

RE:

License Type:

Previous DBA:

License Number (if applicable):

Applicant Name:

Phone Number:

Email Address:

Dear Municipal Clerk/NYC Community Board:

This serves as notification that I (name)   
of (dba)

intend to, or have, file(d) an application for licensure with the Office of Cannabis Management to open a(n):

- retail dispensary premises (new or additional)  registered organization with dispensing (or ROD)
- microbusiness

in (county name) . This business, once the license is approved, shall be located at:

Address Line 1:

Address Line 2:

City:

Zip code:

The mailing address is (if different from business location):

Address Line 1:

Address Line 2:

City/Town/Village:

State: NY Zip code:

(As applicable, name of business if different from above) has  retained the legal services of (attorney or representative)

Name:

Address Line 1:

Address Line 2:

City/Town/Village:

State: NJ      Zip code:

Telephone with area code:

If the municipality or community board would like to express an opinion to the Cannabis Control Board, they must respond to this notification within 30 days by emailing an opinion to [municipalities@ocm.ny.gov](mailto:municipalities@ocm.ny.gov). This expressed opinion must be on official municipality or community board letterhead.

If the municipality or community board would like to request a one-time 30 day extension for the municipality or community board to provide their opinion, or if the municipality or community board has any comments, concerns, or questions, they must reach out to the Office at [municipalities@ocm.ny.gov](mailto:municipalities@ocm.ny.gov) with "Notification to Municipalities Municipality Opinion 30 Day Extension Request – [Insert municipality or community board name here]" in the subject line. Municipalities or community boards should be sure to provide proof of the date of receipt of the Notification to Municipalities that they wish to request an extension of time for submitting a municipality opinion. Any request that does not include such information will be rejected as incomplete.

Signed *Kirk Morgan*

Today's date:

Print