

DEVELOPMENT PERMIT APPLICATION CHECKLIST RETAIL, CANNABIS USE-NEW TENANT

The following checklist outlines the information and supporting materials required to review the subject application. Applicants are encouraged to discuss/review proposed plans with the Planning & Development Services Department prior to submission.

- Completed Development Permit Application
- Current copy of Certificate of Title (printed within 30 days)
- Development fees as per current schedule.
- Roadside Development Approval from Alberta Transportation (if applicable)

- Two (2) copies of a detailed **site plan** (to scale 11"x17" preferred) which includes:
 - North arrow
 - Legal land description (Lot, Block, Plan) & municipal address
 - Property lines & adjacent roadways
 - Parking areas
 - Existing buildings on site: highlight where your tenant space will be within the existing building
- Detailed Letter of intent including:
 - Detailed description of the proposed business
 - Detailed description of products and services
 - Anticipated on-site operations
 - Hours of operation
 - Number of employees
- Two (2) detailed **floor plans** (to scale-11"x17" preferred) which include:
 - Dimensions of proposed tenant space including windows and entrances
 - All rooms/partition areas (label and dimension each room/area)

Permanent signage for your business can also be reviewed as part of your development permit.

Permanent signage may include fascia (wall) signs, window signs, canopy and freestanding signs.

In order to review signage for your business, please submit the following

- Two (2) copies of a **site plan showing sign location** (to scale - 11"x17" preferred) which include:
 - North arrow
 - Legal land description (Lot, Block, Plan) & municipal address
 - Property lines & adjacent roadways
 - For fascia/canopy/window signs: Highlight on the site plan what building elevation (wall) you will be placing the proposed signage
 - For freestanding signs: provide proposed location with setbacks from sign to property lines (freestanding signs cannot be placed within a right-of-way)
- Two (2) copies of **sign elevation plan(s)** (to scale - 11"x17" preferred) which include:
 - Dimensions of the sign
 - For fascia/canopy signs-how the sign will be attached to the wall
 - For freestanding signs-detailed dimensions of the sign structure and the copy area
 - Details of illumination

Retail, Cannabis Definition: means a retail store, licensed by the Province of Alberta, where non-medical cannabis is sold to individuals who attend at the premises.

Proximity Advisory: The closest point of any part of an exterior wall of a retail, cannabis use shall not be located within 100m of the closest point of any lot that contains, or is identified in any statutory plan to in the future contain: A provincial health care facility; Education, public; or Education, private use

Additional information may be required based on your specific application.

Note: In addition to the development permit you may also require the following: building permit, electrical permit, plumbing permit, gas permit.