



**OFFICE OF THE CLERK AND RECORDER**

**REQUIRED DOCUMENTS LIST CONCERNING NEW MEDICAL MARIJUANA LICENSES**

The El Paso County Board of Commissioners is the local licensing authority for Medical Marijuana businesses located within unincorporated El Paso County. Applications for licensing should be filed with the Clerk to the Board located at 1675 W. Garden of the Gods Road, Suite 2201, Colorado Springs, Colorado.

The Clerk to the Board will not accept incomplete applications or application packets missing required attachments and/or documentation. Application fees are due when the application packet is first submitted.

**References:**

Colorado Revised Statutes - Medical Marijuana Code (Title 12 Article 43.3)  
Department of Revenue - Colorado Medical Marijuana Code  
El Paso County Medical Marijuana Policy

**Forms Needed by El Paso County:**

1. Complete copy of the Business License Application(s) required by the Department of Revenue and all required attachments. The State Application Checklist must be included and followed. (find at <http://www.colorado.gov/cs/Satellite/Rev-Enforcement/RE/1251575119584>).
2. Complete copy of Key Person Applications and attachments.
3. El Paso County additional form: Consent to Release Financial Information. (find at <http://car.elpasoco.com/clerktotheboard/Pages/MedicalMarijuanaApplications.aspx>)
4. Any additional documents requested by the state at the application appointment must be provided to El Paso County as well.
5. Refer to C.R.S. 12-43.3-301(4) for requirement that applicant file plans and specs if building exists, or drawings if to be constructed.

**NOTE:** The Medical Marijuana Enforcement Division and/or El Paso County reserves the right to request additional information and documentation throughout the course of the background investigations.

**Processing information:**

Submit all application forms and all documentation and fee(s) to the Clerk to the Board Department, Clerk & Recorder's Office, 1675 W. Garden of the Gods Road, Suite 2201, Colorado Springs, Colorado 80907 between 8:00 a.m. and 5:00 p.m., Monday through Friday. **Call for an appointment 520-6430 prior to coming.**

The State requires an appointment for new applications to be submitted, and it must be attended by the Owner, not an attorney, as owner signatures and fingerprints are required.

El Paso County fee information can be found at <http://car.elpasoco.com/clerktotheboard>

State fee information can be found at  
<http://www.colorado.gov/cs/Satellite/Revenue-Main/XRM/1197018312668>

*IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT  
THE CLERK TO THE BOARD DEPARTMENT AT (719) 520-6430.*