



Chaves County Planning and Zoning Dept.  
#1 St. Mary's Place- Roswell, NM 88203  
P.O. Box 1817- Roswell NM 88202-1817  
Phone: (575) 624 6606  
Website: [www.chavescounty.gov](http://www.chavescounty.gov)

## **Checklist for New Cannabis Establishment Permits**

The purpose of this checklist is to provide general information on the application process for a Cannabis Establishment Permit in Chaves County.

### **Before Submitting an Application:**

Below are topics that all applicants should consider before submitting an application. Please call Chaves County Planning and Zoning Department with any questions.

#### **Determine the type of Cannabis Establishment proposed in the application:**

- Cannabis Producer/ Microbusiness
- Cannabis Manufacturer
- Cannabis Testing Laboratory
- Cannabis Integrate Product Facility
- Cannabis Courier
- Cannabis Extraction Facility
- Cannabis Educational Stores
- Cannabis Retailer
- Cannabis Consumption Area

### **Proposed location: Verify zoning and required distances from specific uses.**

- Allowed zoning districts for Cannabis Establishments:
  - Agricultural-Residential Zones "A" and "B" with sufficient agricultural water rights (NM State Engineers Office)- Producers Only
  - Commercial General Zone C, Type 1; and
  - Industrial Zone D
- Distance restrictions for Cannabis Establishments
  - All Cannabis Establishments shall be 300 feet from any school or day care facility.
  - All Cannabis Establishments shall be 1,000 feet from any public park, religious institution, community center, adult, medical or government facility.
  - Cannabis Retailers or consumption areas shall be at least ONE mile from any other Cannabis Retailer, consumption area, or liquor establishments.

## **Review the Chaves County Cannabis Establishment Permit Regulations**

- Available online: [www.chavescounty.gov/210/Planning-Zoning-Department](http://www.chavescounty.gov/210/Planning-Zoning-Department)
- Outlines requirements and operation requirements for Cannabis Establishment Permit.
- Contact the Chaves County Planning and Zoning Department with any questions: 575 624-6606.

## **Submitting a Cannabis Establishment Permit Application**

Please include the following documents when submitting an application:

- Proof of NM Agriculture Water Rights
- Chaves County Cannabis Establishment Permit Application
- Include anyone and everyone who has a finance interest in the Cannabis Establishment Permit.
- State which type(s) of Cannabis Establishment will be operating at the Cannabis Establishment.
- Furnish the address, UPC number, and legal description of the parcel of land on which the Cannabis Establishment will be located.
- Provide a clear and precise development plan, including all buildings, floor plans, septic, water, parking, lighting and signage and ingress/egress locations.
- Include a Chaves County Assessor map and mailing list of owners within 1,000 feet of the Cannabis Establishment location.
- Approved constructions plan from County and State agencies for all structures proposed on the Cannabis Establishment site.
- Documentation of other businesses operating in the same building.
- Fees- make checks payable to Chaves County.
  - Initial fee \$500
  - Annual renewal fee \$250