

CANNABIS BUSINESS ESTABLISHMENT PROCESS for:
Craft Growers, Infusers, Processors, and Cultivation Center

1. Proof of authority to file a request for an Advisory Opinion Letter from the property owner of the subject property.
2. File request for an Advisory Opinion letter to determine if proposed Cannabis Business Establishment is allowed to locate at subject property.
3. File Special Use application with the Zoning Board of Appeals (ZBA). Initial application package must include, at a minimum, the following items from the ZBA Special Use checklist:
 - Proof of authority to file a Special Application from the property owner of the subject property.
 - Copy of Advisory Opinion letter issued by the Office of the Zoning Administrator.
 - Project narrative.
 - Check or money order in the amount of \$1,025.00 (payable to "City of Chicago – Department of Revenue).
 - Form of Affidavit of notice.
 - Copy of written notice letter.
 - Copy of mailing list used to notify all property owners within 250 feet of the property lines of the subject property.
 - Adhesive mailing labels for all property owners included on the mailing list for the ZBA's written notice requirement
 - Economic Disclosure Statements (EDS) for applicant* and property owner.
4. Upon receipt of the initial application package, ZBA staff will check the appropriate box on the Illinois Department of Agriculture's Notice of Proper Zoning form.
5. Complete full application package and hold required community meeting in the ward in which the subject property is located.
6. Present case at ZBA hearing.

NOTE:

- A separate Special Use application is required for each type of Cannabis Business Establishment to be located on the subject property.
- Craft Growers with limited same-site retail sales must seek a special use for the retail sales component and must follow the City's Adult Use Cannabis Dispensary process which includes participation in the City's Cannabis Zone District Lottery.