



Steps to Cannabis Retail Licensing Opinions at CB12M

Checklist of items that need to be submitted for application to be considered:

- Download and complete the Notice to Municipality Form. It must be submitted either by:
 - (a) certified mail, return receipt requested;
 - (b) overnight delivery service with proof of mailing; or
 - (c) personal service to the CB12M Office: 530 West 166th Street #6A, NY, NY 10032
- Copy of lease or deed of the establishment
- CB12M Cannabis Retail Questionnaire. The questionnaire will only be sent after receiving the Notice to Municipality form and a copy of the lease or deed.

The following are due by the Monday prior to the meeting at 12pm

- Schematics, floor plans, or architectural drawings inside or exterior spaces of the establishment
- Proof of posting a notice at the site 1 week before the meeting with a dated picture
- Letters of support or confirmation of engagement with nearby residents, small businesses, or organizations **(Not required)**
- Status updates on open or recent violations, fines, as applicable

Due by the full Board vote

- Any items requested as part of stipulations agreed upon



Frequently asked Questions about CB12M

What is a Community Board?

Every neighborhood in NYC has a community board. It is strongly encouraged that applicants watch or attend committee or general meetings to understand how CB12M works. No two boards are the same!

Do I need an attorney?

No. An attorney is not required to go before the board.

Why do I need to go to a community board?

The Cannabis Law requires that all applicants give notice to the community board. Community Boards offer an opinion that is considered part of the final application for the Office of Cannabis Management and the Cannabis Control Board.

What if I don't go to the meeting?

Applicants are not required to appear at the meeting; however it is strongly encouraged that applicants attend. Not attending the meeting limits discussion and clarifications for Board members to properly consider your application.

What can I expect to be asked?

The opinion of the Board is based on how a business will comply with all regulations and the impact it may have on the character of the neighborhood it's based in. Some common themes that are explored: background in operating businesses, relationship to and knowledge of the district, ability to timely and proactively resolve issues, and consistency between the questionnaire and applicant's presentation. Above all, Board members consider greatly the honesty, transparency and respect given both to the Board and the Washington Heights/Inwood communities.

Is there anything I should do to prepare for my appearance?

Be sure that your questionnaire and all required materials are complete and submitted. Incomplete packages risk not being reviewed or receiving a negative recommendation. Applicants can also reach out to other establishments and operators on best practices, talk to Board staff, and are welcome to introduce themselves during the Public Session of the General Meeting.

I want to bring attention or clarify something to the entire board, how do I do that?

The full Board body meets once per month at what's called the General Meeting. There during the Public Session you, your partners, allies, etc. are able to speak for 2 minutes. After this time and while your



application is being discussed or voted, you will be unable to speak. An exception may be granted by the Chair at the risk of misinformation.

Can a Community Board approve or deny my license application?

As advisory bodies, community boards do not approve or deny licensure. Community Boards as advisory bodies inform the Cannabis Control Board of their opinion, usually in objection or support of an applicant. The opinion is part of the record used by the Office of Cannabis Management in deciding whether or not to recommend to the Cannabis Control Board for licensure.

What are stipulations?

A stipulation is a condition or requirement that is part of an agreement.

What stipulations may Community Boards add to a license?

Community Boards are authorized to stipulate the following:

- Hours of operation as long as the licensee is not restricted to less than 70 hours per week, unless the licensee agrees to do so. No licensee may operate within the hours of 2:00am-8:00am
- Visual or architectural integrity if located within historical district
- Parking
- Traffic control, including but not limited to, pedestrian and vehicular traffic
- Noise
- Odor as long as the standard is applicable to businesses that allow the smoking or vaping of tobacco and is pursuant to article 13-E of the Public Health law and the Clean Indoor Air Act

What is the General Meeting for and do I need to attend?

General Meeting is when CB12M members conduct a vote on committee recommendations and resolutions. It is highly recommended that owners, representatives, and allies be present at the general meeting.

Owners, allies, and reps can sign up to speak during the Public Session, where for two minutes, they are able to introduce themselves, voice their support or make any public statement.

The Public Session is the only moment where you are able to speak and participate during the meeting.

Who should I reach out to if I have any questions?

Email cb12m@cb.nyc.gov with questions or concerns. You can also schedule an appointment with Board Staff to walk through requirements and questions you may have.



Checklist for Community Board 12 Manhattan Cannabis License Applicants

- 1 Check proximity to schools (500 ft.) & churches (200 ft.): [OCM LOCAL MAP](#)

- 2. Check proximity to CB12M licensed cannabis businesses (1000 ft.) or recommended cannabis applicants at CB12M

- Have you submitted proof of control to CB12M? This can be a lease or deed.

- Have you submitted a completed application to CB12M?

- Have you posted the public notice on the premises?

- Have you emailed proof that the public notice is posted?

- Who will present at CB12M?

- Do you need an interpreter? If so, contact the CB12M Office