Initial Application Status Flowchart

Resubmitted

- Applicant updates their application and resubmits it for further review.

In Review

- Staff reviews the new/updated information.
- Applicant can expect re-review within approximately 14 calendar days.
- Applicant can expect staff to send an additional RFI if needed, within approximately 14 calendar days.

Pending CCB Review

- Staff have determined that application is complete and submit recommendation to Board for approval or denial.
- Board receives the list of staff recommendations in advance of the Board meeting.
- Board votes on the registry at the regular Board meeting.

Approved

- If application is approved pending further action from applicant, staff sends notification to the applicant with instructions for addressing the remaining items before the license is issued.
- Applicant can expect that an application can be approved, approximately 30 calendar days from the last resubmission.
- Applicant is directed to pay local and license fees.

License

- Once applicable fees are paid and CCB receives approval from the LCC (if one exists in the municipality), staff notify applicant that their license and cannabis establishment ID are ready for download.

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Initial Application Status Flowchart

Submitted
- Applicant completes & submits application through portal and is prompted to pay application fee, unless they are approved Social Equity applicants.

Received
- Staff changes status to Received on first business day after submission

In Review
- Staff conducts initial review to determine applicant's priority status
- Staff reviews the application
- Applicant is sent to CSI to complete their background check (applicants can expect an invite within approximately 3 calendar days of submission)
- Staff conducts interviews of all applicants seeking Social Equity business status and some applicants seeking Social Equity status
- For applicants in a municipality with a Local Control Commission (LCC), staff sends applicant's information to the appropriate LCC. LCC has 45 days to respond to CCB

Incomplete
- Staff sends RFI (Request for Information) to applicant. Applicant can expect a RFI within approximately 30 calendar days of application submission date.
- Applicant is directed to the application portal with a list of what is missing or insufficient and instructions for how to complete their application

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