



MEDICAL CANNABIS DISPENSARY LICENSE SUBMITTAL REQUIREMENTS AND PROCESSING INFORMATION

- Step 1: Research & Retrieve Application Packet.** This includes City Ordinance No. 1052 and South Dakota State Law regulating a medical cannabis dispensary business. An application packet is available online <https://www.cityofyankton.org/departments-services/finance-office/licensing> or for pick up at City Hall, Finance Office, 416 Walnut St., Yankton, SD 57078.
Step 2: Applicant submits a complete application, including all required documents on the *Application Checklist* and application fee to the Finance Office.
- Step 3: Background Check.** All owners and existing/proposed employees of the applicant's proposed dispensary business are required to undergo a comprehensive background check.
- Step 4: Preliminary Plan Review.** To ensure all business plan, site plan & security measures comply with the ordinance.
- Step 5: Application Packet Meeting.** By appointment only, applicant may review application and documents with staff from Finance, Community Development, and Police departments to confirm whether the application is complete. If all requirements are met, the fully complete application packet will be consigned to the City Manager for final review.
- Step 6: City Manager Review.** Within 30 days after submission of a fully complete application, the City Manager or City manager's designee shall issue a written decision approving or denying the application for licensure. This decision will be sent via first class mail and via certified mail to the applicant. Upon approval, application information will be sent to the South Dakota Department of Health along with a copy of the City-issued provisional license and the City's certification.
- Step 8: Complete required State forms.** Visit <https://medcannabis.sd.gov/> for more information.
- Step 9: State Review.** Per SDCL 34-20G-55, no later than ninety days after receiving an application for a medical cannabis establishment, the department shall register the prospective medical cannabis establishment and issue a registration certificate and a random ten-digit alphanumeric identification number if all listed conditions are satisfied and the State awards the applicant one of the two Medical Cannabis Dispensary registrations available for the City of Yankton.
- Step 10: Certificate of Occupancy.** Upon successful issuance of State registration, the licensee shall not begin operation or open its doors to the public until it receives a Certificate of Occupancy from the City.
 - **Building Permits.** Building or construction-related permits may be required based on Yankton Code of Municipal Ordinances or South Dakota law. Permit fees are not included in the application or annual fee.
 - **Building Inspection.** All build-out must be inspected by City staff for compliance with the applicable building permit, all representations made within the approved license application and supporting submissions, and applicable building codes.
 - **Pay annual fee.** The City shall not issue a Certificate of Occupancy until the licensee has paid the Annual License Fee under Ordinance Sec. 13-143, and all registration application fees due to the State in connection with the South Dakota Department of Health's review of the application.