOCUMENTS PROVIDED IN A SUBMISSION**

Under no circumstances, on submission documents requiring authorized signatures, will the TOWN accept documents provided through facsimile machine.

## **SECTION 2: SELECTION AND EVALUATION CRITERIA**

### **2.1. INTRODUCTION**

The criteria to be used by the Town Cannabis Advisory Board in making its recommendation to the Town Council as to which application(s) are most advantageous to the Town are outlined herein.

In the event that there are multiple application submissions deemed to be complete, the Town Cannabis Advisory Board shall evaluate all Applicants after consideration of the criteria outlined in Section 2.2.

As stated in Section 1.1, a complete application includes a written response with any and all supporting documents to address the selection and evaluation criteria listed in Section 2.2.

### **2.2. CRITERIA FOR CONSIDERATION**

#### **(1) Site Control.**

The applicant shall submit proof that the applicant has or will have lawful possession of the premises proposed for the Retail Cannabis Business, which proof may consist of: a deed, a lease, a real estate contract contingent upon successful licensing, or a letter of intent by the owner of the premises indicating an intent to lease the premises to the entrant contingent upon successful licensing. Said premise must be in an existing space and may not be in a space that must be constructed from the ground up. Usual and customary renovations are expected but major construction that would delay reasonable operation within 12 months may be considered negatively.

#### **(2) Statement of Compliance with Certain Employment Practices.**

The applicant shall state that it will comply with all State and Local laws regarding affirmative action, anti-discrimination and fair employment practices. The applicant shall also state that it will not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

#### **(3) Local Land Use Compliance.**

The location proposed for licensing by the applicant shall comply with all applicable Town zoning laws and the location restrictions set forth in the Town General Code, Chapter 24 Cannabis Licensing and Business

Regulations and Chapter 30, Land Development, including but not limited to the following:

- a. Cannot be located within one thousand (1,000) feet of an elementary, middle or high school.
- b. Cannot be located within a distance of less than one thousand (1,000) feet from another Retail Cannabis Business.
- c. Cannot be located within two hundred (200) feet of a house of worship.
- d. Distances shall be measured as line of site.
- e. A floor plan shall be submitted showing the extent of the use contained in the enclosed building, location of products, storage of products, and all security measures in place.
- f. Pedestrian queuing plan submission shall be required.
- g. Parking and Loading Requirements shall require the greater of three (3) spaces per service/sale window or six (6) spaces per 1,000 square feet.

(4) Financial Capability.

The applicant shall submit, to the satisfaction of the Town Cannabis Advisory Board, proof of financial capability to open and operate the Retail Cannabis Business for which the applicant is seeking a license.

(5) Good Standing.

In addition to complying with any state requirement related to good character and criminal background, any person proposed to have an ownership interest in the license shall not have had any cannabis license or permit revoked in the State of New Jersey or a subdivision thereof within the preceding five years.

(6) General Statement of Compliance.

The applicant and the application shall otherwise comply with any and all qualification standards set forth in the State and Town laws or regulations.

(7) Timeline.

The applicant shall submit a timeline or timelines, noting any potential delays. Submitted timelines must include a construction schedule, and preference will be given to applicants who will be modifying an existing structure rather than building a new facility.



(8) Commitment to Local Hiring.

The applicant shall provide a written statement detailing its commitment to local recruitment and hiring procedures.

(9) Responsible Employment Practices.

The applicant shall describe its experience as a responsible employer or a commitment to being a responsible employer. Preference will be given to applicants who are party to an agreement with a bona fide labor organization.

(10) Commitment to Morristown.

The applicant shall describe its ties to the host community and submit a proposal to provide community benefits to the Morristown community.

(11) Diversity.

The applicant shall describe a demonstrated commitment to diversity in its ownership composition, hiring practices, and policies.

(12) Good Neighbor Policies.

The applicant shall describe how it will make good faith efforts to promptly resolve all complaints, including those related to noise, light, odor, litter, vehicle traffic and pedestrian traffic.

(13) Applicant Experience.

Applicant shall demonstrate its owners' or principals' qualifications and experience operating in highly regulated industries, with preference to experience operating cannabis businesses within the State of New Jersey. To accomplish this, the applicant must submit an organizational chart demonstrating the relationship between the applicant entity and any parent company(ies), subsidiary(ies), affiliate(s), financial source(s), or management service entity(ies). The applicant shall then detail any cannabis licenses currently or previously held by the applicant, any related entity, owner(s) or principal(s).

(14) Security Plan.

Applicant shall submit a plan detailing its security protocols for storage of products and currency, physical security, video surveillance, security personnel, and visitor management.

(15) Banking.

Applicant shall demonstrate its knowledge of and experience with banking in the regulated cannabis industry in accordance with the federal FinCEN guidance regarding cannabis businesses. Applicant shall include a letter from one of more financial institutions stating such institution is aware of applicant's business activities in regulated cannabis.

**2.3. ADDITIONAL CONSIDERATIONS**

Notwithstanding the competitive application process contained herein, a notification of award shall entitle the recipient applicant to pursue a Class 5 Cannabis Retailer License from the New Jersey Cannabis Regulatory Commission for up to twelve (12) months, which may be extended in the Town Cannabis Advisory Board's discretion for an additional six (6) months if good cause is shown. No license shall be issued until the applicant has received a State license and satisfied other prerequisites of municipal licensure. If the recipient of a notice of award has not received a State permit within twelve (12) months from issuance, unless extended for good cause, the Town's Cannabis Advisory Board may initiate a new application process.

Applicants will be eliminated from consideration if they do not meet applicable Federal, State or Town legal requirements. Where Federal or State law regulations require a procedural step(s) at variance with these procedures, the Federal or State requirements shall govern.

**SECTION 3: CHECKLIST**

**CHECKLIST**

**TITLE: Application for Local License for Retail Cannabis Business**

**SUBMISSION DATE: On or Before 10:00 a.m. – Wednesday, December 18, 2024**

**The following items shall be provided with a sealed application submission:**

1. Cover Letter .....
2. Written response to Selection and Evaluation Criteria in Section 2.2.....
3. Entity Information Form .....
4. Copy of Business Registration Certificate as Issued By The State of New Jersey, Department of Treasury, Division of Revenue .....
5. Non-refundable Application Fee .....

**REMINDER:**

**Please submit one (1) original and five (5) additional sets of the sealed submission.**

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I hereby certify that all of the above documents are true, accurate, and attached hereto.

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

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Name (please print):

Title (please print):

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Date

**ENTITY INFORMATION FORM**

If the Entity is an *INDIVIDUAL*, sign name and give the following information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
If individual has a *TRADE NAME*, give such trade name:  
Trading As: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

.....  
If the Entity is a *PARTNERSHIP*, give the following information:

Name of Partners: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Federal ID No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_  
Signature of authorized agent: \_\_\_\_\_

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If the Entity is *INCORPORATED*, give the following information:

State under whose laws incorporated: \_\_\_\_\_  
Location of principal office: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Federal ID No.: \_\_\_\_\_  
Fax No. \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of agent in charge of said office upon whom notice may be legally served:

\_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Name of Corporation: \_\_\_\_\_  
Signature: \_\_\_\_\_ By: \_\_\_\_\_  
Title: \_\_\_\_\_ Address: \_\_\_\_\_