

OFFICE USE ONLY

Application Number: _____ LCRB Number: _____

Applicant Information

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

Comments or contact instructions: _____

Property Owner Information (if different from above)

Full Name	Address and Postal Code	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Property Information

Address: _____

Legal Description: _____

Property Identification Number (PID): _____

Zoning Designation: _____

Official Community Plan Designation: _____

Land Use Designation: _____

Development Permit Area: _____

Lot Size (m²/ha/acre): _____

Business Operations, History and Security

Hours of Operation: _____

Have you previously operated a cannabis retail business? If yes, please provide dates of operation:

Yes No Start Date: _____ End date: _____

Describe the business security plan: _____

Permit applications

Development Permit Application submitted: Yes No Building Permit Application submitted: Yes No

Submitting your Development Permit and Building Permit Applications at the same time as this application is strongly encouraged.



Retail Cannabis Application

Application Acknowledgment

Personal Information provided on this form is collected under the authority of the Community Charter/Local Government Act and will be used only for purposes related to your application. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of personal information may be referred to City Hall at 250-992-2111.

Should there be any change in ownership or legal description of the property, I undertake to notify the Planning and Development Services Department immediately to avoid any unnecessary delay in processing the application.

I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete, the application must include this completed form, required fees, and supporting plans, relevant property title charges, documents and/or drawings as required.

Applicant or Authorized Representative Name (Print)	Signature	Date

Authorization of Applicant

By signing this application I authorize the above applicant to apply for this permit, receive and submit information regarding this property and this application, and otherwise act on behalf of the property owner regarding this application.

Property Owner's Name (Print)	Property Owner's Signature	Date

Note: A Letter of Permission stating the above is also accepted.

Need help completing this application? Contact us!

This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time of the pending application. Please complete the application by initialling in the box under "Copies Attached" to verify completion of each submittal requirement. City staff will review the checklist and application package. Only complete applications will be accepted and assigned for review. All information must be supplied on this form regardless if it has been supplied to LCRB.

Forms and Fees

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Application Form	1	A Retail Cannabis Application form must be completed and signed at time of submission.		<input type="checkbox"/>	
Application Fee	1	A non-refundable application fee, based upon the current effective Fee Schedule.		<input type="checkbox"/>	
Current title search	1	Documentation of current ownership, including relevant property title charges (i.e. covenant), if applicable.	The title search must have been completed within 30 days of submission.	<input type="checkbox"/>	
LCRB Cannabis License Application	1	LCRB confirmation of application or notice from LCRB of government store.		<input type="checkbox"/>	

Drawings Required

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Site Plan	2	Showing the proposed development in context of buildings and property lines.	PDF file*	<input type="checkbox"/>	
Floor Plan	2	Including existing and proposed building floor areas.	PDF file*	<input type="checkbox"/>	
Elevations	2	Detailed elevations showing height and dimensions.	PDF file*	<input type="checkbox"/>	

*The City reserves the right to request full size plans if deemed necessary.

Additional Documents - ONLY if the City deems necessary

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Contaminated Site Form	1	Screening tool used to help identify potentially contaminated sites.	Contact the City for more information.	<input type="checkbox"/>	
Photographs	1		Contact the City for more information.	<input type="checkbox"/>	