



Cannabis License Business Application for the Borough of Pine Beach

The Borough of Pine Beach has created the opportunity to allow recreational Cannabis business to operate within our B-1 business district. This application can be completed simultaneously with your pursuit of a corresponding New Jersey State Cannabis license. If you are interested in operating a Cannabis business in Pine Beach, we urge you to contact Borough Hall and schedule a meeting with our Cannabis liaison to review the necessary processes and procedures to ensure a productive application process. The Borough of Pine Beach, Pine Beach, Pine Beach Borough are used interchangeably in this document and all refer to the Borough of Pine Beach.

The application process works in conjunction with the New Jersey State process. You will need information from Pine Beach to complete the State application. Subsequently, Pine Beach will require information from your State application upon obtaining a State License in order to issue a Borough license.

Each step of the process within Pine Beach will take no more than 60 days from the time a completed application is received. Incomplete applications will be addressed through a “cure” process. If additional background checks are required, you will be notified.

This application does not cover any building code, zoning code, or permits required to open or operate a business. This application is the License required for a Cannabis business in the Borough of Pine Beach. Any other permits or licenses must be obtained through their respective channels.

Cannabis is a relatively new business in the State of New Jersey. It is the intent of the Borough of Pine Beach to work in harmony with businesses. Pine Beach adheres to the New Jersey legislation regarding Cannabis and closely monitors Government changes to the laws governing Cannabis licenses. Pine Beach will, as needed, refine ordinances to meet new laws and regulations set forth by the State of New Jersey. It is incumbent upon the business owner to stay current on new legislation, regulations, policy and governance. The link below is one of many New Jersey cannabis links to provide information.

[Recreational Cannabis Businesses \(nj.gov\)](http://nj.gov)

The following information is meant to guide you through the Cannabis License process for Pine Beach. If you have any questions while completing the application, please do not hesitate to reach out.

The Borough of Pine Beach reserves the right to reject any or all applications in the exercise of its sole discretion.



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Highest Level Application Process

1. Applicant wishes to pursue a Cannabis License in the State of New Jersey, Borough of Pine Beach.
2. Applicant will be familiar with the State of New Jersey legislation as well as the Borough of Pine Beach legislation.
3. Applicant will begin the process for obtaining a New Jersey State Cannabis License.
4. Applicant will begin the process for obtaining a Borough of Pine Beach Cannabis License.
5. Applicant will provide all required documentation to the Borough of Pine Beach, which is the same paperwork required by the State of New Jersey.
6. Applicant will request a “Letter of Intent” from the Borough to operate a Cannabis Business in the Borough of Pine Beach.
7. Council will review Applicants application, and render a decision.
8. If a “Letter of Intent” is issued, Applicant application is “on hold” pending NJ Cannabis License Issuance.
9. If a “Letter if Intent” is not issued, Applicant can address outstanding items through a cure letter (if possible), and re-apply to Pine Beach.
 - a. Reasons for “Letter of Intent” Denial.
 - i. Applicant does not appear to have sufficient funds to open a Cannabis business. Cannabis retail business typically requires \$350,000 - \$500,000, or a detail plan with costs to cover two years of development.
 - ii. Applicant does not have a business plan that includes supply chain / distribution chain.
 - iii. Missing information from the application.
10. Upon issuance of a New Jersey State Cannabis License, Applicant will provide all information in support of their Pine Beach application.
11. Pine Beach will take the application “off hold”, and complete processing. Any outstanding items will be handled through a “cure letter” process.

The Borough of Pine Beach reserves the right to reject any applicant/application in the exercise of its sole discretion.



Application Process Overview

New Jersey created a strict and thorough process for obtaining a Cannabis License. The issuance of a New Jersey Cannabis License means a thorough review and background check of the Owners and License holders. New Jersey also requires annual application and documentation validation to renew your Cannabis License.

It is strongly suggested to create copies, and or screenshots of your New Jersey Cannabis application and License from your New Jersey website.

Application Helpful Tips

- Review this document online [10 Ways to Prepare for Submitting Applications.pdf \(nj.gov\)](#) Item 10 of this document refers the applicant to annual license applicants (N.J.A.C. 17:30-7.10), and owners and principals (N.J.A.C. 17:30-7.13).
- The most direct way to meet the expectations of the Pine Beach application process is to provide all of the same information provided to the State of New Jersey along with the results, and complete the attached application.

Background Checks

- Pine Beach will require background checks for the Owners and Operators. The Pine Beach Police Department will review the results from the background checks performed by the State of New Jersey and determine any additional or updated background check requirements. Background checks must be completed and accepted prior to a license being issued.

New Jersey State Cannabis License

- The Borough of Pine Beach Cannabis License is directly tied to the State of New Jersey Cannabis License. If your New Jersey Cannabis License expires, or becomes non-renewed, your Pine Beach Borough Cannabis License is immediately expired.
- As an owner of a State of New Jersey Cannabis License, it is your responsibility to retain your valid state Cannabis license. Operating a Cannabis business in New Jersey without a valid cannabis license is illegal, regardless of a local Pine Beach Borough license.
- The Borough of Pine Beach, at its discretion and at the suggestion from Code Enforcement, the Police Department or Building Department may inform the State that your license is being cancelled. Specifically, unaddressed violations from the aforementioned local entities could escalate to a license cancellation.

Conditional License / Conversion License / Full Licenses

- New Jersey State requires specific pieces of information to apply for a State Cannabis license as detailed on their website. That information includes, but is not limited to; approval of a location by the Pine Beach Code Enforcement Official; proof of location (lease / ownership); and an “intent” letter from Borough Council. By completing the application and supplying all requested documentation, the application review process can begin.

Complete the Application

- The process begins by an applicant completing this application and providing all of the information requested on this form and paying the application processing fees by money order or bank check payable to “Borough of Pine Beach”.
- The application will be reviewed by the Zoning and Code Enforcement Official, Pine Beach Police Department, the CFO and the Cannabis Liaison who will ensure the application is complete. It is anticipated, application review will begin within seven days of the application receipt.



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- All information missing from the application will be documented and sent back to the applicant via a “cure” letter. Each application re-submission due to a cure letter will require a \$100 resubmission fee.
- Each cure letter restarts the 60-day review process.

Application Review

- The Code Enforcement Official, Zoning Official, Police Department, CFO and Cannabis Liaison must provide their approval prior to recommending review of the application by Pine Beach Borough Council for both a letter of intent, and/or an actual license.
- Upon approval of the application by the Code Official, Zoning Official, Police Department and Cannabis Liaison, the applicant will be notified as to the meeting date their application will be discussed by Council.
- The applicant must deliver a bank check or money order in the amount of the fee to the Borough of Pine Beach prior to, or the day of the Council meeting when Council will discuss the application. Fees will be provided during notification.

Issuing a License

- A resolution will be put on the next Council meeting agenda for discussion and review of any approved applications.
- A Pine Beach Borough Letter of Intent or a Cannabis License will be issued upon a majority ‘yes’ vote of Council with an effective date of that evening’s meeting.
- The Borough Clerk will issue the letter or license the following day.



Cannabis Business Location

Cannabis business in the Borough of Pine Beach:

- is isolated to the B-1 Business zone, maps available through Borough Hall
- treats microbusinesses license application and fees the same as non-microbusiness license application and fees
- is restricted to one (1) license for each Class
 1. Cannabis cultivator (Class 1 license)
 2. Cannabis manufacturer (Class 2 license)
 3. Cannabis wholesaler (Class 3 license)
 4. Cannabis distributors (Class 4)
 5. Cannabis retailers (Class 5 license)
 6. Cannabis delivery services (Class 6 license)

Application Information

To pursue an application, the applicant must:

- Fill out this application completely and provide three complete sets of copies and one digital copy. Only one copy of this application needs original signature(s).
- Provide quarterly copies of the bank statements of the bank account that is used to fund the business entity of the Cannabis business. Statements are no longer required after the completion of the first quarter of actual business.

Fees

- Fees are contained within the ordinance.
- All fees are non-refundable.
- By signing and submitting this application, the applicant acknowledges and agrees that **ALL FEES ARE NON-REFUNDABLE.**
- All fees must be paid by certified check or money order as follows.
- Certified checks or money orders are made out to “Borough of Pine Beach”
- Cash is NOT accepted
- Fees are non-refundable and shall not be pro-rated.
- Fees must be paid in full prior to the expiration date of a current license.

Application Fees:

- Application fees must be paid when the application is submitted.

Intent Letter Fees:

- Letter of Intent fees must be paid prior to the Borough of Pine Beach issuing a letter of intent to an applicant.

Cure Letter Fees:

- Cure letter fees must be paid when resubmitting documentation associated with a cure letter.

License Fees:

- License fees must be paid prior to, or the night Borough Council will discuss your application for approval. You will be given at least two business days’ notice of the Council meeting when your application will be discussed.



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Annual Renewal Fees:

- A Pine Beach Cannabis license must be renewed every year by re-validating the original application, and providing updates where necessary.
- Quarterly and annual copies of the filed business tax form ST-50 must be provided to Pine Beach Borough. In the event taxes have not been filed, the Pine Beach CFO will determine the 2% tax due to the Borough. Payment of 2% taxes must be remitted as requested by the CFO in the timely manner set forth by CFO.

License Term:

- The Borough of Pine Beach Cannabis license is in effect for one year from the date of issuance.
- If a license is issued on July 1, of the current year, it expires June 30, of the following year.

License Renewal Term:

- The Borough of Pine Beach renewal licenses are in effect for one year from the date of issuance.
- If a license is re-issued on July 1, of the current year, it expires June 30, of the following year.

Letter of Intent Term:

- The Borough of Pine Beach letter of intent remains active and in force for two years from the initial date of issuance.



Application License Fees

| Application License FEES Standard Business and Micro Business Fees are non-refundable | | |
|--|---|--|
| License Class | License Cost Initial / Renewal | Facility Square Foot ¹ |
| Class 1 Cannabis Cultivator | \$5,000 | n/a |
| Class 2 Cannabis Manufacturer | \$5,000 | n/a |
| Class 3 Cannabis Wholesaler | \$5,000 | n/a |
| Class 4 Cannabis Distributor | \$5,000 | n/a |
| Class 5 Cannabis Retailer | \$5,000 | n/a |
| Class 6 Cannabis Delivery Services | \$2,500 | n/a |

Notes:

1. Refers to the square footage of the entire cannabis business premises, not solely the area in which manufacturing or processing is taking place.
2. Fees are due no later than the Council meeting in which your application is discussed. Applications for Licenses will not be heard if fees are not paid in full

Application Processing Fees

| Application Processing FEES for both Standard Business and Micro Businesses Fees are non-refundable | |
|--|-------------|
| Application Submittal Class 1 - 5 | \$10,000.00 |
| Application Submittal Class 6 | \$5,000.00 |

Notes:

1. Application and Cure Letter fees are due upon (re-)submission of the application
2. Application Approval, Letter of Intent fees are due in order to schedule your application to be heard by Council



Application Requirements:

1. The applicant will
 - a. complete this entire application
 - b. provide quarterly copies of their business bank statement(s) that will be used to fund this project concluding after the first quarter following 'Opening Day'
 - c. provide a quarterly update to the Cannabis Liaison regarding 'Opening Day'
 - d. provide copies of NJ Cannabis License(s) and Application. Screen Prints are fine, so long as they are legible as the process progresses
 - e. submit a location rental agreement or proof of building ownership
 - f. obtain all prior approvals from Borough departments have been met and found satisfactory by Cannabis Liaison.

If a License is issued, the Licensee will:

1. abide by all NJ State and Local Ordinances
2. will provide a copies of business taxes to the Pine Beach CFO quarterly and annually for auditing
3. make quarterly payments as outlined by local ordinances, CFO of the Borough of Pine Beach requirements, and this application

Application

Business Location in Pine Beach:

| | | | | | |
|-------------------|-------------------|-------|-------------------|-----|--------------|
| Business Name | | | | | |
| Address 1 | | | | | |
| Address 2 | | | | | |
| City | <i>Pine Beach</i> | State | <i>New Jersey</i> | Zip | <i>08741</i> |
| Phone | | | | | |
| Phone(2) | | | | | |
| Email Address | | | | | |
| Legal Contact | | | | | |
| Financial Contact | | | | | |



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List the names of all Owners, attached separate sheet if necessary.

| | |
|------------------------------|--|
| 1.Owner Name: Last, First | |
| Email | |
| Phone | |
| 2.Owner Name: Last, First | |
| Email | |
| Phone | |
| 3.Owner Name: Last, First | |
| Email | |
| Phone | |
| 4.Owner Name: Last, First | |
| Email | |
| Phone | |
| 5.Owner Name: Last, First | |
| Email | |
| Phone | |

Corporate Business Information: Complete even if same as above.

| | |
|----------------------|--|
| Business Name: | |
| Corporate Address 1 | |
| Corporate Address 2 | |
| City, State, Zip | |
| TIN | |
| Contact Phone Number | |
| Contact Email | |



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| | |
|-----------------------------|--|
| Legal Contact | |
| Financial Contact | |
| Estimated Date of Operation | |



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Types of License(s) _____

Enter n/a if this section does not pertain to this applicant.

Have you ever been denied for previous attempts to obtaining a Cannabis license. If so, use the space below, or an additional sheet of paper to provide the circumstances.



Check all boxes that apply and provide a copy of your existing active licenses

State of NEW JERSEY Cannabis License currently in your possession. If a conditional or conversion license, please note that clearly after the corresponding license. Provide a copy of each license you currently own in New Jersey.

- ☐ Cannabis cultivator (Class 1 license)
- ☐ Cannabis manufacturer (Class 2 license)
- ☐ Cannabis wholesaler (Class 3 license)
- ☐ Cannabis distributors (Class 4 license)
- ☐ Cannabis retailers (Class 5 license)
- ☐ Cannabis delivery services (Class 6 license)

Pine Beach Borough Cannabis License Class you are applying for;

- ☐ Cannabis cultivator (Class 1 license)
- ☐ Cannabis manufacturer (Class 2 license)
- ☐ Cannabis wholesaler (Class 3 license)
- ☐ Cannabis distributors (Class 4 license)
- ☐ Cannabis retailers (Class 5 license)
- ☐ Cannabis delivery services (Class 6 license)



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Affiliations

This section seeks to confirm you have established business relationships in anticipation of operation.

- Current Affiliation with Cannabis Businesses.
- Provide a copy of your business plan.



Good Neighbor Operational Plans

How will outdoor lighting be managed to minimize impact to residential neighbors?

- Interior lights
- Parking lot lights
- Sign lights

Will any lights remain on 24 hours a day?

Attach an additional sheet as necessary



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How will outdoor garbage be secured to deter infiltration by rodents or people?
Attach an additional sheet as necessary

Video at premises.
Provide an overview of exterior cameras, location, coverage.
Confirm interior cameras exist.
Attach additional plans, diagrams, or sheets as necessary.

Security – If armed guards, please work with the Pine Beach Police Department to ensure compliance.
Confirm compliance ☐ Yes ☐ No
The application review will include a discussion with the Pine Beach Police Department.

