

## APPLICATION CHECKLIST

**Prior to submitting the application review the following checklist to be sure you have included all of the required information. Accurately and completely filling out your application will help avoid delays in processing.**

**Corporate Registration:** If you are registering a business it must be *in good standing* with the Colorado Secretary of State. The person signing the application must be a registered agent or an officer of the corporation.

**Additional Contacts Legal Representative:** Now is the best time to identify all additional individuals who are authorized to communicate with the CDA on your behalf. Include their phone number and e-mail address.

**Sole Proprietorship:** If you are registering as an individual (sole proprietorship) then a citizenship immigration verification form must be completed. Include a copy of your driver's license. Failure to include this form will delay the processing of your application.

**Legal Description:** **Fill in all the blanks** regarding information about the legal description of the Registered Land Area. To obtain this information it is suggested that you go to [www.earthpoint.us/](http://www.earthpoint.us/). Be sure to write on the application all of the information requested including the township, range and section. Failure to fill in all of the blanks (attaching a legal description of the Registered Land Area is not acceptable) will delay the processing of your application.

**MAP:** Create a map of the Registered Land Area. A sample map can be found on the CDA website at [www.colorado.gov/agmain](http://www.colorado.gov/agmain). (Go to Plants/drop down and click on Industrial Hemp) It is suggested that you go to [www.googleearthpro](http://www.googleearthpro) to create your map. The following steps and creating a verifiable map will expedite the application process:

- Pin the center of the registered grow area (see pin at the top of the screen)
- Pin the center of the grow area and determine the global positioning in decimal degrees. Provide the latitude and longitude (this must be in decimal degrees)
- Outline the registered grow area (this is the entire grow area that you are registering). You can do this by using the ruler/polygon at the top)
- Pin the center of each grow site (you may have only one grow site in a grow area or several grow sites in a grow area depending upon your individual registration)
- Include the global positioning in both latitude and longitude degrees from the center of the grow site
- Print the map
- On the printed map write down the name of the registration, address, latitude and longitude in decimals, and the land area
- **Sign the map**
- If e-mailing the map, send it in pdf format

**Pre-Planting Report:** Report the Variety and Location that you will plant on the Registered Land Area. If you do not yet know, then check "NO" on page 7 of 18. If you do know, it is recommended that you provide the information requested on pages 8, 9 and 10. **A Pre-**

**Planting Report must be provided to the CDA prior to planting.** Download at at [www.colorado.gov/agmain](http://www.colorado.gov/agmain). (Go to Plants/drop down and click on Industrial Hemp).

**Industrial Hemp Plant Declaration for Inclusion:** If you have plant material from your previous Industrial Hemp Registration OR if you want to register plant material that you plan to receive from another Industrial Hemp Registrant you must complete an Industrial Hemp Plant Declaration for Inclusion (download at [www.colorado.gov/agmain](http://www.colorado.gov/agmain)). (Go to Plants/drop down and click on Industrial Hemp).

**Initials:** Review and initial each statement.

**Payment/Other Requirements:**

- Be sure to include in the application accurate information about the specific number of acres (outdoor) and/or specific square feet (indoor) being registered.
- In determining the registration fee factor the following: \$500.00 application fee per registration PLUS \$5.00 per acre and/or 0.33 cents per 1,000 square feet of indoor growing area rounded to the nearest 1000 square feet.
- If e-mailing your application be sure to include all pages including the map and send in Pdf format. Photos of the application are not allowed.

**Original Application with Signature is required before your application can be finally processed.**

**MAP with original signature on the MAP (in addition to on the application) is required before your application can be finally processed.**