Steve Schleiker Clerk & Recorder (719) 520-6202 steveschleiker@elpasoco.com



Citizens Service Center – Suite 2201 1675 West Garden of the Gods Road *Mailing Address:* P.O. Box 2007 Colorado Springs, CO 80901-2007 https://clerkandrecorder.elpasoco.com

OFFICE OF THE CLERK AND RECORDER

REQUIRED DOCUMENTS LIST NEW MEDICAL MARIJUANA LICENSES As of January 2023

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 - Colorado Marijuana Code (Title 44 Article 10) Department of Revenue – Colorado Marijuana Rules 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 <u>https://sbg.colorado.gov/med-new-regulated-marijuana-business-license-application</u>).
- 2. Complete copy of Employee License Applications and attachments.
- 3. Any additional documents requested by the state at the application appointment must be provided to El Paso County as well.
- 4. Refer to C.R.S. 44-10-301(2)(c) for requirement that applicant file plans and specs if building exists, or drawings if to be constructed.

NOTE: The 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.**

El Paso County fee information can be found at <u>https://clerkandrecorder.elpasoco.com/clerk-to-the-board/#1513365198546-097fcd5a-00aa</u>

State fee information can be found at https://sbg.colorado.gov/med-new-regulated-marijuana-business-license-application

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

Chief Deputy - Suite 2201 Mary Bartelson, Director of Operations 520-6278 marybartelson@elpasoco.com Clerk to BOCC – Suite 2201 Jackie Allred, Manager 520-6432 jackieallred@elpasoco.com Election – Suite 2202 Angie Leath, Director 520-7325 angieleath@elpasoco.com Motor Vehicle – Suite 1200 Kelly Lindgren, Director 520-7302 kellylindgren@elpasoco.com **Recording – Suite 1079** Jimmie Van Buskirk, Manager 520-7074 jimmievanbuskirk@elpasoco.com PIO – Suite 2201 Kristi Ridlen 520-6226 kristiridlen@elpasoco.com