



Guide to Opening a Cannabis Retail Sales Store

Legalization of recreational use cannabis occurred on October 17, 2018. Only dried cannabis, cannabis oil and seeds will be legal for purchase and use. In Alberta, the Alberta Gaming and Liquor Commission (AGLC) will permit private retail stores to sell recreational cannabis. These stores must secure development permit approval from the Town of Stony Plain prior to opening.

Town Council approved amendments to Land Use Bylaw 2576/LUO/17 for the purpose of regulating cannabis in Stony Plain. The Cannabis Bylaw 2592/LUO/18 came into effect on Monday, June 25, 2018, after third reading and proclamation of both: a) Bill C-45 of the House of Commons of Canada: and b) Bill 26 of the Alberta Legislature.

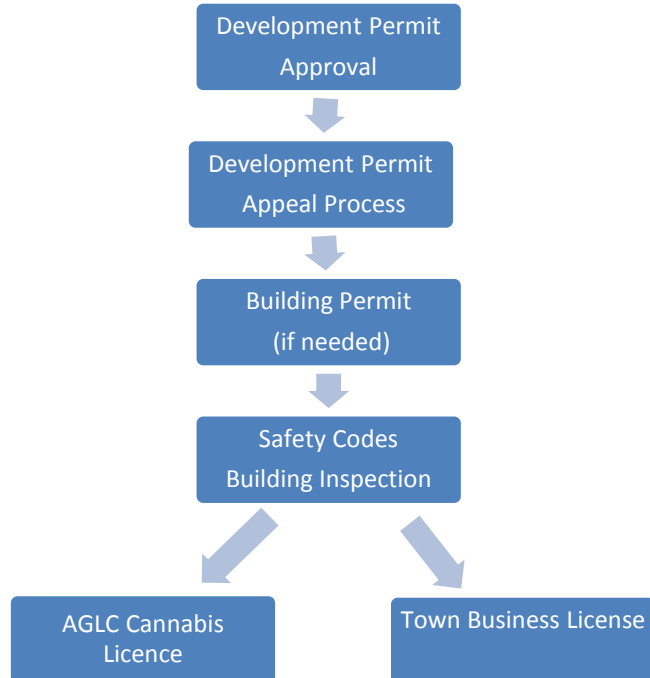
The following outlines the municipal permits and approvals required to open a cannabis retail sales store in the Town of Stony Plain. Development permit applications will be received during business hours, Monday to Friday, from 8:30 a.m. to 4:30 p.m. Complete, hard paper copy applications must be submitted in person at 4905 51 Avenue, Stony Plain. No faxes, emails, mailed or couriered applications will be accepted.

Please note that incomplete applications will not be accepted by the Town of Stony Plain and will be immediately returned to the applicant.

Development permit applications will be reviewed on a first-come, first-served basis. Please refer to the Development Permit Application Intake Process for information on how applications will be managed and prioritized.

Permits and Licensing

Prior to opening a cannabis retail sales store in Stony Plain, the following permits and licenses must be obtained from the Town. The Town’s permit and licensing processes are interdependent with the AGLC Cannabis Store Licence process. The AGLC requires development permit approval from the Town prior to issuance of an AGLC Cannabis Store Licence. Please refer to the flow chart to understand the permitting and licensing order.



1. **Development Permit**

A development permit application is required to approve the proposed use and to ensure it meets the requirements of the Town's Land Use Bylaw (see the link in list of forms below). Use our Cannabis Sales Development Permit Checklist to assist in completing a cannabis development permit application. Note: Sign development permit applications may be required and are subsequent to the development permit application approval for the cannabis retail sales change of use.

2. **Land Use & Building Questionnaire**

A completed Land Use & Building Questionnaire is to be submitted with the development permit application. This questionnaire provides the Town details regarding the proposed land use, building improvements and other information that is required to evaluate whether or not additional permits are necessary.

3. **Building Permit**

A building permit application is required for a business that is changing occupancies of a building or for structural changes. A determination regarding whether a building permit is required will be communicated to an applicant during the development permit review. Additional information may be requested. For example, depending on the proposed renovations, electrical, gas or plumbing permits may also be required. To obtain a building permit, a completed building permit application must be submitted, along with specified plans and fees.

4. **Safety Codes Inspection**

A Building Safety Codes inspection is required to be performed by the Town of Stony Plain prior to issuing an AGLC Cannabis Store Licence. Prior to occupancy and once building improvements are complete, an inspection may be scheduled by calling the Town Planning Department at 780 963 8598.

5. **Business License**

A Town of Stony Plain business license is required for every business operating within the town boundaries. An application for a business license may be submitted following approval of a development permit. The business license is issued after all required permits and licenses are received.

For information regarding developing a new building to house a cannabis retail sales use, please contact the Town Planning Department at 780 963 8598 or email planning@stonyplain.com

Related Links to Forms

- A. Land Use Bylaw 2576/LUO/17
<https://www.stonyplain.com/en/town-hall/resources/Documents/Land-Use-Bylaw-2576-LUO-17.pdf>
- B. Cannabis Bylaw 2592/LUO/18
<https://www.stonyplain.com/en/town-hall/resources/Documents/Cannabis-Land-Use-Bylaw-Amendment.pdf>
- C. Business License Application and Land Use & Building Questionnaire
<https://www.stonyplain.com/en/work/resources/Documents/Commercial-and-Industrial-Business-Licence-Form.pdf>
- D. Development Permit Application Form
<https://www.stonyplain.com/en/work/resources/Documents/Application-Development-Permit-2018.pdf>
- E. Right of Entry Authorization Form
<https://www.stonyplain.com/en/work/resources/APPLICATION-Right-of-Entry.pdf>
- F. Land Owner/Home Owner Consent Form
<https://www.stonyplain.com/en/work/resources/Documents/Landowner-Homeowner-Consent.pdf>
- G. Cannabis Sales Development Permit Application Checklist
<https://www.stonyplain.com/en/work/resources/Documents/Cannabis-Retail-Sales-Development-Permit-Application-Checklist.pdf>
- H. Building Permit Application Form
<https://www.stonyplain.com/en/work/resources/Documents/Application-Building-Permit-2018.pdf>
- I. AGLC Municipal Information – Retail Cannabis Store Form –Page 19 of the Cannabis Retail Application Package



CANNABIS RETAIL SALES

DEVELOPMENT PERMIT APPLICATION INTAKE PROCESS

The Town of Stony Plain Land Use Bylaw cannabis retail sales regulations include set backs to sensitive uses like schools, health centres and playgrounds, as well as a minimum 150 metres distance between approved cannabis retail sales uses. Administration is anticipating we will see interest from multiple applicants for certain areas of the Town. It is possible that not all development permit applications can be approved.

To make the process as fair as possible, development permit applications will be reviewed on a first-come, first-served basis. The review priority will be determined in the order that a complete development permit application is received based on date and time. Completeness of the application will be processed as per the Municipal Government Act Section 683.1.

Please refer to the flow chart and intake process below for detailed information regarding how the Town of Stony Plain will be conducting development permit application intake. Below is an **example** of the processing timeline:



1. Development permit applications will be received during business hours from Monday through Friday from 8:30 a.m. to 4:30 p.m. at Town Office at 4905 51 Avenue, Stony Plain. Applications must be submitted in person and must be hard paper copies. No faxes, emails, mailed or couriered applications will be accepted.
2. Staff will check that all documents on the development permit application checklist are received to determine if the application is considered “counter complete”. Applications that are not complete will be immediately returned to the applicant and will not be considered accepted by the Town.
3. Within 20 calendar days, counter complete development permit applications will be reviewed more thoroughly by Development Officers to ensure all information needed for a decision has been received as per the Municipal Government Act 683.1. Counter complete applications will be reviewed in the order they received counter complete status in step 2 above.

If all the information is received, the development permit application will receive “Development Permit Application Complete” status. The applicant will be notified with a letter sent via email.

4. Applications will be reviewed and processed in chronological order based upon the date the application received development permit application complete status as per above.

The applicant will be contacted via letter in an email if an application cannot be approved. Reasons for refusal will be included in the letter.

Development permit applications will be processed within 40 calendar days and decisions will have an appeal period as cannabis retail sales is a discretionary use in the Town’s Land Use Bylaw.

NOTE

- Applicants that withdraw their development permit applications may not receive a refund.
- A refund of the development permit application fee will not be issued for applications that are refused or appealed.

Should you have questions regarding this process, please call the Planning Department at 780 963 8598 or email planning@stonyplain.com



Cannabis Retail Sales Development Permit Application Checklist

Submitted by _____ Date _____ Time _____
(name of applicant--company or person)

Initial Review	Counter Review	Dev Permit Review	ITEM
			<i>The following items must be provided by the applicant and the required fields must be complete.</i>
			1. Development Permit Application
			2. Land Use Questionnaire
			3. A Certificate of Title/Land Title Search of the property obtained no more than three weeks prior to the date of the development permit application
			4. Land Owner Consent The legal owner must sign the development permit application form or provide a complete land owner consent.
			5. Corporate Registry Search must be submitted to prove signing authority, if the legal owner is a corporation.
			6. Right of Entry signed by the legal owner
			7. Fees \$225.00 cash, debit/interact, cheque or credit card (Mastercard or Visa) are accepted
			8. Site Plan (2 copies) <i>See attached example.</i> Plans must be to scale and dimensioned. It is recommended the site plan is prepared by a professional. A Real Property Report (survey) is acceptable. The site plan must include the following information:
			o North arrow
			o municipal address and suite number
			o legal description
			o property lines
			o identification of adjacent street(s) and accesses to the property
			o location and size of all buildings
			o set backs to all building(s), including the front, side and rear yards set backs
			o layout of all individual units within a building, highlighting the unit where the cannabis retail sales use is proposed
			o parking areas and number of parking stalls, including dimensions and layout of stalls (may not be required in the C3 Central Mixed Use District)
			o loading area location, with dimensions and set backs to property line(s)
			o location of garbage enclosures or bins for solid waste or recycling

Initial Review	Counter Review	Dev Permit Review		ITEM <i>The following items must be provided by the applicant and the required fields must be complete.</i>
			9.	Floor plans (2 copies). – Plans must be to scale and dimensioned, showing: <ul style="list-style-type: none"> o layout of interior and exterior walls o identification of all proposed or existing uses on all floors for proposed cannabis retail sales (i.e. primary access to unit, point of sale area, office area, storage) o dimensions of rooms and exterior walls of the building or unit where the business is to be located o all doors, stairs and window locations
			10.	Photos of the exterior elevations of the store front location
			11.	Exterior elevation drawings (2 copies) – required for exterior alterations only. Drawings shall be to scale and dimensioned, and include the following: <ul style="list-style-type: none"> o exterior of all sides of the structure that are being altered, including windows, doors, loading bays, projections, finishing materials, and exterior lighting o height of each façade from grade elevation
			12.	Alberta Transportation Roadside Development Permit approval -- where applicable.
			13.	AGLC Municipal Information form – Retail Cannabis Store
			14.	Additional items as may be required at the discretion of the Development Officer
				Document from AGLC showing that the applicant has started the AGLC application process
			NOTES	

Initial Review by _____ Date _____ Time _____
(name of Town Staff)

Counter Review by _____ Date _____ Time _____
(name of Development Officers)

Dev. Permit Review by _____ Date _____ Time _____
(name of applicant company or person)