



CITY OF EAST ORANGE
BOARD OF CANNABIS CONTROL
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www.eastorangebcc.org



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Rosemarie Moyeno Matos, Esq., Board Attorney

LOCAL SUPPORT APPLICATION INSTRUCTIONS

Pursuant to the Notice of Acceptance of Local Support Applications, as amended May 4, 2023 (the “**Notice**”), the East Orange Board of Cannabis Control (the “**BCC**”) is now accepting applications from Cannabis Businesses seeking a Resolution of Support from the City Council to operate in the City. Applicants should carefully review these instructions prior to completing the Local Support Application (this “**Application**”).

Applicants seeking a Resolution of Support should refer to the Notice and the BCC’s webpage at www.eastorangebcc.org for the most current information regarding the process for obtaining a Resolution of Support. The Notice specifically sets forth eligibility requirements and limitations, the timeline and process for reviewing, scoring and approving Applications, the weighted criteria used by the BCC for scoring, how bonus points are applied, applicable filing fees, and the basis for denial and/or disqualification of Applications.

The Application Acceptance Period opens on May 22, 2023, and continues until the BCC announces at a public meeting that it will cease to accept Applications for a particular Class and Type of License. A fully complete, signed, and notarized Application with all requisite attachments, a digitally accessible .pdf version, and applicable filing fees, **will ONLY be accepted by appointment with the Board Secretary, Donyale Harris at the East Orange Municipal Building located at 44 City Hall Plaza.** You may schedule an appointment by calling (973) 266-5152 or emailing donyale.harris@eastorange-nj.gov.

At the time of submission, the BCC Secretary will perform a completeness review. If deemed “complete,” the BCC Secretary will fill in the BCC Completeness Review Checklist on the page 10 of your Application, assign a BCC Application ID to the Application, and provide a copy of same as a “receipt of submission” to the individual delivering the Application. Any Application determined to be “incomplete” by the BCC Secretary will be REJECTED and returned to the individual delivering the Application.

The following are requirements for Application Submissions:

1. Applications must be delivered in a 3-ring binder with properly labeled “Exhibit” tabs (as set forth in the Application Checklist attached to the Application) and a binder spine insert or label referencing Applicant’s Entity and the Representative’s contact information.
2. Payments for applicable fees should be made by separate check as follows: (a) one check made payable to the “City of East Orange” in the amount of \$250.00 for Local Support Administrative Fee with Applicant’s name and “Local Support Administrative Fee” in the memo section; and (b) one check made payable to the “City of East Orange” in the amount representing the aggregate total of all Local Support Application Fees checked off in the Application, with Applicant’s name and “Local Support Administrative Fee” in the memo section.
3. Applicants may use a single application for multiple Cannabis Businesses proposing to operate at the same Premises. For multiple Cannabis Businesses proposed at different Premises, Applicant must submit a separate Application for each Premises.
4. All questions on the Application must be answered, however only boxes for “mandatory” or “applicable”

attachments are required to be checked off.

5. Where a question does not apply to an Applicant, the Applicant must indicate that the question does not apply with an “N/A” in the applicable field. Failure to do so may result in a determination that the Application is not complete and disqualification.
6. “Mandatory” attachments are those items throughout the Application appearing in “red.” “Applicable” attachments are those items throughout the Application that require an attachment only if the Applicant indicated they are applicable. Please refer to the “Applicant Checklist” on page 9 of the Application for a complete list of “mandatory” and “applicable” attachments.
7. All “mandatory” and “applicable” attachments must be attached with the naming conventions and exhibit markers referenced in the Applicant Checklist and ordered accordingly. Additionally, all digital copies provided to the BCC must include the Applicant name, followed by the naming conventions and exhibit markers referenced in the Applicant Checklist (for example, *Cannabusiness LLC – IH Business Experience*).
8. All Applications, including attachments, must be legible to be reviewed and scored. It is recommended that the Application, and all attached supporting documentation, be typewritten using Times New Roman 11 pt font, or an equivalent thereof.
9. The Applicant’s Representative must be an owner, board member, or officer of the Applicant and the Application must be signed by the Representative listed in the Application.
10. A Zoning Determination Letter must be obtained from the East Orange Zoning Officer.
11. Applicants must submit: 1 original of a fully completed application with all attachments and a digital (.pdf) copy saved to a USB Flash Drive to the BCC Secretary. Alternatively, Applicants may email a digital (.pdf) copy of the Application to the BCC Secretary once the Applicant receives its BCC Applicant No. The subject line of the email transmitting the digital copy of the Application to the BCC Secretary should state “Local Support Application,” and include the Applicant’s Name and BCC Applicant No.
12. An Application is deemed fully complete ONLY if the Applicant has submitted the Application with responses to all questions, is signed by a Representative, notarized and includes all “mandatory” or “applicable” supporting documentation, including the payment of all applicable fees.