



MEDICAL MARIJUANA DISPENSARY CHECKLIST

Getting Started

- 1. Application or issued License for Medical Marijuana Treatment Center Registration with the State of Florida, Department of Health. State license is required **before** you can receive your zoning compliance and business tax receipt.
- 2. Locate a Professional (P), Commercial (C), Commercial corridor (CC), or South Cape (SC) property.
 - Property Owner Consent
 - Provide a proximity map showing the facility location is 500 feet or more from any primary, secondary, or charter school as per state law
 - Complete the Cape Coral Pharmacy Addendum for medical marijuana
 - Complete the Agent Authorization Form for the authorized representative
- 3. Request a Zoning Verification Letter from the Planning Division if needed. PLEASE NOTE THAT THIS ZONING VERIFICATION LETTER DOES NOT AUTHORIZE YOUR BUSINESS TO OPEN.
- 4. Give the Planning Division tentative timeline to open for business.
- 5. Register the business name with SUNBIZ (Department of State, Division of Corporations).
- 6. Submit the following documents via email to zoning@capecoral.gov or in person to Development Services Department, Planning & Zoning Division:
 - Business listing from SUNBIZ
 - Property Owner Consent
 - 500' Proximity map from schools
 - Florida State License for Medical Marijuana Treatment Center
 - Completed Cape Coral Pharmacy Addendum for Medical Marijuana
 - Completed Authorization to Represent Business Owner



Zoning Compliance and Site Approval

- 1. Complete the Zoning Compliance Application and return as a PDF via email to either Customer Service Representative (CSR); zoning@capecoral.gov.
- 2. Once Zoning has reviewed your zoning compliance application, a determination will be made if a Change of Occupancy is required.
- 3. If a Change of Occupancy is required, complete the application for a change of occupancy and submit to the permitting department.
- 4. All documentation will be forwarded to the Planning Manager for final review and approval to open your business.

Completing the Zoning and Licensing

- 1. Once approved, complete the zoning compliance application process.
 - Pay the fees via online instructions
 - Schedule your fire inspection as per instructions when the facility is almost (90%-95%) ready to open
- 2. Once the fire inspection has been passed the hold on the Zoning Compliance Certificate will be released and the Licensing Department will be able to complete your Business Tax Receipt (License).
- 3. Licensing will be in touch with you within 3-5 business days.

****TO SUBMIT DOCUMENTS IN PERSON PLEASE CONTACT THE ZONING DIVISION AT
(239) 574-0584 or (239) 574-0553 TO SCHEDULE AN APPOINTMENT ****