



STATE OF CONNECTICUT DEPARTMENT OF AGRICULTURE

Office of the Commissioner



Bryan Hurlburt
Commissioner

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Hemp Processor Application Checklist

(rev. 5.14.19)

Applications, supporting documents and payments will only be accepted through the DOAG E-License portal. Paper applications will not be accepted.

1. Applicant:

- a. Application fee: \$50
- b. The applicant can be an individual or a business
- c. If the applicant is a business entity, the person signing the application (the "Signing Authority") must have the authority to bind the business to the terms and conditions of a Processor license agreement and to sign legal documents on behalf of the business entity. When you sign the agreement, use your name and appropriate title within the organization. This establishes that you're signing on behalf of the business entity, not as an individual.
- d. Name, mailing and physical address, email address and date of birth

2. Signing Authority:

The name of the person associated with the business or firm applying for the license. For example:

If the applicant is Fancy Leaf Hemp Farm LLC then the person who is the signing authority will sign the application on behalf of the applicant.

3. On-site manager:

- a. Must be designated on the application
- b. May be the same as the individual applicant
- c. Name, mailing and physical address, email address and date of birth

4. Processing location

A. Fixed Processing location and map(s). Note: must be at least 200' from any residence not owned, occupied or controlled by the applicant and 500' from a school or outdoor recreational facility, unless prior approval is received in writing from the department.

- a. Complete physical address of each plot
- b. GPS coordinates at the entrance to the facility, of a fixed location.
- c. GPS coordinates latitude and longitude in decimal degree format to the ten-thousandth place for each plot

- d. Maps may be made using tools such as Google Maps and other online mapping services, copies of survey maps, or other provided:
- e. Written authorization from a property owner (if different from the applicant) to process or store hemp on that property.

B. Mobile processing operations

- a. Processing locations must be at least 200' from any residence not owned, occupied or controlled by the applicant and 500' from a school or outdoor recreational facility, unless prior approval is received in writing from the department.
- b. The make, model, vin number, license plate number and state of all vehicles used to transport the hemp processing equipment and any fixed location where hemp is processed, handled or stored by the applicant
- c. Written authorization from a property owner (if different from the applicant) to process or store hemp on that property.

5. Hemp Research plan

- a. Variety yield studies
- b. Variety oil production studies
- c. Fiber production studies
- d. Food ingredient studies (note: currently animal foods cannot contain hemp as an ingredient)
- e. Building materials studies
- f. Other

6. Hemp marketing plan (how you intend on marketing hemp you harvest or process) Note: for the purposes of this program, processing means "to treat or transform harvested hemp from its natural state for distribution in commerce."

- a. What hemp or hemp products do you intend on marketing and for what purpose?
 - i. Hemp oil, hemp seed, hemp fiber, other
 - ii. as a food, or a food or drink ingredient?
 - iii. as an ingredient in a beauty or skin product
 - iv. other
- b. Describe your intended customer?
- c. How do you intend to market the hemp or hemp product that you produce
 - i. wholesale for further processing
 - ii. in retail packaging?
 - iii. other

7. Licensing:

- a. Application complete
- b. Signed and fully executed Processor License Agreement
- c. Fee of \$250 for processor license, paid online