

Complete Application – General Requirements

Please use the following checklist to assist with the preparation of your application.

Checklist If applicable, these items may be submitted in conjunction with another application type.	Check or X
<p>A Completed Application Form with associated fee <i>Note: Private cannabis store applicants will also require a Cannabis License Referral application for the Temporary Use Permit application to proceed. Temporary Use Permit applications for privately operated cannabis stores which have not submitted a complete application to the provincial Liquor and Cannabis Regulation Branch for referral will not move forward to public notification for their Temporary Use Permit application.</i></p>	
<p>An Authorized Agent Form, if the property owner is represented by a third party</p>	
<p>Proof of Business Ownership; or Applicant Authorization from Signing Authority (if Public Agency) <i>Note: Required if property owner is a corporation; includes Notice of Articles, Certificate of Incorporation, BC Company Summary</i></p>	
<p>A recent title search, dated within 30 days of the application <i>Note: Staff will require copies of any applicable legal encumbrances on title.</i></p>	
<p>Letter of Intent <i>Note: The Letter of Intent will need to provide a summary of the proposal, the proposal's relationship to relevant City policies, and its contribution to the surrounding area.</i></p>	
<p>Business Plan <i>Including the following documents:</i></p> <ul style="list-style-type: none"> ○ Curriculum vitae detailing applicant's previous business undertaking and experience in retail sales in a Provincially or Federally regulated commercial sector ○ Proposed timeframe for commencing retail sales of cannabis ○ Compliance with municipal, provincial and federal government regulations ○ Willingness to enter into a 'Good Neighbour' agreement to address potential neighbourhood impacts and nuisance and impairment issues ○ Proposed educational initiatives regarding impairment and nuisance issues related to cannabis use ○ Operating details (store house, number of employees, etc.) ○ Proposed security measures ○ Insurance bonding information 	
<p>Description of any enforcement action or proceedings against the applicant/principals</p>	
<p>Design proposal <i>Including the following documents:</i></p> <ul style="list-style-type: none"> ○ Floor Plan ○ Signage Plan ○ Façade and window treatment design 	
<p>Context Plan <i>Aerial map showing compliance with Zoning Bylaw siting criteria and current uses of adjacent properties, annotated with distances from the exterior of the premises to any licensed child care facility and/or City park space.</i></p>	