



PLANNING AND BUILDING DEPARTMENT

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This letter is to facilitate the Cannabis Permit Application process as we move forward together on this unprecedented journey. The permit application deadline is passed, resulting in submittal of two thousand, three hundred and thirty seven (2,337) applications. On Friday December 30, 2016 alone, we accepted over three hundred (300) applications with nearly 900 applications received in the last week and 1,500 received in the last two weeks! The Planning and Building Department Staff, and you our customers, did a remarkable job working together to ensure your projects were accurately submitted. We would like to solicit this same sense of teamwork as we move into the next phases of processing your applications.

The vast majority, over two thousand (2,000), of applications were known to be incomplete at the time of submittal. Accordingly, we have a large volume of incomplete applications to respond to and a limited number of applications ready to move through the process or which are moving toward decision. Over the next two weeks our priority is to focus on projects ready for decision and then those projects which are already complete. The following week we will focus on sending out letters to the 1,500 incomplete applications.

We are going to be as efficient as possible in handling this large number of applications and there are some things that you can do to help us in this effort:

1. Incomplete applications will trigger a letter from us explaining what is still needed to complete the application. We anticipate receiving a large volume of resubmittals. **Please submit one complete package of information which addresses all the information required in the incomplete letter.** Incomplete and partial re-submittals will greatly add to the time spent on each application and will slow the process for everyone.
2. We know many will have questions, and will need assistance completing your application. To that end, we will continue to have cannabis planners available at the counter on Monday, Thursday and Friday, and we are scheduling group assistance meetings on Thursdays at the following times:

January 12 and 26 at 3:00 PM in Meeting Room B.

January 19 at 6:00 PM in Meeting Room B

These meetings are open on a walk in basis, and the questions and answers will be noted and posted on the website as Frequently Asked Questions.

Again, please accept my thanks for working well with us on this unprecedented effort in 2016. We have much to do in 2017, and we remain excited to work with you throughout this process.



John H. Ford
Director