



## Application to Request an Amendment to a Cannabis Establishment License

To request an amendment to a current Cannabis Establishment license, complete this application and submit to the Cannabis Control Division (CCD) at the following address:

2550 Cerrillos Road  
Santa Fe, NM 87505.

**This form is not applicable to an application for licensure.** Contact the CCD licensing staff to make corrections to an application for licensure. An application that is missing information, including submission of required supplemental documentation, will be deemed incomplete and denied.

**NOTE: Licensee must obtain approval from CCD, prior to implementing the requested amendment.**

### LICENSE INFORMATION

Business name:

License Number:

Person submitting this application to request an amendment to a Cannabis Establishment:

Person named above is:

#### For the purpose of this application:

- Authorized Representative is a controlling person who is authorized by the business stated above to submit this application on behalf of the licensee.
- Delegated Agent is not a controlling person, but is delegated authority by the business stated above to submit this application on behalf of the licensee.

### TYPE OF AMENDMENT REQUESTED - Check amendment requested:

Elimination (closure) of cannabis establishment premises; or Change of cannabis establishment location/address.

Change of access to a water source;

Plant count increase (licensee may increase the number of mature plants licensed at the time of renewal and one other time per year in increments of five hundred mature plants);

Change of premises address; or business start or end time;

Change of manufacture level, extraction type(s) or equipment.



**CHANGE OF LICENSEES' LEGAL OR BUSINESS NAME:**

Current Business name:

Desired new business name:

**MATERIAL OR SUBSTANTIAL MODIFICATION OF PREMISE**

**Elimination (closure) of cannabis establishment premises:**

Premises function (type):

Address:

City:

Zip Code:

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**Change in the location/address of the cannabis establishment:**

Premises function (type):

Current Address:

City:

Zip Code:

Proposed Address:

City:

Zip Code:

**CHANGE OF ACCESS TO A WATER SOURCE**

Current water source:

Water rights verified by the Office of the State Engineer

Commercial water supply

Another source of water:

Proposed water source:

Water rights: must include documentation for verification by the Office of the State Engineer;

Commercial water supply; or

Another source of water.

An application to change access to a water source **MUST** include a **CCD/OSE Cannabis Water Rights Review Accession Form** **AND** all required supporting documentation. See required documents checklist below.



**Addition or Elimination of a Controlling person:**

Elimination of Controlling persons name and DOB:

Addition of a Controlling Person: Please attach Controlling person Addendum

<p><b>PLANT COUNT INCREASE</b></p> <p>Plant count increase must be in increments of 500 and may only be requested one time per year. No more than 8 increments of 500 will be approved. In no event shall a licensee be permitted to grow more than 20,000 mature cannabis plants at one time.</p> <p><i>DO NOT use this application to request an increase in plant count at the time of renewal.</i></p> <p>Current plant count: _____ Proposed plant count: _____</p> <p><b>If an increase of plant count is preliminarily approved, CCD staff will calculate the fees and notify applicant via email. All plant count fees must be paid prior to final approval of this request. A plant count increase may require additional proof of legal access to water.</b></p>
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<p><b>CHANGE OF BUSINESS START OR END TIME</b></p> <p>Current start time: _____ Current end time: _____</p> <p>Proposed start time: _____ Proposed end time: _____</p>
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<p><b>CHANGE OF MANUFACTURE LEVEL, EXTRACTION TYPE(S) OR EQUIPMENT</b></p> <p>Current Manufacture license Type: _____</p> <p>Proposed Manufacture license Type: _____</p>
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Under penalty of perjury, the Authorized Representative or Delegated Agent, as stated above, hereby declares that the information contained within and submitted with this application is complete, true and accurate. The Authorized Representative or Delegated Agent acknowledges that all certifications and requirements applicable to the current license remain applicable to an approved amendment. The Authorized Representative or Delegated Agent further acknowledges that a misrepresentation of fact or violation of the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, or CCD rules may result in suspension or revocation of a license.

Signature of Authorized Representative or Delegated Agent:

Date Signed:



# ATTACHMENT

## Additional required documents:

### 1) Water source changes

For all water source changes, you are required to submit a CCD/OSE Cannabis Water Rights Review Accession Form and the following documents:

- Letter from a commercial water provider stating that the applicant has the right to use water from the provider, that the provider has legal access to the water to be provided, and that the use of water for cannabis production is compliant with provider's rules and/or legal authority. The letter from a water provider must be on the provider's letterhead, and signed by an authorized designee of the commercial water provider. Documentation must have the same address as the Premises. Upload the documentation to the Premises section of the application. If there are multiple premises, documentation must be uploaded to each respective Premises section. NOTE: A contract, invoice, or bill from a water provider is not sufficient. OR
- Documentation from the office of the state engineer showing that the applicant has a valid and existing water right, or a permit to develop a water right, for irrigation purposes for outdoor cultivation, or a commercial purpose for indoor cultivation at the proposed place of use of the cannabis establishment. The documentation may include any of the following:
  - a. a state engineer permit or license in good standing, but not including a permit issued pursuant to Sections 72-12-1, -1.1, -1.2, or -1.3, NMSA 1978;
  - b. a sub file order or decree issued by a water rights adjudication court;
  - c. the findings of an office of the state engineer hydrographic survey; or
  - d. other documentation the office of the state engineer has deemed in writing as acceptable to the office of the state engineer under this rule.

### 2) Change or modification in extraction type(s) or equipment

For a change of license Type or modification in equipment used in manufacturing, you are required to submit the following documents along with this request:

- a) **A Class II, Class III, and Class IV** planning to produce edible or topical cannabis products must submit a New Mexico Environment Department (NMED) Edible and Topical Manufacturer Certification. To complete the certification process, go to the following website: [www.env.nm.gov/cannabis-hemp/cannabis-certification/](http://www.env.nm.gov/cannabis-hemp/cannabis-certification/). If an Applicant does not intend to produce edible or topical cannabis products, upload a letter to the Premises section of the application stating this requirement is not applicable.
- b) **A Class IV Manufacturer** planning to use compressed gas must obtain an LP Permit from the Construction Industries Division (CID) of the Regulation and Licensing Department. If applicable, upload the LP Permit to the Premises section of the application. If an Applicant does not intend to use compressed gas, upload a letter to the Premises section of the application stating this requirement is not applicable.

