

Town of Charlemont

Cannabis Host Community Agreement Application Procedures

Purpose

The purpose of these procedures is to establish a fair, transparent, and consistent process for reviewing requests for Host Community Agreements (HCAs) from cannabis businesses seeking to locate and operate within the Town of Charlemont. These procedures are intended to ensure compliance with Massachusetts General Laws, the regulations of the Massachusetts Cannabis Control Commission (CCC), and the Town's Zoning Bylaws.

A Host Community Agreement is a required component of the Massachusetts cannabis licensing process. Issuance of a Host Community Agreement does not constitute approval to operate. Applicants must also obtain all required local permits, approvals, and licenses from the Cannabis Control Commission.

Step 1 – Review Local Requirements

Before submitting an application, applicants are encouraged to review:

- Town of Charlemont Zoning Bylaws
- Massachusetts General Laws Chapter 94G
- Cannabis Control Commission regulations (935 CMR 500 and 935 CMR 501)
- Any applicable Board of Health, Building, Fire, Conservation Commission, or Planning Board requirements

Applicants are responsible for ensuring that the proposed location is eligible for the requested use.

Step 2 – Complete the Application

Applicants must complete the Town of Charlemont Cannabis Host Community Agreement Application in its entirety.

Incomplete applications may be returned without review.

The application must include all required attachments and supporting documentation identified in the application packet.

Step 3 – Submit the Application

Applications shall be submitted to:

Town Administrator
Town of Charlemont
157 Main Street
Charlemont, MA 01339

Applications may be submitted:

- In person
- By mail
- Electronically (if accepted by the Town)

Applicants should retain a copy of all submitted materials.

Step 4 – Application Review

Upon receipt, the Town Administrator will review the application for completeness.

If additional information is required, the applicant will be notified.

Applications will not proceed to formal review until all required information has been received.

Step 5 – Department Review

Applications may be distributed to appropriate Town departments for review, including but not limited to:

- Selectboard
- Planning Board
- Building Department
- Fire Department

- Police Department
- Board of Health
- Conservation Commission
- Highway Department (if applicable)

Departments may provide written comments or recommendations concerning the proposed project.

Step 6 – Evaluation

Complete applications will be evaluated using the Town's adopted Cannabis Host Community Agreement Evaluation and Scoring Form.

Applications will be scored using standardized criteria, including:

- Business experience
- Security
- Diversion prevention
- Environmental sustainability
- Consumer education
- Community involvement
- Location suitability
- Project timeline
- Regulatory compliance
- Employment practices
- Equity participation

Evaluation criteria are based upon the requirements established by the Massachusetts Cannabis Control Commission.

Step 7 – Applicant Meeting (If Required)

The Selectboard may request that the applicant attend a public meeting to:

- Present the proposed project
- Answer questions
- Discuss operations
- Review security and community impact
- Provide clarification regarding submitted materials

Attendance may be required before a Host Community Agreement is considered.

Step 8 – Selectboard Consideration

Following review, the Selectboard may:

- Approve the application
- Approve the application with conditions
- Deny the application
- Continue review pending additional information

The Selectboard reserves the right to negotiate the terms of any Host Community Agreement prior to approval.

Submission of an application does not guarantee approval or execution of a Host Community Agreement.

Step 9 – Execution of the Host Community Agreement

If approved, the applicant and the Town will execute a Host Community Agreement consistent with Massachusetts law.

The executed agreement will be provided to the applicant for submission to the Cannabis Control Commission as part of the state licensing process.

Step 10 – State Licensing

After obtaining a Host Community Agreement, applicants must complete all requirements established by the Massachusetts Cannabis Control Commission before commencing operations.

The Town's approval does not replace or supersede any state licensing requirements.

Required Application Materials

Applicants must submit the following:

- Completed Cannabis Host Community Agreement Application
- Business Plan
- Ownership Information
- Financial Information
- Proposed Site Plan
- Floor Plan
- Security Plan
- Diversion Prevention Plan
- Energy and Sustainability Plan
- Consumer Education Plan
- Community Benefits Statement
- Employment Plan
- Project Timeline
- Equity Documentation (if applicable)
- Zoning or property documentation
- Any additional information requested by the Town

Applications that are incomplete may be returned without review.

Evaluation Process

The Town evaluates all complete applications using a standardized scoring system totaling **100 points**. Evaluation criteria are established to ensure a fair and objective review process and comply with Cannabis Control Commission requirements. Equity-related criteria account for **25 percent of the total evaluation score**, as required by state regulations.