



The Borough of Hightstown

156 Bank Street

Hightstown, New Jersey 08520

(609)490-5100 ext. 628

priggio@hightstownborough.com

Received: _____

Amount: \$ _____

Check # _____

LOCAL CANNABIS LICENSE APPLICATION

PURSUANT TO HIGHTSTOWN BOROUGH ORDINANCE 2025-07

Section 1: Type of License Applied For (*Check One*)

- Class 1 – Cannabis Cultivator
- Class 2 – Cannabis Manufacturer
- Class 3 – Cannabis Wholesaler
- Class 4 – Cannabis Distributor
- Class 5 – Cannabis Retailer

Section 2: Applicant Information

Business/Entity Name: _____

Trade Name (if different): _____

Business Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website: _____

Primary Contact Name: _____

Contact Phone: _____ Email: _____

NJ CRC Application Number (if applicable): _____

CRC Conditional License CRC Annual License

NJ Business Registration Number: _____

Section 3: Property and Ownership Information

Proposed Hightstown Business Address: _____

Block: _____ Lot: _____ Zoning District: _____

Property Owner (if different from applicant): _____

Owner Phone: _____ Owner Email: _____

Attach proof of site control (lease, deed, purchase agreement, or letter of intent)

Attach Zoning Determination Letter obtained from the Zoning Official (\$100 fee required)

Ownership Disclosure

List all owners, principals, officers, and directors, including names, addresses, ownership percentages, and citizenship.

Attach a notarized financial interest disclosure listing all financially interested persons or entities and the nature and extent of each interest.

Section 4: Additional Required Documentation

The following documents and information must be submitted with this application in accordance with **Ordinance § 4-13-6:**

A. Business Operations & Compliance

Completed and signed application form

Nonrefundable application fee (refer to the fee schedule in section 5)

Escrow fee for Cannabis Advisory Committee (CAC)

Description of proposed hours of operation

Summary of the applicant's experience in regulated industries

Summary of the applicant's experience related to public safety and security

Business plan (including operations, staffing, and management structure)

Host community benefits agreement (if applicable)

Affirmative action/non-discrimination affidavit

NJ Business Registration Certificate

B. Site & Location

Zoning Determination Letter

Description of the proposed location

C. Security, Safety & Environment

- Security Plan per N.J.A.C. 17:30-9.10 and Borough requirements
- Odor control, noise control, and waste management plan
- Emergency procedures and fire safety plan (as applicable)

Section 5: Fee Schedule

In accordance with Borough Ordinance 2025-07, the following fees apply:

Required at Time of Application Submission:

- Application Fee:** \$10,000 (non-refundable) check or money order made payable to the Borough of Hightstown. To be *submitted with the completed application to the Borough Clerk.*
- Escrow Deposit for Cannabis Advisory Committee (CAC) Review:** \$5,000 check or money order made payable to the Borough of Hightstown. To be *submitted with the completed application to the Borough Clerk. This will be used to cover the Borough's professional review costs (e.g., legal, planning). Any unused funds will be returned.*
- Zoning Determination Letter Fee:** \$100 check or money order. *Paid directly to the Zoning Office at the time of zoning determination request. The zoning letter must be obtained and submitted with this application.*

Required for Planning Board Review:

- Planning Board Escrow Fee:** Amount based on project scope. If escrow is depleted, the applicant must replenish it within 10 days of notice. The fee is submitted directly to the Planning Board with the land use application.

Section 6: Documents Required Prior to Issuance of Local Cannabis License

The following documents and approvals must be submitted after the Borough has passed a resolution of approval and the applicant has received a valid New Jersey Cannabis Regulatory **Commission (CRC) license**. These items are required **before** the Borough will issue a local cannabis license:

- Local Annual License Fee – \$10,000 check or money order**

This fee must be submitted after Borough approval and upon receipt of a valid NJ CRC license. The Borough will not issue a local license until this fee has been paid in full.

- Planning Board Approval**

Proof of site plan or other applicable approvals granted by the Borough Planning Board.

Proof of Valid State License

A copy of the current and valid license issued by the New Jersey Cannabis Regulatory Commission.

Section 7: Affirmation and Signature

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that providing false or incomplete information may result in the denial or revocation of the cannabis license.

Signature of Authorized Representative: _____

Print Name: _____ Title: _____

Date: _____

Notary

State of _____

County of _____

Sworn to and subscribed before me this _____ day of _____ 20____

Notary Signature

My Commission Expires _____

Notice:

In the event of any discrepancies, omissions, or questions regarding the application requirements or procedures, **Ordinance 2025-07** shall govern and take precedence. Applicants are encouraged to review the ordinance in full to ensure compliance.

Incomplete applications, or those missing required documentation or fees, will be returned without processing.

All checks should be payable to: The Borough of Hightstown

PLEASE RETURN COMPLETED APPLICATION, REQUIRED DOCUMENTATION AND ALL FEES TO:

Borough of Hightstown
Attention: Borough Clerk
156 Bank Street
Hightstown, NJ 08520
priggio@hightstownborough.com
(609)490-5100 ext. 628