



Request for Cannabis Business License Applications

Responses due: June 3, 2022 by 11 AM

The Borough of Highland Park utilizes a Request for Applications process to identify qualified cannabis businesses. The solicitation for the first round of applications for Cannabis Class 5 Retailers, Class 6 Delivery Services and Medical Cannabis Dispensaries was issued on Friday, May 6, 2022. Responses are due from qualified cannabis business applicants by Friday, June 3, 2022 at 11 AM in order to be considered for this round of cannabis business licensing in the Borough of Highland Park. There may be additional requests for applications in the future, depending on the number of approvals granted during this round.

Applicants are asked to limit the use of plastic covers, sheets and binders so as to facilitate making copies of the application materials. The Borough Clerk may request a digital copy of the application, if needed. Applicants shall assume full responsibility for the delivery of their application to the Borough Clerk at 221 So. 5th Avenue in Highland Park, NJ 08904.

Following submission of the application, the Borough's internal review committee will evaluate and score each application in accordance with the established evaluation criteria (see Part 6). The committee will rank the applications and issue its recommendation to the governing body accordingly. The governing body will then vote on a resolution of local support for the qualifying applications, which can then be submitted to the Cannabis Regulatory Commission as part of the state licensing process.

Applicants will have up to 6 months to secure their state cannabis license, which may be extended by 6 months at the discretion of the Borough Administrator. Once the applicant secures its state license, a copy of the license and application materials must be provided to the Borough, after which the local cannabis business license will be issued.

Please direct all cannabis licensing questions to the Borough Clerk's office at (732) 777-6014.



Cannabis Business License Application

Type of Application (check all that apply)

- Medical Cannabis Dispensary License Class 6 Cannabis Delivery Services License
 Class 5 Cannabis Retail License License Renewal

PART 1: BUSINESS INFORMATION

Entity Name			
Trade Name (DBA)			
Mailing Address			
Street	City	State	Zip

A. Business Type

- Sole Proprietorship Corporation/LLC/LLP S-Corporation
 Partnership Non-Profit Corporation Trust
 Other:

B. Business Ownership

Applicant shall provide a list of every individual with 10 percent (10%) or more interest in the proposed cannabis business as well as a copy of the organizational chart. Please indicate any pre-existing ties to the Highland Park community. *See Part 4: Required Documents.*

C. Qualifications and Experience

Applicant shall provide a summary of its qualifications and experience, particularly as it pertains to operating in highly-regulated industries, including cannabis-related businesses in New Jersey or in other locations. Please provide details if you have experience operating a retail cannabis business. *See Part 4: Required Documents.*

D. Financial Capacity

Applicant shall provide a summary of its financial capability to open and operate a cannabis establishment and the sources of funds to do so. If possible, provide documentation as to the number of months of operating expenses it has in reserve to sustain its operation. *See Part 4: Required Documents.*

E. Does the business meet the criteria for a Minority and/or Women Business Enterprise? If yes, please provide a copy of the certificate issued by the State of New Jersey indicating that status.

Yes

No

F. Does the applicant qualify as a Diversely Owned Business, pursuant to the criteria in N.J.A.C. 17:30-6.4?

Yes

No

G. Does the applicant qualify as a Social Equity Business as defined by N.J.A.C. 17:30-6.6?

Yes

No

H. Does the applicant qualify as a Microbusiness as defined by N.J.A.C. 17:30-6.7?

Yes

No

PART 2: APPLICANT INFORMATION

A. Applicant / Primary Contact Person

Should be a high-level official or employee of the applying business entity and be able to address questions related to the application. This person will receive application status updates and notifications.

Name			
First	Last		
Mailing Address			
Street	City	State	Zip
Phone	Email		

B. Local Operator

Person responsible for the day-to-day operations, if different than applicant.

Name			
First	Last		
Mailing Address			
Street	City	State	Zip
Phone	Email		

C. Does the applicant or operator hold a cannabis license within Highland Park or from any other jurisdiction?

If yes, please describe.

Yes

No

D. Has the applicant been issued a license by the Cannabis Regulatory Commission? If yes, please stipulate what type of license and for which location. If no, please indicate how far along applicant is into the process.

Yes

No

E. Has the applicant and/or operator been denied a cannabis license or had their license suspended or revoked within Highland Park or from any other jurisdiction? If yes, please explain.

Yes

No

F. Does the applicant have ties to the Highland Park community? If yes, please explain below (attach additional documentation if needed). If a current Highland Park resident, be sure to indicate the address and number of years of residence. If a current Highland Park business owner, please indicate which business, the location and the number of years of ownership.

Yes

No

PART 3: LOCATION & OPERATIONS INFORMATION

A. Physical Address of Business Location

Street		Zone
Block	Lot	Qualifier (if any)

B. Property Owner Information

Name			
First	Last		
Mailing Address			
Street	City	State	Zip
Phone	Email		

C. Does the applicant have legal possession of the proposed location? Please describe the form of site control (lease, own, letter of intent, etc.) below and attach documentation.

- Yes
 No

D. Does the proposed business fill a vacant storefront?

- Yes
 No

E. Is a cannabis consumption area proposed at this location? If yes, please describe in detail below. Be sure to include specifics on how any nuisance odors will be mitigated both indoors and outdoors (attach additional pages or drawings if needed).

- Yes
 No

F. Safety and Security Plan

Applicant shall provide an overview of the safety and security plan for the storage of products, physical security, video surveillance, security personnel, and visitor management. Be sure to articulate how it plans to prevent minors from purchasing cannabis and cannabis-related products. *See Part 4: Required Documents.*

G. Will the applicant commit to working with the Zoning Official, Construction Code Official, Borough Planner and/or Borough Engineer to improve accessibility and ensure that the property is in compliance with applicable zoning and property maintenance regulations? By answering Yes below, the applicant is agreeing to submit a survey, other related site plan documentation, and photographs to the Borough officials and consultants; facilitate a site inspection with the Borough officials and consultants; and make certain improvements to the exterior of premises so as to ensure universal accessibility, safe and convenient circulation for all users of all abilities utilizing all modes of travel, compliance with applicable zoning and property maintenance regulations and, to the extent practical, supplement with street furniture and landscaping. If the applicant does not incorporate the recommendations to improve the exterior of premises, the applicant will have to demonstrate to the Borough why they were unable to do so prior to opening the business.

- Yes No

H. Will the applicant commit to working with the design committee of Main Street Highland Park to finalize its plans for business signage and façade improvements? By answering Yes below, the applicant is agreeing to: submit design documentation to the Main Street Highland Park design committee; meet with the committee; and incorporate its comments into the final signage and façade design. If the applicant does not incorporate the recommendations into the final design, the applicant will have to demonstrate to the Borough why they were unable to do so prior to opening the business.

- Yes No

I. Does the applicant plan to hire local residents? If yes, please explain the policy and level of commitment below (attach additional pages if needed).

- Yes No

J. Does the applicant’s business have a plan for making its operation sustainable? If yes, please describe below. Examples include, but are not limited to purchase of renewable energy, energy-efficiency measures such as LED lighting and EnergyStar appliances, etc. (attach additional pages if needed).

- Yes No

K. What types of broader community benefits does the proposed business offer Highland Park? Examples include, but are not limited to, supporting local nonprofit organizations, participating in educational programs regarding responsible cannabis use, involvement in local volunteer opportunities, etc. (attach additional pages if needed).

PART 4: CHECKLIST & REQUIRED DOCUMENTS

	<p>1. Fees. The applicant shall submit payment for the Non-Refundable Application Fee of \$1,000.00 as well as the Annual Registration Fee: \$5,000.00 (refunded in the event applicant does not receive a license).</p>
	<p>2. Zoning Permit. Provide approved zoning permit showing the use is permitted at the proposed location.</p>
	<p>3. New Jersey Business Registration Certificate. Provide proof of registration with the New Jersey Department of the Treasury, Division of Revenue and Enterprise Services.</p>
	<p>4. Business ownership listing. Applicant to provide a list of every individual with more than 10 percent interest in the proposed cannabis business, including the full name, title within the entity, date owner acquired interest in entity and the percentage of ownership interest. If an owner meets the criteria for social equity, minority, woman, disable veteran or micro-business owner, please indicate accordingly. In addition, please be sure to indicate any specific connections to the Highland Park community.</p>
	<p>5. Business organizational chart. Applicant to provide a copy of its organizational chart, including the identity and ownership interest of all owners.</p>
	<p>6. Qualifications and experience summary. Applicant’s qualifications and experience, particularly as it pertains to operating in highly-regulated industries. Please limit length and include the essential components.</p>
	<p>7. Financial capacity summary. Describe the financial capability of the applicant to open and operate a cannabis establishment and the sources of funds it has available to do so. If possible, applicant shall provide documentation as to the number of months of operating expenses it has in reserve to sustain its operation. Please limit length and focus on the essential components.</p>
	<p>8. Proof of site control. Attach documentation showing the lawful possession of the premises proposed for the cannabis establishment. May consist of: a deed, a lease, a real estate contract contingent upon successful licensing, or a binding letter of intent by the owner of the premises. If the proposed location is not owned by the applicant, supportive materials must indicate that the landlord is aware that the tenant’s use of the premises will involve activities related to a cannabis business.</p>
	<p>9. Safety and security plan summary. Applicant shall provide an overview of the safety and security plan for the storage of products, physical security, video surveillance, security personnel, and visitor management. Be sure to articulate how it plans to prevent minors from purchasing cannabis and cannabis-related products. Please limit length and include the essential components.</p>
	<p>10. Survey, site plan and/or photographs. If available, please provide any documents that illustrate the existing conditions of the exterior of the premises, including a parking plan.</p>
	<p>11. Proposed floor plans and/or architectural renderings. If available, please provide any documents that illustrate the designs for the interior of the building and storefront, including a signage plan.</p>
	<p>12. Completed and fully signed application. Be sure to execute all of the certifications.</p>

PART 5: CERTIFICATIONS

OATH OF APPLICATION

I declare under penalty of perjury in the second degree that I am duly authorized to submit this application on behalf of the above-named entity and that all information and documentation submitted in connection with this application are true and accurate to the best of my knowledge and belief. I have not knowingly omitted, or otherwise failed to disclose any documents and/or information which would impact the decision to grant or deny this application. I acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Borough of Highland Park Code and all rules and regulations which govern my application and with all relevant and applicable provisions of the New Jersey state law.

Applicant Name

Applicant Signature

Title

Date

AFFIDAVIT OF COMPLIANCE WITH NEW JERSEY STATE AND LOCAL LAWS REGARDING AFFIRMITIVE ACTION; ANTI-DISCRIMINATION; AND FAIR EMPLOYMENT PRACTICES.

I, _____, hereby certify that the applicant, including the owners and operators of the proposed facility, is in compliance with all State and Local laws regarding affirmative action; anti-discrimination; and fair employment practices and will continue to remain in compliance so long as they are operating in the Borough of Highland Park, in accordance with this application and any subsequent approvals granted as a result.

Further, I, _____, hereby certify that the applicant, including owners and operators of the proposed facility, will not and shall not discriminate based upon 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.

Applicant Name

Applicant Signature

Title

Date

PROPERTY OWNER'S CONSENT

I, _____, hereby certify that I am the owner of record of the property described hereon and that I concur with the documents presented to the Borough. I hereby authorize the applicant to submit this application.

Property Owner

Property Owner Signature

Title

Date

PART 6: EVALUATION CRITERIA

CORE CATEGORY	CRITERIA	POINTS
Qualifications & Experience (Part 1.C)	Applicant clearly presents its capacity to successfully operate a cannabis business.	0 / 5 / 10
Financial Capacity (Part 1.D)	Applicant demonstrates sufficient financial capacity to open and operate the business. Preference given to documentation as to the number of months of operating expenses business has in reserve.	0 / 5 / 10
Ties to Local Community (Part 1.F)	Applicant demonstrates ties to the local community. Preference given to current residents and business owners.	0 / 5 / 10 / 15
Proof of Site Control (Part 3.C)	Applicant demonstrates sufficient evidence of lawful possession of the premises proposed to open and operate the business.	0 / 5 / 10
Safety & Security Plan (Part 3.F)	Applicant clearly presents its safety and security plan, including details on how it will prevent minors from purchasing cannabis and cannabis-related products.	0 / 5 / 10
Universal Design & Accessibility (Part 3.G)	High-quality building and site design or applicant commits to working with the Borough on improving accessibility and the condition of the property.	0 / 5 / 10
Signage & Storefront Design (Part 3.H)	High-quality storefront design or applicant commits to working with Main Street Highland Park's Design Committee on signage and façade designs.	0 / 5 / 10
Sustainable Operations (Part 3.J)	Business has a plan to operate sustainably; examples include purchase of renewable energy, energy-efficiency measures (LED lighting, EnergyStar appliances), etc.	0 / 5 / 10
Additional Community Benefits (Part 3.K)	Business offers other community benefits; examples include supporting local nonprofit organizations, participating in educational programs, involvement in local volunteer opportunities, etc.	0 / 5 / 10 / 15

BONUS POINTS	BONUS CATEGORY	POINTS
Bonus Points will be available only to qualified applicants that achieve the minimum passing score of 80 from the core categories above.	Diversely Owned Business (Part 1.F)	0 / 5
	Social Equity Business (Part 1.G)	0 / 5
	Microbusiness (Part 1.H)	0 / 5
	Fills Vacant Storefront (Part 3.D)	0 / 5
	Plan to Hire Local Residents (Part 3.I)	0 / 5
	Located 200 feet or more from other qualified applicants and/or any existing cannabis businesses; 5 additional points if 500 feet from same	0 / 5 / 10

Applicants must earn a minimum of 80 points within the core categories in order to qualify for a cannabis business license in Highland Park. Bonus points are available only to qualified applicants that meet this threshold.

Licenses will be awarded in the order of the total amount of points accumulated by an applicant, starting with the highest point total. In the event the number of applicants exceeds the number of remaining licenses, and those qualified applicants have accumulated the same total amount of points after being evaluated upon the criteria listed above, Borough Administration will hold a random lottery amongst those qualified applicants for the remaining license(s) to be awarded.