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TOWN OF HARTFORD
8:10 A.M. P.M.

Town of Hartford
Local Cannabis Control Commission
Policy for Reviewing and Approving Vermont Cannabis Permits

In its capacity as the local Cannabis Control Commission, The Town of Hartford Selectboard establishes these policies and procedures associated with the local approval of Vermont Cannabis Permits, both new and renewals.

This policy is used solely for the local requirements for a commercial establishment. It does not address local permitting and compliance requirements for any business, land use, and building construction.

The Town receives the approval for a license from the State Cannabis Control Board. The license is considered pending until approved at the local level. Information regarding the state process can be found: https://ccb.vermont.gov/

If the Town has reason to believe that the applicant is not in compliances with local regulations, the Town will report that information to the State Cannabis Control Board for further investigation.

New Applications

New applications must be approved at the state level before beginning this process. The State Cannabis Control Board (CCB) will email all ending licenses to the Town Manager and Town Clerk.

The Town Clerk's office will provide the applicant with the local application and this policy. Upon receiving the completion of the application, the Town Clerk will scan and email it to the Zoning Administrator, Fire Marshal, and Public Works Director to ensure that land use, fire prevention, building code, and Town water/wastewater allocation requirements have been met as applicable for the type of license that is being sought.

Upon approval by the Planning and Development, Public Works, and Fire Departments, the Town Clerk will deliver a copy of the application to the Town Manager's office for consideration at the next regularly scheduled meeting of the Selectboard as the local Cannabis Control Commission (CCC).

The application will include copies of any required permits, inspections, or Town water/wastewater allocation approvals. As of the writing of this policy, the CCB may advise that certain types of applications may require these documents be redacted of some information. As this is a new program for Vermont and Town of Hartford, we will update this policy accordingly as clarity is provided by the State.

Applicants will be required to attend the Selectboard meeting in which their application is considered. The Town Clerk will notify applicants of the meeting date.

The Selectboard acting as the CCC will review the application and interview the applicants. Upon completion of that process, the Selectboard acting as the CCC may take action on the application before them.

The Town Clerk will inform the CCB of the approval or denial.

Renewal Applications

All local licenses will expire one year from approval. Applicants seeking renewal shall fill out an application form and attach proof of the current local license they are seeking to renew.

The Town Clerk's office will provide the applicant with the local application and this policy. Upon receiving the completion of the application, the Town Clerk will scan and email it to the Zoning Administrator, Fire Marshal, and Public Works Director to ensure that land use, fire prevention, building code, and Town water/wastewater allocation requirements have been met or maintained as applicable for the type of license that is requested for renewal.

Upon approval by the Planning and Development, Public Works, and Fire Departments, the Town Clerk will deliver a copy of the application to the Town Manager's office for consideration at the next regularly scheduled meeting of the Selectboard as the local Cannabis Control Commission (CCC).

The application will include copies of any required permits, inspections, or Town water/wastewater allocation approvals. As of the writing of this policy, the CCB may advise that certain types of applications may require these documents be redacted of some information. As this is a new program for Vermont and Town of Hartford, we will update this policy accordingly as clarity is provided by the State.

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The Town Clerk will inform the CCB of the approval or denial.

This policy is effective upon passage by the Town of Hartford Selectboard, acting as the local Cannabis Control Commission.

Adopted by the Town of Hartford Selectboard on the 18th of October, 2022.

Mike Hoyt, Selectboard Chair

Dan Fraser, Selectboard Vice Chair

Kim Souza, Selectboard Clerk

Lannie Collins, Selectboard Member

Mary Erdei, Selectboard Member

Rocket, Selectboard Member

Alley Tufenkjian, Selectboard Member

Attest:

Lisa O'Neil, Town Clerk, Hartford, Vermont

HARTFORD TOWN CLERK'S OFFICE
This 20 day of OCTOBER 2022
at 8:15 AM PM
Recorded in Bk TR30 Pg 465-467
Cherry Allen Asst Town Clerk