



## Change in Producer Tier, Type, or Canopy Designations Form Instructions

### What is this form?

Producers should use this form to request changes in Production Tier (Micro Tier I, Micro Tier II, Tier I, or Tier II), Producer Type (Indoor, Outdoor, or Mixed), Mixed Designation Ratio or Canopy Designation.

A Producer may only make certain types of canopy changes once per license year. These include:

- Changing Production Tier as described in OAR [845-025-2040\(6\)](#). You must have been licensed for at least one full license year to request a change of tier size. If you are requesting to increase your tier size, OLCC will need to collect an additional license fee. The additional fee is the difference between the fee you paid when submitting your most recent renewal and the fee for the requested tier size; see OAR [845-025-1060](#).
- Changing Producer Type as described in OAR [845-025-2040\(7\)](#), for example from Indoor to Outdoor. You must have been licensed for at least one full license year to request a change of Producer Type.
- A Mixed Producer decreasing their designated mature canopy of one production method (indoor or outdoor) in order to increase their designated mature canopy of the other production method.

A Mixed Producer may also use this form to request to increase their designated indoor or outdoor mature canopy.

### If I have a Mixed Producer license, how do I calculate my canopy limits?

The Commission has established a 4:1 ratio for outdoor and indoor canopy areas, so one square foot of indoor mature canopy is equivalent to four square feet of outdoor mature canopy.

Example #1: A Tier II Producer who designates 1,000 sqft of indoor mature canopy area may also designate up to 36,000 sqft of outdoor mature canopy area. This is because:

- A Tier II Producer may designate up to the equivalent of 40,000 sqft of outdoor mature canopy.
- Using the 4:1 ratio, 1,000 sqft of indoor mature canopy is equivalent to 4,000 sqft of outdoor mature canopy:  
 $1,000 \text{ sqft} \times 4 = 4,000 \text{ sqft}$ .
- $40,000 \text{ sqft} - 4,000 \text{ sqft} = 36,000 \text{ sqft}$

Example #2: A Micro Tier II Producer who designates 500 sqft of indoor mature canopy area may also designate up to 3,000 sqft of outdoor mature canopy area. This is because:

- A Micro Tier II Producer may designate up to the equivalent of 5,000 sqft of outdoor mature canopy.
- Using the 4:1 ratio, 500 sqft of indoor mature canopy is equivalent to 2,000 sqft of outdoor mature canopy:  
 $500 \text{ sqft} \times 4 = 2,000 \text{ sqft}$ .
- $5,000 \text{ sqft} - 2,000 \text{ sqft} = 3,000 \text{ sqft}$

If you are making physical changes that require the installation of additional video surveillance cameras or a change in the security system and/or you are sealing off, creating or relocating common entryways, doorways, passages or other such means of public ingress or egress, when such common entryway, doorway or passage alters or changes limited access areas. Submit a [Change Request - Alteration to Premises](#) (you may attach to this form)

- Per [OAR 845-025-1175](#), if the Commission approves the change, the Commission may require a site inspection of the changed area and a modification of the licensee's security plan prior to the licensee exercising any license privileges.

Submit your request via email to: [OLCC.MarijuanaAssignments@oregon.gov](mailto:OLCC.MarijuanaAssignments@oregon.gov)



# OREGON LIQUOR & CANNABIS COMMISSION

## Change of Producer Tier, Type, or Canopy Designation

### Licensee Information

License Number:		Request Date:	
Licensee Name:			

### Type of Change Requested

(mark all that apply)

Change in Production Tier:  (All sections except 2, unless changing Canopy Designations)

Change in Producer Type:  (All sections except 2, unless changing Canopy Designations)

Change in Mixed Designation or Canopy Designations:  (Fill out sections 2-4)

### Section 1 – Requested Change in Tier & Type

*\*Indicate below your requested change in Producer Type and/or Tier size*

Producer Type	Production Tier	Mixed Producers Only
<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Mixed	<input type="checkbox"/> Micro Tier I <input type="checkbox"/> Tier I <input type="checkbox"/> Micro Tier II <input type="checkbox"/> Tier II	<b>Designated Square Feet of Mature Canopy</b>  _____ Sq. Ft. Indoor Mature Canopy  _____ Sq. Ft. Outdoor Mature Canopy

### Section 2 – Change in Canopy Designations

*\*Select current Producer Type and Tier*

*\*\*If change is in combination with a Producer Tier and/or Type change, then the below information should match the selections in Section 1*

Producer Type	Production Tier	Propagation Endorsement
<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Mixed	<input type="checkbox"/> Micro Tier I <input type="checkbox"/> Tier I <input type="checkbox"/> Micro Tier II <input type="checkbox"/> Tier II	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  <i>*If yes, enter propagation totals in section 4</i>

### Designated Canopy Areas:

A Producer may only have **20 designated canopy areas** (to include both immature and mature). These must be quadrilateral and be marked by a physical marker/boundary, or you may have a Professional Land Surveyor licensed by the Oregon State Board of Examiners for Engineering and Land Surveying provide a report stating that the total square footage of the designated canopies are within the applicable canopy size limits described in [OAR 845-025-2040](#). *\*List current canopies and proposed canopies on the next page.*





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### Section 4 – Acknowledgement

By signing below, I attest that:

- I understand that I cannot change Production Tier, Producer Type or Producer Canopy Designations without OLCC approval.
- If I am approved for any of the above requested changes, I understand I may be required to submit a [Change Request - Alteration to Premises](#) form if I plan to make physical changes that require the installation of additional video surveillance cameras or a change in the security system and/or you are sealing off, creating or relocating common entryways, doorways, passages or other such means of public ingress or egress, when such common entryway, doorway or passage alters or changes limited access areas.
- One of the following statements is true:
  - The [Land Use Compatibility Statement \(LUCS\)](#) I previously submitted establishes that the Production Tier and Producer Type I am requesting is not a prohibited use; or
  - I have attached a new [Land Use Compatibility Statement \(LUCS\)](#) to this request establishing that the Production Tier and Producer Type I am requesting is not a prohibited use; or
  - I am a Mixed Producer and am requesting to change my mixed designations within my current Production Tier; or
  - I am only requesting a Change in my Producer Canopy Designations at this time.

**Signature:**

**Date:**

**Name:**

**Title:**