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Listed below is the procedure to be followed when applying for a spacing verification for the proposed location of a medical marijuana dispensary inside the City of Tulsa:

1. Apply for any needed permits (Building, Certificates of Occupancy, etc.) from the City of Tulsa Development Services Permit Center. The Permit Center is located on the 4<sup>th</sup> floor of City Hall at 175 E. 2<sup>nd</sup> St., and online at [cityoftulsa.org/permitting](http://cityoftulsa.org/permitting).
2. After review of the permit applications, the Development Services Department will supply applicants with a Letter of Deficiency (LOD), which will include a requirement for a spacing verification and any other issues that require Board of Adjustment action.
3. After receiving the LOD, apply to the Board of Adjustment at the *Tulsa Planning Office at INCOG*, located at 2 W. 2<sup>nd</sup> St., 8<sup>th</sup> Floor, for any relief outlined in the LOD. The following must be submitted with the application:
  - a. **Letter of Deficiency** from the City of Tulsa Development Services Department
  - b. Site Plan showing the building location of the proposed dispensary on a lot. The site plan should be drawn to scale with a north arrow and include the distances between the perimeter wall of the building (or the portion of the building, in the case of a multiple-tenant building) occupied by the dispensary and each lot line.
  - c. **Map exhibit** showing an aerial photograph of the location of the proposed dispensary and the location and name of the nearest dispensary.

Please label the distance between the dispensaries and include a north arrow. This exhibit should include a distance measurement between dispensaries. The separation distance required by the Zoning Code is measured "in a straight line between the nearest perimeter wall of the building (or portion of the building, in the case of multiple tenant building) occupied by the dispensaries." (Sec. 40.225-1)
  - d. A copy of your **OMMA-issued dispensary license, if you have already received your license**.
  - e. Board of Adjustment Application **fees (\$250 plus the cost of notification**, determined at time of application)
4. At the time of application, the application will be assigned a case number and a hearing date of the Board of Adjustment.
5. On the date of the meeting, the Board will move to accept or reject the spacing verification. If approved, the applicant may take the paperwork to the Permit Center to get the permit released.

It is the applicant's responsibility to verify the spacing requirement, and for the Board to accept or reject that spacing verification based on the evidence provided.