



Industrial Hemp Location Modification Instructions and Form

Please follow the steps below to complete your MDARD hemp grower site modification form.

STEP 1: BUSINESS INFORMATION - The following must be entered:

- Business Name
- Business (physical) Address, City, State, Zip, County, Phone Number
- Email Address – ensure this is a valid, monitored email address since this is the primary form of communication with the department
- Ownership Type: Corporation, LLC, LLP, Sole Proprietor, Individual, Joint Tenant, Other
- Federal Employer Identification Number (EIN) – not required for individual ownership types
- Mailing Address, City, State, Zip, County if different than physical address.

STEP 2: LOCATIONS – For any new or modified locations, ensure satellite view maps of all locations and legal descriptions for growing/starting locations are attached. Complete the table on page 3 for any new or modified location where you plan to grow hemp, start hemp (including starting seeds, seedlings, clones/transplants), dry hemp, or store hemp. Check off whether you are adding a location, amending a current location, or removing a location. Attach additional pages if needed. Include all of the following information

- Location Name – Enter a unique location name for each location where hemp will be grown, started (seeds, seedlings, clones, or transplants started and later moved to a growing location), dried, or stored. Ensure the location name is identified on the attached maps.
- Location Address - street or parcel ID, city, state, zip
- Location County
- GPS Coordinates - for each growing location, to 6 decimal places. Example: 42.731789, -84.558834
- Indoor Square Feet - If this is an indoor growing location, please indicate the total square feet. Indoor growing locations include buildings, greenhouses, hoop houses, low or high tunnels, or plants under any other protection. If this is not an indoor growing location, leave blank.
- Outdoor Acreage - If this is an outdoor/field growing location, please indicate the total acreage. If this is not an outdoor growing location, leave blank.
- What will you do at this location? – Please check all the apply.
- Do you own or lease this location? – Please indicate your ownership/lease agreement. If leasing, mark whether you have complete control of all cultivation activities at this location. ***Be advised that anyone growing hemp must be registered; those individuals or firms contracting to perform cultivation activities for a registered grower must also be registered growers themselves.***

STEP 3: ACKNOWLEDGMENTS – Read all the acknowledgements listed on the application. All boxes must be checked.

STEP 4: DISCLOSURE OF CONTACT INFORMATION - Please indicate if you wish to give MDARD consent to disclose only your name, email, and phone number to other registered Michigan hemp grower or processors licensed by MDARD or the Marijuana Regulatory Agency if such persons submit a Freedom of Information Act. Your information will otherwise not be released except to law enforcement and the U.S. Department of Agriculture.

Michigan Department of Agriculture and Rural Development

STEP 5: HEMP GROWER SITE MODIFICATION FEE

- Include a \$50 check or money order payable to the State of Michigan.

This application fee is nonrefundable.

AFFIRMATION OF APPLICATION: Print Name, Sign, and Date the Application.

HEMP GROWER REMINDERS

Please note the following grower requirements. See PA 220 of 2020, as amended, or visit www.Michigan.gov/IndustrialHemp for more information and requirements.

- The registration cycle runs February 1 to January 31.
- You are required to have complete control of locations and be solely responsible for all hemp grown. If you plan on contracting hemp cultivation to another farmer, that person must obtain their own registration.
- By July 15, or within 15 days of planting if after July 15, you will need to contact a local Farm Service Agency office, file a crop acreage report, and obtain an FSA Lot Number for each *growing* location. More information on obtaining FSA lot numbers can be found at: <https://www.fsa.usda.gov/Assets/USDA-FSA-Public/usdfiles/FactSheets/2019/crop-acreage-reporting-19.pdf>. MDARD will NOT sample your lot for THC compliance until an FSA Lot Number has been assigned.

MAIL COMPLETE APPLICATION, ATTACHMENTS, AND APPLICATION FEE TO:

Michigan Department of Agriculture & Rural Development

P.O. Box 30776

Lansing, MI 48909-8276

Contact MDARD with questions at 517-284-5771 or mdard-clu@mdard.michigan.gov

Michigan Department of Agriculture and Rural Development



P.O BOX 30776
 LANSING MI 48909-8276
 Phone: 517-284-5771 Email: mdard-clu@mdard.michigan.gov
HEMP GROWER LOCATION MODIFICATION FORM
 Public Act 220 of 2020 as amended

Grower Registration Number: _____

Office Use Only (1603)

STEP 1: BUSINESS/INDIVIDUAL INFORMATION

Business/Individual Name:

Address:

City:

State:

Zip:

Phone Number:

County:

Ownership Type Corporation LLC LLP Sole Proprietor Individual Joint Tenant

Federal Identification #:

Email Address:

Mailing Address *(if different from business address above)*

Mailing Address:

County:

City:

State:

Zip:

STEP 2: UPDATED LOCATIONS Fill out the table on page 5 to add, amend, or remove hemp locations. Attach additional pages if more than 4 locations are updated and attach the following items for each.

- Maps – Satellite view with each location identified, with boundaries, entrances, and GPS points.
- Legal description of each growing or starting location.

STEP 3: ACKNOWLEDGMENTS

- I acknowledge that all physical addresses of the location(s) to be used to grow, dry, and store hemp must be submitted with this application. This application constitutes written consent by the applicant to allow MDARD personnel access to any hemp locations as deemed necessary by MDARD for inspection, sampling, and testing. Any changes to physical addresses used in the growing, drying, or storing of hemp shall be approved in writing by MDARD prior to that location being legally permitted for use. A site modification form and fee of \$50.00 must be submitted for each alteration to a site listed on a grower registration after the registration has been issued.
- I acknowledge that all growing locations submitted with this application are owned or in complete control of the business/individual listed on the application.
- I acknowledge that a processor handler license is also required if I am converting raw hemp into a marketable form including smokable hemp flower.
- I acknowledge that FSA lot numbers are required for growing locations, and MDARD will not collect preharvest or remediation samples for lots without FSA lot numbers.

Michigan Department of Agriculture and Rural Development

STEP 4: DISCLOSURE OF CONTACT INFORMATION

Public Act 220 of 2020, as amended, prohibits MDARD from disclosing information received by growers on or as part of their registration application unless express written permission is provided. **Please check ONE of the boxes below:**

- I give MDARD express written consent to disclose my name, email, and telephone number to a registered grower or licensed hemp or marijuana processor who submits a written request pursuant to the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.
- I DO NOT wish to have my name, email address or telephone number disclosed.

STEP 5: HEMP LOCATION MODIFICATION FEE - *Make check/money orders payable to the State of Michigan.*

Nonrefundable location modification fee: **\$50.00**

ASC Hot Key (*mdard use only*): **1601**

GROWER LOCATION MODIFICATION AGREEMENT: I hereby affirm that all information contained in this application is true and accurate. I acknowledge the responsibilities of a hemp grower per the Industrial Hemp Growers Act, PA 220 of 2020, as amended.

Applicant Name (Print):	Applicant Signature:	Date:

Michigan Department of Agriculture and Rural Development Hemp Location Modification Form

STEP 2: UPDATED LOCATIONS						
<input type="checkbox"/> Adding Location <input type="checkbox"/> Amending Current Location <input type="checkbox"/> Removing Location						
Location Name	Location Address	County	GPS Coordinates	Indoor Sq. Feet	Outdoor Acreage	Required Attachments: <input type="checkbox"/> Legal description of growing location <input type="checkbox"/> Maps - Satellite view with marked locations
What will you do at this property? <input type="checkbox"/> Grow/Harvest Hemp <input type="checkbox"/> Start Viable Seed/Seedlings <input type="checkbox"/> Dry/Store Hemp				Do you own or lease this property? <input type="checkbox"/> Own <input type="checkbox"/> Lease If leasing this property are you in complete control of all hemp cultivation activities at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Adding Location <input type="checkbox"/> Amending Current Location <input type="checkbox"/> Removing Location						
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