



Application Flowchart for:
Municipality Marijuana License & Special Land Use Permit (SLUP)

**Municipality of Anchorage
Municipal Clerk's Office**
632 W 6th Ave., Ste. 250
Anchorage, AK 99501
MuniLicenses@anchorageak.gov
www.muni.org/licensing

**Before submitting
your Municipal
application:**

- **Hold a REQUIRED Community Meeting**
 - A Regular Community Council Meeting can meet this requirement
 - Concerns and issues can be addressed at the meeting | Memorandum of Understanding (MOU)
- Your **STATE MARIJUANA LICENSE** application must be deemed **complete** by AMCO
 - Your Municipal Application is only accepted *after* AMCO (Alcohol & Marijuana Control Office) notifies the Muni

**Submit a combined
Municipal application for:
Marijuana License & Special
Land Use Permit**

Planning Department reviews your application

**Note: If you have
questions about the
SLUP, please contact
Planning Department**

Option 1: **"Complete"**

Option 2: **"Incomplete"** / returned to you

**Your complete application is
then sent for certification &
review to these Muni offices:**

- Anchorage Health Department (AHD)
- Building Safety
- Land Use Enforcement (LUE)
- Treasury Division
- Municipal Clerk's Office
- Anchorage Fire Department (AFD)

You will now need to:

- Post a **REQUIRED sign** on the premises to notice land use action
 - Comments from this may be submitted to the Planning Dept
- Resolve any deficiencies from the Municipal Office reviews
- *If a Retail Store Applicant, you also must apply for:*
 - Health Permit with Health Dept
 - Retail Tax Certificate with Treasury
- You *may* be required to obtain the following:
 - Change of Use
 - Certificate or Conditional Certificate of Occupancy

Planning Dept will *also* send a **mailer to surrounding addresses**

- Comments from this may be submitted to Planning Dept

Clerk's Office issues your Marijuana License/SLUP when:

- All conditions are met & all final inspections are passed

Upon receiving the State & Municipal licenses, you may begin operating!

**Planning Dept submits its recommendation to
Assembly for approval/denial of license & SLUP**

**Assembly
Review:**

- Held at a Regular Assembly Meeting
- Reviewed as an "Assembly Resolution" (AR)
- Quasi-Judicial hearing with a public hearing
- You may speak at the hearing
- Community Councils have 5 minutes for comments

Option 1: **"Approved"**
(but still work to do)

Option 2: **"Denied"**
(but may appeal)

You will now need to:

- Work on pending conditions listed in Assembly Resolution (AR)
- Record Notice of Zoning Action with the State Recorder
- Request Final Inspections
- Resolve any deficiencies

Retail Store Applicants need to *also*:

- Schedule a full shelf inspection with Health Dept (AHD)
- Complete Retail Tax Certificate application w/ Treasury