



INSTRUCTIONS: PLEASE READ CAREFULLY.

These steps cannot be taken out of order. You cannot start operating until you have completed all steps.

All Applicants Must Provide the Following Information:

1. Completed Cannabis Provisional License Application forms.
2. Copy of Tribal ID. DMV issued driver's license, DMV issued ID card, or passport for each owner/officer.
3. Copy of social security card for each owner/officer.
4. Proof of address for each owner/officer (Tribal ID, DMV issued driver's license, DMV issued ID card, passport, or recent utility bill in owner/officers name).
5. **Documents** pertaining to business structure, if applicable:
 - a. Articles of Incorporation
 - b. Articles of Organization
 - c. Certificate of Limited Partnership
 - d. Statement of Partnership Authority
6. **Business Plan** that includes at a minimum:
 - a. Describe the target consumer for your product or service.
 - b. A budget for construction, operation, maintenance, compensation of employees, equipment costs, utility costs, and other operation costs. The budget must demonstrate sufficient capital in place to pay startup costs and at least three months of operating costs, as well as a description of the sources and uses of funds.
 - c. Proof of capitalization, in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets, proof of funds, or yearly funding commitments.
 - d. A schedule for beginning operation, including a narrative outlining any proposed construction and improvements and a timeline for completion.
 - e. A pro forma for at least three years of operation.
 - f. How the business will conform to local and state law and the USDA federal Regulations for the Security and Non-Diversion of Cannabis / Cannabis grown for recreational or medical use.
 - g. A Standard Operational Plan (SOP) that describes the day-to-day operations which meet the industry best practices for the specific type of permit in which they will be applying for in the City. At a minimum it should include the following:
 - i. Describe the total number of employees that will be employed.
 - ii. Include Organizational Chart
 - iii. Identify any third-party vendors/consultants that will be utilized at your onsite operation.



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- iv. Describe the supply chain your facility will utilize to acquire items for this operation.
- v. Describe how cannabis will be tracked from the supplier to final product. Specifically outline the details on how it will be monitored to prevent diversion.
- vi. Detail the specifics of manufacturing from the prospective of components and materials moving down the production line. This should identify each step of production process and give numerical detail, such as production capacity.
- vii. Describe in detail the methods used to store and then distribute products after production. At minimum it should include the following:
 - viii. Onsite warehousing capacity.
 - ix. Location of any offsite warehousing if applicable.
 - x. The number of vehicles used for the transportation.
 - xi. The type of vehicles utilized for this transportation.
 - xii. Whether a third-party transport company will be utilized. You must identify the transport company.
- xiii. Describe how waste will be managed and made unusable

7. Security Plan prepared that includes at a minimum, the following components:

- a. Details on operational security, including but not limited to:
 - i. Employee specific policies, training, sample written operational policies and procedures;
 - ii. Technical Qualifications & Experience of Owners/Lead Personnel & References
 - iii. Transactional security;
 - iv. Visitor security;
 - v. Third party contractor security. Security personnel, if utilized, must be licensed by the Navajo Nation
 - vi. Delivery security.
- b. A description and detailed schematic of the overall facility security, including but not limited to:
 - i. Perimeter security:
 - 1. An alarm system on all perimeter entry points and perimeter windows shall be professionally installed, maintained, and monitored. The alarm system shall be approved by the Board.
 - 2. The exterior of the business shall be monitored at all times by web-based closed-circuit television for security purposes. The camera and recording system must be approved by the Board and must of be adequate quality, color rendition, and resolution to allow the ready identification of any individual committing a crime anywhere on or adjacent to the location. The recordings shall be maintained for a



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period of not less than six months. The owner/operator shall make the recordings available to the Board within 24 hours of receipt of such a request.

- ii. Building ingress and egress access security:
 - 1. Sensors shall be installed to detect entry and exit from all secure areas;
 - 2. Any bars installed on the windows or the doors of the medical marijuana business shall be installed only on the interior of the building.
- iii. Product Security (24/7)
 - 1. All medical cannabis and medical cannabis products shall be stored in a secured and locked room, safe, or vault, and shall be kept in a manner as to prevent diversion, theft, and loss.
- iv. Internal security measures for access (area specific):
 - 1. Limited access areas accessible only to authorized medical marijuana business personnel shall be identified in the Security Plan and on all plans submitted to the Board.
- v. Each hemp business shall have the capability to remain secure and operational during a power outage and shall ensure that all access doors are not solely controlled by an electronic access panel, thus ensuring that locks are not released during a power outage.

8. **Floor Plan (if applicable).** A floor plan showing existing conditions. If changes are proposed as part of the project, then a proposed floor plan should also be submitted. The floor plan(s) should be accurate, dimensioned and to-scale (minimum scale of 1/4").

9. **Operation History (if applicable).** Provide a written statement, signed under penalty of perjury, as to whether the medical marijuana business with one or more management members in common with the applicant, previously operated in this or any other county, city or state under a similar license/permit, and whether the medical marijuana business applicant ever had such a license/permit denied, revoked or suspended and the reason(s) therefore.

10. **Fees.** Payment must be made by a certified check, cashier's check or money order made payable to the **Native American Agricultural Development Company unless otherwise stated.**

Pre-Screening Application Fee	\$500.00
Business Plan Review & Cannabis Provisional License Processing Fee	\$5,000.00 / per license
Support/Owner Occupational Employee Application Fee (<i>Background checks and ID badge processing</i>)	\$175.00 /owner \$75.00/employee
American Indian Agricultural Regulatory Agency (AIARA) Registration Fee (check payable directly to AIARA)	\$500.00
Navajo Nation Annual Cannabis License Fee (per each license type applied for) (check payable to the Navajo Nation San Juan River Farm Board)	\$1000.00

****All fees are subject to change without notice. All fees a non-refundable.**



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Materials Included in Application Packet

- Submittal Guide (#NNC100)
- Submittal Checklist (#NNC101)
- Notice of Intent to Accept Applications for Cannabis Licenses (#NNC102)
- Mutual Non-Disclosure Form (#NNC103)
- Pre-Screening Application (#NNC104)
- Cannabis Provisional License Application (#NNC105)
- Support/Owner Occupational Employee Application (#NNC106)
- Navajo Nation Annual Cannabis License Application (#NNC107)

Additional Material Included

- Request and Consent to Release Application Form for Cannabis License
- Owner, Officer, Board Member Information Form
- American Indian Agricultural Regulatory Agency Registration Form (#NNC108)

Submit two (2) hard copies of the application and one (1) digital copy.

Hard copy applications must be submitted in three ring binders with tabbed dividers labeled as follows:

- ☐ Provisional Cannabis License Application Form (include checklist items)
- ☐ Corporate Documents (include checklist item #5)
- ☐ Business Plan (include checklist item #6)
- ☐ Security Plan (include checklist item #7)
- ☐ Floor Plan (include checklist item #8)

Applications are to be taken by appointment only by contacting staff at the number below. All items on the checklist must be included in order for staff to accept the application.

Native American Agricultural Company (NAAC)

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