

Minnesota Lower-Potency Hemp Edible (LPHE) License Holder: Site Modification Form

This document is intended for use by LPHE license holders who request relocation of an existing approved site or closure of an existing approved site. All requested changes must be reviewed and approved by OCM before they can take effect.

To request review of an update to the license holder's site location modification, email ocm.licensing@state.mn.us. Attach the following completed documents to the email:

- This completed LPHE Site Location Modification form
- PDF copy of updated [LPHE FPOR](#) to reflect the updated site modifications
- [LPHE Material Changes to Final Plans of Record \(FPOR\) form](#)

What change do you want to make?

- Close a site and open a new site. **Please note:** LPHE licenses must have at least one active site, and if at any point you have no active sites, including because of a move, then you must surrender your current license and submit a new application at the time you intend to resume business operations at the new location. If there is no delay in business activities ceasing at one location and resuming at the next, you must also submit a new site registration under your active License in the Accela Licensing Portal, upon submission of this form.
- Close one site out of multiple sites under my license.
- Close my only site. **Please note:** LPHE licenses must have at least one active site. If you need to close your only active site, stop and go to the [Request for Voluntary Surrender of License form](#).

License Holder Information

License number	
Legal business name	
Submitted by	
Email	

Current Site Information (Site that you are closing)

Site record number	
Date existing site will cease operations	
Current site location: Address	
Current site location: City	
Current site location: State	
Current site location: ZIP code	

Reason for ending operations at this site:

New Site Information (Site that you are adding)

I am not adding a site (If you check this box, end here)

Date new site will commence operations	
New site location: Address	
New site location: City	
New site location: State:	
New site location: ZIP code	

Note: If you are planning to relocate your business operations, you must submit a new site registration in Accela along with a new Final Plan of Record (FPOR) (via the [online fillable form](#)) for the new business location upon submission of this form. The new site registration will then be reviewed and approved by OCM before the site can become active.