



# The Borough of Hightstown

156 Bank Street  
Hightstown, New Jersey 08520  
(609)490-5100

## Cannabis Business Licensing Process

### 1. Apply to the Borough

Submit a complete Cannabis Business License Application to the Borough Clerk, including:

- Zoning Determination Letter (Request must be submitted directly to the Zoning office along with \$100 fee (check or money order only) and processed prior to submitting the full application, as the letter must accompany the application)
- Proof of site control (lease, deed, or letter of intent)
- Business plan, security plan, and operational details
- NJ CRC application number (if applicable; conditional license not required)
- \$10,000 Local application fee (check or money order only)
- \$5,000 Escrow fee for CAC review process (check or money order only)

### 2. Review & Local Support

- **Cannabis Advisory Committee (CAC) Review**
  - The CAC evaluates the application for completeness and compliance with Borough ordinances.
  - The CAC provides a recommendation (approve, deny, or approve with conditions) to the Borough Council.
- **Borough Council Resolution of Support**
  - The Borough Council reviews the CAC recommendation.
  - A Resolution of Support is adopted if the location and proposal meet local requirements.

### 3. Apply for State License

- You may apply for Planning Board approval concurrently with the state license process.
- Submit State Annual License Application to the New Jersey Cannabis Regulatory Commission (NJCRC) with:
  - Zoning Determination Letter
  - Borough Council's Resolution of Support

**Note:** A Conditional License can be applied for without local approval, but it must be converted to an Annual License by submitting proof of local support (zoning letter and resolution) per N.J.A.C. 17:30-7.10.

#### **4. Local License Issuance**

Once you receive your State Annual License:

- Submit a copy of the state license to the Borough Clerk.
- Pay the \$10,000 local annual license fee. (check or money order only)
- Planning Board Approval
- The Borough will then issue your Local Cannabis Business License, allowing you to begin operations.

Questions can be directed to the Borough Clerk at (609)490-5100 ext. 628 or by email to [priggio@hightstownborough.com](mailto:priggio@hightstownborough.com).