



MAYOR  
JON MITCHELL  
DPHCD DIRECTOR  
PATRICK J. SULLIVAN

## City of New Bedford

### Department of Planning, Housing & Community Development

133 William Street • Room 303 • New Bedford, Massachusetts 02740

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### Host Community Agreement Application: Coversheet and Checklist

FOR STAFF USE ONLY

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#### REQUIRED: APPLICANT SUBMITS 8 COPIES OF ALL PACKETS/BINDERS

##### A. Host Community Agreement (HCA) Form (signed) including:

1. **Cover Letter** (providing introduction of applicant and proposed project)
2. **Determination of Conformance**
3. **Premises Diagram**

##### B. Evidence of Site Control

Either through (check one)

- ☐ Deeded ownership, **or**
- ☐ A fully executed lease, **or**
- ☐ A fully executed purchase and sales agreement, **or**
- ☐ A real estate contract contingent upon successful licensing and permitting, **or**
- ☐ A **notarized** letter of intent by the owner of the property indicating intent to lease the premises to the applicant upon successful licensing and permitting

##### C. Completed CCC Application of Intent (AI), less the HCA\*

Include labeled print-outs of the uploaded attachments included within the AI

##### D. Completed CCC Management and Operations Profile\*

Include labeled print-outs of the uploaded attachments included within the Management and Operations Profile

##### E. Resumes

Resumes are required for every manager, director, or officer of the establishment

##### F. Completed Criminal Offender Record Information (CORI) Open Access Acknowledgement Form + Payment Check Per Form

- ☐ CORIs required for every manager, director, officer, or investor of the establishment
- ☐ Payment of \$50 per form, payable to the Commonwealth of Massachusetts in money order or cashier's/treasurer's check
- ☐ The "City of New Bedford" should be listed in the forms' "Mailing Address" section under "If you are submitting this request on behalf of an organization."

STAFF

- ☐ **Write in the total number of managers, directors, officers, or investors of the establishment here:** \_\_\_\_\_ (multiplied by \$50) = \_\_\_\_\_ fee

##### G. Business plan

Copy of the establishment's Business plan

##### H. Security Plan

Copy of the establishment's Security Plan.

##### I. Financial records (check one)

- ☐ A copy of financial records, **or**
- ☐ A letter of financing demonstrating capitalization, **or**
- ☐ Investment to ensure the establishment's solvency and successful operation

##### J. Electronic Copy of all documents included within the application

Include one CD or Flash Drive. No other electronic formats will be accepted

FOR APPLICANT USE

Complete ☒ Pages (# - #)

          

\* See MA CCC Guidance Document "[Guidance for Marijuana Establishment Licensure Applicants](#)"