



City of Somerville

OFFICE OF STRATEGIC PLANNING & COMMUNITY DEVELOPMENT

City Hall 3rd Floor, 93 Highland Avenue, Somerville MA 02143

TO: Host Community Agreement Recipients
FROM: Emily Hutchings, Marijuana Advisory Committee Liaison
DATE: April 18, 2023
RE: Next steps after being offered an HCA

Your team has been offered a Host Community Agreement by the Mayor and is able to seek approval from the Licensing Commission and the Special Permit Granting Authority. Prior to beginning either of those applications, however, you must first review and sign the Host Community Agreement itself.

This memo includes directions on how to sign the Host Community Agreement, when and how to submit the Host Community Agreement Certification Form, and how to begin the local licensing and zoning approval processes. Note that this is a broad overview and does not address every step in each process.

Executing the Host Community Agreement

Questions must be directed to the Emily Hutchings, the MAC Liaison at ehutchings@somervillema.gov.

1. The MAC Liaison will email the Applicant a PDF of the HCA.
2. Print 3 copies of the HCA and do the following:
 - a. Initial each page;
 - b. Date and address the first paragraph of page 1;
 - c. Address on page 5;
 - d. Sign page 6; and
 - e. Notarize page 7.
3. Put all three signed copies in an envelope and deliver or mail it to City Hall using the following address:

Cannabis Host Community Agreement
c/o City Clerk
City Hall
93 Highland Ave
Somerville, MA 02143
4. The City Solicitor will review and sign all three copies.
5. The Mayor will review and sign all three copies.
6. The City will keep two original copies and return one original copy to the Applicant, mailed to the address on page 5. Upon request, the City will also email a digital copy of the HCA to the Applicant.

Signing the Host Community Agreement Certification Form

Questions must be directed to the Emily Hutchings, the MAC Liaison at ehutchings@somervillema.gov.

1. The Applicant receives the executed HCA, either digitally or physically.
2. The Applicant fills out HCA Certification Form according to the instructions at the top of the form.
3. Applicant emails the HCA Certification Form to the MAC Liaison.
 - a. If the Applicant desires an original copy they must also mail the physical copy to City Hall at the address above.

4. The City and Mayor will review and complete the HCA Certification Form as directed according to the instructions at the top of the form.
5. The MAC Liaison will return a digital copy of the form to the Applicant. If the Applicant submitted an original copy, it will be mailed to the address in the HCA.

Applying for Licensing Approval

Questions must be directed to the City Clerk's Office at licensing@somervillema.gov

1. The Applicant receives the executed HCA.
2. The Applicant reviews the application for a Marijuana Establishment previously submitted through Citizenserve and confirms that the information is correct and up-to-date.
3. The Applicant emails licensing@somervillema.gov to notify Licensing Commission Staff that the application on Citizenserve is accurate and that the Applicant is ready to apply to the Licensing Commission.
4. Licensing Commission Staff review the application for completeness and notifies the Applicant if any required or recommended information is missing.
5. The Applicant holds at least one community meeting with the Ward Councilor prior to the public hearing before the Licensing Commission. For a retail establishment, the community meeting can serve as the Neighborhood Meeting required for zoning approval if the Case Planner is also involved.
6. Once the application is complete, the Applicant is scheduled and advertised for a public hearing with the Licensing Commission.

Applying for Zoning Approval

Questions must be directed to the Planning & Zoning Division at planning@somervillema.gov

NOTE: Step 1 applies to all types of cannabis establishments; Steps 2 and beyond are directed at retail establishments.

1. The Applicant receives the executed HCA.
2. If the Applicant has not already done so, the Applicant reviews the [Zoning Advice](#) memo.
3. The Applicant visits www.somervillezoning.com/developmentreview and follows the directions found there for submitting an application.
4. A Case Planner is assigned from OSPCD Planning & Zoning Division Staff.
5. The Case Planner schedules a Pre-Submittal Meeting with the Applicant.
6. The Applicant schedules a Neighborhood Meeting with the Ward Councilor and Case Planner.
7. The Applicant submits a complete application as required by the [Submittal Requirements](#).
8. The Case Planner reviews the application for completeness and writes a Staff Memo to the Review Board.
9. The Applicant is scheduled and advertised for a public hearing with the Review Board.