



## Office of Cannabis Management

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HOCHUL**

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Board Member

**CHRIS  
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Executive  
Director

The City of New York  
Community Board 8 Manhattan  
505 Park Avenue, Suite 620  
New York, NY 10022-1106

Thank you for contacting the New York State Office of Cannabis Management (the Office).

The Office requires proof of control from applicants that are applying for a final license for a retail dispensary or microbusiness (with retail authorization).

Applicants can prove that they have control over a premises by uploading an executed deed, or by uploading an executed lease agreement, or executed provisional lease agreement. If submitting a Letter of Intent (LOI) at time of application, that would qualify for a provisional license.

It is reasonable that the Community Board may also ask to see the proof of control of the property. A city, town, or village, and in New York City, a Community Board may express an opinion for or against the granting of such registration, license or permit application **if such applicant cannot provide proof of control**.

The Notification to Municipalities form must be accurately filled out. If a notification form is missing any of the following information – then **the Office of Cannabis Management will consider the notification invalid**, and the notification 30-day window will not be considered to have started until the notification form is completely filled out:

- 1) The address of the proposed retail location, which cannot be in an opt-out jurisdiction
- 2) The Applicant Name, phone number or email address
- 3) The indication of the type of application for licensure the applicant is applying for (i.e., the checkbox )
- 4) The county of the proposed retail location
- 5) Signature
- 6) Date

The Office is clarifying that we will not make any licensing determinations on applications within the 30-day notification time window (60-days with request and approval of 30-day extension) for a Community Board to express an opinion. Should you have additional questions, please reach out to [municipalities@ocm.ny.gov](mailto:municipalities@ocm.ny.gov)

Sincerely,  
New York State Office of Cannabis Management

CC: Honorable Liz Krueger