



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
DIVISION OF ANIMAL AND PLANT HEALTH
28 STATE HOUSE STATION
AUGUSTA, MAINE 04333

JANET T. MILLS
GOVERNOR

AMANDA E. BEAL
COMMISSIONER

January 4, 2021

Dear Indoor Hemp Applicant,

Enclosed is an application for a license to grow hemp **indoors**. Copies of the hemp licensing law (7 MRS Chapter 406-A § 2231) and Departmental rules (Chapter 274) concerning growing hemp in Maine can be found on our website www.maine.gov/dacf/php/hemp

Please read the application carefully. Be sure to complete all sections and include any additional required information (driving directions, facility diagrams, grow site consent form) before returning the application with the appropriate fee.

Please keep in mind when completing the application that a Hemp License is non-transferrable, and the application fee is not refundable. The Hemp License covers the growing of hemp through harvest. We do not license processing activities or processed products. We expect most indoor hemp operations to have more than one crop per year. Each hemp crop that is grown during a license period must be sampled and tested for THC content. It is therefore very important that licensees stay on top of communications with program staff, making sure that we are informed when it is 25 days before an anticipated harvest.

Below is some information that you may find useful while filling out your application.

Explanation of Fees

Maine law requires that the Department cover the costs of operating the hemp program by charging an application fee, license fee and a per acre fee. These fees are as follows:

- \$100 application fee – this fee must be submitted with the application.
- \$500 license fee – this fee is due after approval of the application and must be submitted with the signed license agreement.
- \$0.25/square foot fee (vertical tiers are additive) – this fee is due after approval of the application and must be submitted with the signed license agreement.

Non-contiguous facilities separated by more than 50 miles require a separate license application and fees. Please note that license and fees charged must cover all program costs. This includes travel cost for all inspections, all necessary analysis fees, and salaries for all hemp program personnel.

E. ANN GIBBS, DIRECTOR
DIVISION OF ANIMAL AND PLANT HEALTH
32 BLOSSOM LANE, DEERING BUILDING



PHONE: (207) 287-3891
FAX: (207) 287-5576
WWW.MAINE.GOV/DACF

Seeds, Seedlings and Clones

Documentation showing that the varieties or cultivars of seeds, seedlings and clones you planted meets the definition of hemp (0.3% or less THC content) must be submitted within 14 days after planting. It is therefore important that you obtain documents from your supplier or breeder that includes the THC test results for the mature parent material that gave rise to the seeds or clones that you planted.

Deadlines and Duration of License

We no longer have an application deadline. However, you should apply no later than 30 days **before** you intend to plant. Hemp licenses expire 365 days after their date of issuance and **do not** automatically renew. It can take up to 30 days to generate a license agreement once a license is accepted. To avoid delays in the review of your application, double check your forms and make sure all additional documents like maps are attached. Keep a copy of your application for your records.

While you can submit your application by email, you must pay your application fee with a check or money order, so we recommend mailing the complete package to the following address:

**Hemp Licensing Program
Maine DACF-Horticulture Program
28 State House Station
Augusta, ME 04333-0028**

If you do not hear from us about your application within 10 days, do not delay in contacting the hemp licensing office to make sure we have received your application. You must have a final license agreement before you plant hemp.

For additional information about our hemp licensing program, please review the materials on the hemp web page (<https://www.maine.gov/dacf/php/hemp/>) and sign up to receive updates on Maine's electronic delivery system.

If you have any questions, please contact me at 207-441-1643 or email mary.yurlina@maine.gov

Sincerely,



Mary Yurlina
Hemp Program Manager



Maine Department of Agriculture, Conservation and Forestry
 Division of Animal and Plant Health
 28 State House Station
 Augusta, Maine 04333
 207-441-1643
www.maine.gov/dacf/php/hemp



INDOOR Hemp License Application

Please Type or print clearly (incomplete or illegible forms will be returned). Maine law requires all growers of hemp obtain a license. (7MRS Chapter 406-A § 2231)

<u>Licensee Information</u>		
Licensee Name: _____	Title (if applicable): _____	
Company/Business Name (if applicable): _____		
Legal status of business: <input type="checkbox"/> sole proprietorship <input type="checkbox"/> corporation <input type="checkbox"/> trust/non-profit <input type="checkbox"/> LLC <input type="checkbox"/> cooperative <input type="checkbox"/> legal partnership <input type="checkbox"/> other _____		
Mailing Address: _____		
City: _____	State: _____	Zip: _____
Physical address of business location: _____		
Phone(s): _____		
Email*: _____		
* We will contact you by email. Please provide an email address you will check regularly.		
Website: _____		

<u>Authorized Alternate Contact Information</u>		
List any additional persons authorized to receive correspondence either by mail, email or phone, and/or accept legal notices. Use an additional sheet if necessary. It is the licensee's responsibility to keep the list of authorized contacts current.		
Name: _____	Phone: _____	
Email: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Title or Relationship to Applicant/Business: (e.g., manager, co-owner, family member...) _____		
License History. List any previously held hemp license numbers and year of issuance, attach a separate sheet if necessary.		
License Number: _____	Year Issued: _____	Was this license revoked or suspended? <input type="checkbox"/> yes <input type="checkbox"/> no
License Number: _____	Year Issued: _____	Was this license revoked or suspended? <input type="checkbox"/> yes <input type="checkbox"/> no

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<u>Office Use Only</u>		
Date Received: _____	Check Amount: _____	Check Number: _____
Date Reviewed: _____	Reviewed By: _____	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Reason: _____		
If Yes: Date License Agreement Sent: _____	License Number: _____	

Indoor Grow Site Information. Please identify each indoor grow site using the format below. Attach additional pages as needed. Non-contiguous facilities separated by more than 50 miles require a separate license application and fees. **GPS coordinates for each facility must be provided in decimal degrees (include at least 5 decimal places).** In addition, please attach aerial photos/maps to provide inspectors with the details they need to safely navigate to your grow sites. Your application will not be approved unless this information is provided. Maps and GPS coordinates can be found on websites such as www.google.com/maps.

Indoor Grow Site ____
Address
City
County
Latitude in decimal degrees (e.g., 44.30222)
Longitude in decimal degrees (e.g., -69.75521)
Total square footage of area used to grow plants
Type of hemp crop (flower, seeds, etc. & anticipated harvest dates)
Property Owner*

Indoor Grow Site ____
Address
City
County
Latitude in decimal degrees
Longitude in decimal degrees
Total square footage of area used to grow plants
Type of hemp crop (flower, seeds, etc. & anticipated harvest dates)
Property Owner*

Indoor Grow Site ____
Address
City
County
Latitude in decimal degrees
Longitude in decimal degrees
Total square footage of area used to grow plants
Type of hemp crop (flower, seeds, etc. & anticipated harvest dates)
Property Owner*

Application Fee and Affidavit. A non-refundable application fee of \$100 is due with this application. Make checks payable to **“Treasurer, State of Maine”**.

I declare that all the information provided on this application is true and correct. I understand that providing false, misleading or inaccurate information is grounds for license denial. I further understand that I am not licensed to grow hemp until the Department has approved my application and I have signed and returned a licensing agreement and paid the licensing fee of \$500 plus \$0.25/ square foot of indoor growing space.

Signature

Printed Name

Date

Make a copy of this application for your records.

***Property Ownership:** Are you (licensee applicant) the owner of all the above properties used to grow hemp? yes no
 If **No**, attach a completed Grow Site Consent Form from each property owner. This form can be found on Maine’s hemp web page.