

Aurora Marijuana Informational Bulletin

This is the fifth edition of the City of Aurora Marijuana Licensee informational bulletin. As a contact with a marijuana license, we have automatically signed you up for these bulletins. There is an unsubscribe option at the bottom of this email if you do not want to receive these. If you know of others that would benefit from subscribing, please forward them this link:

<https://lp.constantcontactpages.com/su/fEhdOyy/marijuana>

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Rule 111: Offsite Video Storage Requirement Reduced

Aurora Marijuana Rule 111 is updated to reduce offsite video storage to 20 days from 40 days. Onsite video retention is still required for 40 days. New rules have been published. This was the only change to the rules from the prior version. The link to Aurora's rules and regulations are below.

Licensing Division Updates

1. Please use the email marijuana@auroragov.org instead of emailing Dusty directly. This email box is monitored by him and other employees.
2. As of January 1, 2023 a reinspection fee of \$200 will be charged on a failed inspection when a reinspection is required. Ultimately we want businesses to self regulate so reinspections will not be required.
3. All license amendment applications are submitted on the portal. Next to your license record on the portal, you will see a clickable "Amendments" button. Instructions are available on the website.
4. Medical licenses are available for current Cultivations and Product Manufacturer licensees. The application form and requirements are found on the website. Adding a Medical License to your current Recreational license has a one-time fee of \$2,500. Medical retail is not permitted in the city.

Renewals Updates

1. A renewal reminder is emailed to the applicant 90 days prior to the expiration date.
2. Renewal is required to be submitted and paid at least 30 days prior to the expiration date. If not, the license record status will be changed to "Delinquent" and invoiced a \$250 late fee.
3. If the renewal is not received and paid for prior to the expiration date, the

license record status will be changed to "expired" and a \$1,500 re-instatement fee will be invoiced. All operations must cease at this time unless arrangement have been made.

4. If the renewal has not been submitted, paid and approved within 30 days after expiration, the license record will be "closed" and a new license application will be required.
5. Required documents - please visit the website for the most current list of required documents for all applications. The most recent State Renewal Application is required which can be printed from the State MED license portal. See instructions in the next section.
6. Employee Lists (all employees) will be required again on all renewals. Include both W2 employees and contract employees, with a copy of contracts for 1099 subcontractors working at the licensed premise to include badge numbers for each person.

Instructions for Printing State Application

1. Log back into your account. On the right side under "ACTIVITY" will be all the apps that have been submitted.
2. The most recent applications will be at the bottom of the page.
3. Click on the chosen application. On the right side, you will see "DOWNLOADS". Click on the downloaded item you are searching for. Once it downloads, you can save it to your computer and have it available to upload for your local renewal.

Sharing of Premises

Licenses are location and business specific. The business entity must maintain control of the premises and have a manager onsite at times of activity. Another business cannot share the license nor the licensed premises. Employees or contractors of another business can be contracted to assist in the production of your product, but ultimately it must be your product and you must maintain control and ultimate responsibility. Please submit any contracts with any other parties that will be conducting operations on your licensed premises so we can verify compliance with licensing codes.

Fillable PDF Forms

Aurora's forms are fillable PDFs and found on the website. That means there is no need to print them and fill them in with a pen. Save time and ensure your form is accepted. Just fill them out on your computer and email them in. Acrobat reader also does allow you to add a signature electronically for the forms that require it.

Quick Links

- [Published Forms, Regulations, Publications. Auroragov.org/Marijuana](#)
- [Colorado MED Rules](#)

Other Aurora Newsletters

The city also has several other newsletters that you may be interested in that you can sign up for at the following links:

https://www.auroragov.org/city_hall/media___news_updates/newsletters
and one specifically for businesses at
<https://www.AuroraGov.org/BusinessEmails>.

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