

## Checklist — 2021 Commercial Industrial Hemp Producer License Application

Applicant Name: \_\_\_\_\_

Yes	Commonly uncompleted fields and requirements for application submissions	Page
<input type="checkbox"/>	1) Applicant’s information filled out legibly and completely	<b>2</b>
<input type="checkbox"/>	- Filed as an individual, not as a business	
<input type="checkbox"/>	2) Licensed growing area and lot information filled out legibly and completely	<b>3</b>
<input type="checkbox"/>	- All areas located within one Section (Section, Township, Range) + ½ mile	
<input type="checkbox"/>	- Areas not owned by or leased from person who is ineligible/terminated/denied from program	
<input type="checkbox"/>	- All landowners identified on the application	
<input type="checkbox"/>	- Areas not in or within 50 ft of residence or >1/4 mile from K-12 school or public recreation area	
<input type="checkbox"/>	o <i>Request for Permission (General)</i> filled out legibly and completely and attached to the application	
<input type="checkbox"/>	3) Total land area to be used filled out legibly and completely	<b>4</b>
<input type="checkbox"/>	4) Indicate the intended end-use for all the industrial hemp to be cultivated or produced	<b>4</b>
<input type="checkbox"/>	5) Acknowledgments completed by the applicant; cannot reference another application’s acknowledgments	<b>5-8</b>
<input type="checkbox"/>	6) Background check waiver completed	<b>11</b>
<input type="checkbox"/>	7) All additional acknowledgments completed by primary applicant	<b>13, 14</b>
<input type="checkbox"/>	8) Fingerprint card and background check waiver included for the applicant; may reference another application submission or other mailing pertaining to the location of these documents	
<input type="checkbox"/>	9) Fees included with application submission	
<input type="checkbox"/>	- \$100.00 application fee	
<input type="checkbox"/>	- \$47.00 background check fee for the applicant; you may reference another submission pertaining to background check fee as fee only needs to be paid once	
<input type="checkbox"/>	10) Maps and all other required attachments present, legible and complete	
<input type="checkbox"/>	- Map specifically indicating proposed areas for licensure	
<input type="checkbox"/>	11) Application submitted no later than March 15, 2021	

**You may include this check list with the Commercial Industrial Hemp Producer License Application, all required documentation, and applicable fees — postmarked no later than March 15, 2021, to:**

Kansas Department of Agriculture  
 Commercial Industrial Hemp Program  
 1320 Research Park Dr.  
 Manhattan, KS 66502

Find more information on the KDA Commercial Industrial Hemp Program at [agriculture.ks.gov/industrialhemp](http://agriculture.ks.gov/industrialhemp).

**Please note: KDA can answer questions but will not provide direct assistance in completing the License Application.**