



## Cannabis Retail Sales Development Permit Application Checklist

The following information is required to process a development permit application for a proposed cannabis retail sales use. All items must be submitted in paper format along with the application.

1. Completed Development Permit Application (form attached).
2. 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.
3. Land owner consent form (attached). The legal owner must sign the development permit application form or provide a complete land owner consent. If the legal owner is a corporation, a Corporate Registry search must be submitted to prove signing authority.
4. Right of entry form (attached), signed by the legal owner.
5. Fees, cash, debit/interact, cheque or credit card (Mastercard or Visa) are accepted.
6. Site Plan (2 copies) *See attached example*. 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
7. Floor plans (2 copies) *See attached example*. – Plans must be to scale and dimensioned, showing:
  - 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
8. Photos of the exterior elevations of the store front location.
9. Exterior elevation drawings (2 copies) – required for exterior alterations only. Drawings shall be to scale and dimensioned, and include the following:
  - 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
10. Completed AGLC Municipal Information – Retail Cannabis Store (attached).
11. Alberta Transportation Roadside Development Permit approval -- where applicable.

**NOTE Additional information may be required at the discretion of the Development Officer**