

CITY OF WOODBURY
CANNABIS LICENSE APPLICATION

Applications will be received by the City of Woodbury on a rolling basis. The City will begin reviewing completed applications on March 1, 2022.

Applications are to be delivered to the City of Woodbury at the offices of the Woodbury City Clerk, located at 33 Delaware St., Woodbury NJ 08096.

Applicants shall submit an original and one paper copy of the application as well as a digital copy on a flash drive. The application shall be in a sealed envelope, clearly marked on the outside with the words “Woodbury Cannabis License Application” and the name and address of the applicant. Applicants shall not use plastic covers or sheets for their applications. Binders are also discouraged.

Applicant shall include a check made payable to the City of Woodbury for the appropriate application fee amount listed in Item 16 of the application form.

Applicants shall assume full responsibility for the delivery of their application to the offices of the City Clerk.

Please reach out to Interim Administrator, Len Sossamon at lsossamon@woodbury.nj.us, 856-845-1300 x 130 or Acting City Clerk, Cassidy Swanson at cswanson@woodbury.nj.us, 856-845-1300 x 146 with questions.

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- A. This license application is subject to the provisions and exceptions set forth in the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq. and as such the application is considered public information.
- B. A license application shall be deemed incomplete, and shall not be processed, until all documents and application fees are submitted. Once the City of Woodbury has determined the application is complete, it will notify the Applicant. The City will begin reviewing completed applications on March 1, 2022.
- C. The City of Woodbury may approve or deny an application for a municipal cannabis license at its sole discretion, consistent with all governing State Law, based on an evaluation of the benefits to the City of Woodbury.

1. Date of Application:

2. Applicant Information:

- Legal name of business registered to do business in the State of New Jersey:
- Address:
- Email:
- Phone:
- Website (if any):
- Name of primary contact for the business:
- Title
- Address:
- Email
- Phone:
- Trade name, alternate name or “doing business as” name of cannabis establishment:

3. Applicant must provide:

- New Jersey Business Registration Certificate
- Federal Tax Identification Number
- State Tax Identification Number

4. Does the Applicant operate an Alternative Treatment Center in Woodbury?

Yes – If yes, what is the name and address of the Alternative Treatment Center?

No –

5. Applicant Business Structure:

Attach proof of business structure such as articles of incorporation, by-laws, partnership agreements, and other documentation that supports the structure.

Corporation

Partnership

Limited Partnership

Individual

Other (Describe)

6. Business Ownership

Provide a complete list of every person with over 10% interest in the proposed cannabis business including the full name, title within the entity, date owner acquired interest in entity, the percentage of ownership interest, and financial interest in any other cannabis business. If an owner meets the criteria for social equity, minority, woman, disable veteran or micro-business owner (see section M, N and O), indicate with a Yes.

	#1	#2	#3	#4
Name				
Title				
Date Ownership Acquired				
Percentage of Ownership				
Financial Interest in Another Cannabis				

Establishment				
Social Equity Business Owner				
Minority Business Owner				
Woman Business Owner				
Disable Veteran Business Owner				
Micro-business Owner				

If any person above is listed as having an interest in another cannabis establishment, provide further information:

7. Has any person above had any cannabis license or permit revoked for a violation affecting public safety in New Jersey or a subdivision in the state within the preceding five (5) years?

Yes – If yes, provide further information.

No

8. Type of Municipal Cannabis License Requested:

Class I Cultivator

Class II Manufacturer

Class III Wholesaler

Class IV Distributor

Class V Retailer

Class VI Delivery

9. Has the Applicant secured a New Jersey cannabis license as of the date of this application?

Yes – If yes, provide a copy of the state cannabis license

No – If no, what is the status of the Applicant’s state cannabis license application?

10. Address of Proposed Woodbury Cannabis Establishment:

Provide proof the Applicant has or will have lawful possession of the proposed premises with a deed, lease, real estate contract contingent on successful licensing, or a binding letter of intent from the owner of the premises contingent on successful licensing.

If property is leased, provide name, address, email address and phone number for property owner or owner’s agent.

NOTE: The proposed location shall meet all requirements set forth in Chapter 202, Zoning, of the Code Book of the City of Woodbury.

11. Has the Applicant secured a Zoning Review of the proposed location affirming that the proposed cannabis establishment is a permitted use in the location above?

Yes – If yes, provide a copy of the approval.

No – If no, what is the status of the Applicant’s Zoning Review.

If the Zoning Review determined that the proposed cannabis operation is not a permitted use in the location above, has the Applicant secured approval for the cannabis operation from the Woodbury Planning Board or Woodbury Zoning Board of Adjustment?

Yes

No

12. Evaluation Criteria:

The following are to be answered in paragraph form in an attached document, using the number that corresponds to each criterion. Responses are to be word limited as indicated below.

1. Describe qualifications and experience of the Applicants/owners in operating in highly regulated industries in New Jersey or another state, including cannabis, healthcare, pharmaceutical manufacturing, and retail pharmacies. (Response not to exceed 2,500 words).
2. Describe plans for the storage of products, physical security, video surveillance, security personnel and visitor management. (Response not to exceed 2,500 words).

Areas to consider:

- Inventory control
- Delivery and shipping procedures

- On-site security guards and their responsibilities
- General description of security cameras and alarms
- Estimated number of customers/visitors per day
- Customer/visitor check in procedures and access to sales area
- Off-street parking arrangements for employees and customers/visitors
- Procedures and training for all fire and medical emergencies and hazardous situations
- Sample of signage that it is illegal to sell to anyone 21 years and under and that the store will check ID upon purchase
- Procedure for handling a customer exhibiting alcohol and/or substance abuse

3. Describe experience conducting or supporting or plans to conduct institutional review board-approved research involving human subjects that is related to medical cannabis or substance abuse, where the value of past or ongoing clinical research with IRB approval shall outweigh plans to conduct such research, whether the applicant has had any assurance accepted by the U.S. Department of Health & Human Services indicating the applicant's commitment to complying with 45 CFR Part 46 (five percent), and whether the applicant has a research collaboration or partnership agreement in effect with an accredited U.S. school of medicine or osteopathic medicine with experience conducting cannabis-related research (Response not to exceed 2,500 words).

4. Describe experience as a responsible employer or a commitment to being a responsible employer. Examples are providing employee health care insurance, providing paid family leave and/or paying a \$15 minimum wage. If the Applicant is a party to a collective bargaining agreement for at least one year prior to the Woodbury application, the Applicant will receive evaluation points and no further response is needed. (Response not to exceed 1,500 words).

5. Describe environmental impact and sustainability plan; whether the applicant entity or its parent company has any recognitions from or registrations with federal or New Jersey state environmental regulators for innovation in sustainability (three percent); and whether the applicant entity or its parent company holds any certification under international standards demonstrating the applicant has an effective environmental management system or has a designated sustainability officer to conduct internal audits to assess the effective implementation of an environmental management system (Response not to exceed 500 words);

6. Describe ties to the host community, demonstrated by at least one owner's proof of residency in Woodbury for five or more years or at least one owner's continuous ownership of a business based in Woodbury for five or more years in the past ten years. If applicable, provide deed and/or lease of home or business location with indication of how many years in Woodbury (Response not to exceed 500 words).

7. Describe a demonstrated commitment to diversity in its ownership composition and hiring practices. If applicable, provide evidence of ownership composition or hiring practices that have increased or will increase diversity with regard to race, culture, gender and sexual identity (Response not to exceed 1,500 words)..

13. Proposed Hours of Operation.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

14. Affirmative Action, Anti-Discrimination and Fair Employment.

1. Provide an affidavit and documentary proof of compliance with all state and local laws regarding affirmative action, anti-discrimination and fair employment practices.
2. Provide a certified statement under oath there will be no discrimination based on race, color, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), disability, marital status, sexual orientation or military status in any of the Applicant's activities or operations.

15. Financial Information.

1. Describe the financial capability of the Applicant to open and operate a cannabis establishment and the sources of funds to do so.
2. Provide name, address, email address, phone number and age of each person/entity with a non-ownership financial interest in the cannabis establishment, which shall include an investment, loan or any other type of equity.

16. Initial Application Fee.

Applicant has attached an application fee as described below:

<input type="checkbox"/> Class I Cultivator	\$10,000
<input type="checkbox"/> Class 2 Manufacturer	\$10,000
<input type="checkbox"/> Class 3 Wholesaler	\$10,000
<input type="checkbox"/> Class 4 Distributor	\$10,000
<input type="checkbox"/> Class 5 Retailer	\$10,000
<input type="checkbox"/> Class 6 Delivery	\$ 5,000

17. Acknowledgment of Provisions of Woodbury Ordinance No. 2354-22 to Regulate Cannabis Businesses in the City of Woodbury.

The undersigned, on behalf of the cannabis license applicant, _____, declares under penalty of perjury that I have read and understand the provisions of Woodbury Ordinance No. 2354-22, and that the operation of this cannabis establishment must adhere to all the requirements of Woodbury's Municipal Code and all other applicable state and local laws and all regulations promulgated thereunder.

I understand that I am the responsible party for any violation(s) of the cannabis establishment that may arise.

I understand and acknowledge that a license issued based on false or misleading statements provided in this application will be deemed invalid and subject to revocation.

I understand that the City of Woodbury Mayor and Council may approve or deny an application for a municipal cannabis license at its sole discretion, consistent with all governing State Law, based on an evaluation of the benefits to the City of Woodbury.

I declare under penalty of perjury under the laws of the State of New Jersey that the foregoing statements are true and correct.

Signature

Date

Print Name

Date

Title

Date