



Planning Department
109 West 1st Street
Portales, NM, 88130
www.rooseveltcounty.com

Checklist for New Cannabis Establishment Permits

The purpose of this checklist is to provide general information on the application process for a Cannabis Establishment Permit in Roosevelt County.

Before Submitting an application:

Below are topics that all applicants should consider before submitting an application. Please call Roosevelt County Planning Department with any questions.

Determine the type of Cannabis Establishment proposed in the application:

- Cannabis Producer/ Microbusiness
- Cannabis Manufacturer
- Cannabis Testing Laboratory
- Cannabis Integrate Product Facility
- Cannabis Courier
- Cannabis Extraction Facility
- Cannabis Educational Stores
- Cannabis Retailer
- Cannabis Consumption Area

Proposed location: Required distances from specificuses.

- Distance restrictions for Cannabis Establishments
 - All Cannabis Establishments shall be 300 feet from any school or day care facility.
 - Cannabis Retailers or consumption areas shall be at least 200 feet from any other Cannabis Retailer.
 - Cannabis Retailers may only sell cannabis products for off-site consumption between the hours of 7:00am and midnight Monday through Saturday and noon to midnight on Sundays.
 - Consumption area may only operate during following hours 7:00 am to 2:00am Monday through Saturday and Noon to midnight on Sundays.

Review the Roosevelt County Cannabis Establishment Permit

Regulations

- Available online:
- Outlines requirements and operation requirements for Cannabis Establishment Permit.
- Contact the Roosevelt County Planning Department with any questions: 575.356.2869

Submitting a Cannabis Establishment Permit Application

Please include the following documents when submitting an application:

- Roosevelt County Cannabis Establishment Permit Application
- Roosevelt County Business License
- Include anyone and everyone who has a financial interest in the Cannabis Establishment Permit.
- State which type(s) of Cannabis Establishment will be operating at the Cannabis Establishment.
- Furnish the address, Universal Property Code (UPC) , Account number, and legal description of the parcel of land on which the Cannabis Establishment will be located.
- Provide a clear and precise development plan, including all buildings, fencing, floorplans, septic, water, parking, lighting and signage and ingress/egress locations.
- A list and map of property owners within 1,000 feet of the facility (property line to property line) (Roosevelt County Assessor's Office)
- Approved construction plan from County and State agencies for all new structures proposed on the Cannabis Establishment site.
- Documentation of other businesses operating in the same building.
- Fees- make checks payable to Roosevelt County.
 - Per initial Fee: **Roosevelt County Clerk**
 - Annual renewal fee: **Roosevelt County Clerk**