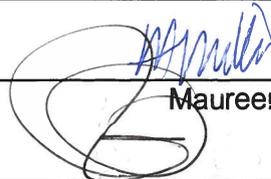


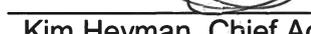
Policy No.:	PD 1702-01
Policy Title:	PD 1702-01: Requirements for Development Permit Applications for Cannabis Store/Facility
Resolution No.:	#CM20181011.1008
Approval Date:	October 11, 2018
Revision Date(s):	
Next Review Date:	December 31, 2020
Responsible Department:	Planning & Development

LAND USE BYLAW REQUIREMENTS	<p><i>All the information on the following checklist must be attached to all Development Permit applications for Change of Use – Cannabis Store/Facility Sales Establishments.</i></p> <p><u>Cannabis Store Application Requirements:</u></p> <ul style="list-style-type: none"> ✓ A complete Change of Use and Signage application form (3 pages); ✓ Right of Entry/Authorization – signed & dated by landowner; ✓ Application fee; ✓ One copy of the site plan; ✓ One copy of the signage design detail plan (colour copy of the proposed sign); ✓ One copy of AGLC current application/suitability approval; ✓ One copy Corporation Papers (if applicable); ✓ An interior floor plan identifying access/egress and loading areas; ✓ A site plan that includes a land use map identifying adjacent industrial, commercial, and residential uses to demonstrate minimum separation distances have been met; ✓ An engagement report. The applicant shall contact landowners and solicit their comments on the application, document any opinion or concerns and what modifications were made to address their concerns. The applicant shall then submit the documentation; ✓ Located in the C1 District (zoning) on a site frontage to 50 Avenue (Main Street); ✓ Located within 100m of any other Cannabis Store, private or public school, provincial health care facility, a registered daycare, St. Paul Wellness Centre, and the St. Paul Community Health Services, St. Paul Public Library, or parcel of land that is designated as school reserve or municipal and school reserve under the MGA. See Land Use Bylaw for more information. Separation distance between a Cannabis Store and other uses shall be measured from the exterior wall of the Cannabis Store to the lot line of the parcel; ✓ A Cannabis Store hours: 10am-10pm; ✓ A Cannabis Store use shall not operation in conjunction with or accessory to any other use; ✓ Customer access to a Cannabis Store shall be visible from the street other than a lane, or a shopping centre parking lot, or a shopping mall access that allows visibility from the interior of the mall into the store; ✓ All parking areas and shipping/receiving areas located on-site shall be well lit for pedestrians and vehicles during operating hours;

	<ul style="list-style-type: none"> ✓ Parking and loading requirements for a Cannabis Store shall be provided based on Part 7.23 of this bylaw, the General Municipal Servicing Standards, and any applicable requirements to the satisfaction of the Development Authority; ✓ The owner shall obtain any other approval, permit, authorization, consent or license that may be required to ensure compliance with applicable federal, provincial or municipal legislation; ✓ The development shall not commence selling Cannabis until authorized by and compliant with superior legislation; ✓ See Section 8.53: Cannabis Store in the Land Use Bylaw. <p><u>Cannabis Facility Application Requirements:</u></p> <ul style="list-style-type: none"> ✓ One copy Corporation Papers (if applicable); ✓ See Section 8.18: Cannabis Facility in the Land Use Bylaw. <p>*Should this policy and the Land Use Bylaw conflict, the Land Use Bylaw shall prevail.</p>
FEES	<p>Development Permit Application fee must be paid at the time of application and will not be invoiced to applicant.</p> <ul style="list-style-type: none"> ✓ Cannabis Retail Sales (Discretionary Use) \$1,200.00 <u>or</u> ✓ Cannabis Facility (Discretionary Use) \$2500.00 <p>The fees cover the development permit application, signage application, change of use, Municipal Planning Commission (MPC) referral and MPC notification process (newspaper ad / referrals), and ongoing monitoring of development permit conditions.</p>
SAFETY CODES PERMITS	<p>Building, Electrical, Gas or Plumbing permits and applicable fee shall be submitted to The Inspections Group Inc. when the Development Permit has been issued. For more information please contact 780-594-4301.</p>
BUSINESS LICENSE	<p>A Business License application with fee will be required to be applied for after the approval of the Development Permit. The Business License will not be issued until all final inspections for all above permits are completed and an Occupancy Permit (Building Permit – Permit Services Report) is granted by The Inspections Group Inc.</p> <p>According to Bylaw 1252, Section 2.1, the applicant/owner must keep their business license in good standing with the Town of St. Paul. A copy of the business license is to be provided by the owner to the Development Officer yearly to ensure compliance.</p>



 Maureen Miller, Mayor



 Kim Heyman, Chief Administrative Officer



Town of St. Paul
 Box 1480
 St. Paul, AB T0A 3A0
 Phone: 780-645-4481
 Fax: 780-645-5076
 www.town.stpaul.ab.ca

DEVELOPMENT PERMIT APPLICATION PACKAGE
CHANGE OF USE – CANNABIS STORE OR CANNABIS FACILITY ESTABLISHMENTS

Internal Use Only

Our File Number: _____ Your File Number: _____ Roll Number: _____

Applicant Information

Applicant/Agent: _____ Phone: _____
 Address: _____ Cell Phone: _____
 City/Prov. _____ Postal Code: _____ Fax: _____
 Email address: _____ Signature: _____

Applicant/Agent Authorization: I am the applicant/agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Registered Owner Information *Owner same as applicant*

Registered Owner/
 Shareholder Name (*copy of Corporation Papers): _____ Phone: _____
 Address: _____ Email: _____
 City/Prov. _____ Postal Code: _____ Signature: _____

Right of Entry

Pursuant to Section 542 of the Municipal Government Act, I hereby do ____ or do not ____ grant consent for a designated officer of the Town of St. Paul to enter upon the land as described above, for a site inspection. This authorization is to ensure compliance with any subsequent conditions.

Registered Owner Name: _____ Signature: _____

Property Information

Legal: Lot ____ Block ____ Plan _____ and Part of ____ ¼ Sec ____ Twp ____ Rge ____ W4M
 Subdivision Name (if applicable) or Area of Development _____
 Street Address _____
 Is the subject property immediately adjacent to the Town boundary? Yes No

Mayor Initials: AMM
 CAO Initials: ES

**DEVELOPMENT PERMIT APPLICATION PACKAGE
CHANGE OF USE – CANNABIS STORE OR CANNABIS FACILITY ESTABLISHMENTS**

Proposed Development Information

Estimated Cost of Project \$ _____
 Estimated Commencement Date _____ Estimated Completion Date _____

Building: Floor Area _____ sq. ft. % of Lot Occupied _____ Height _____ ft / m

Parking: Designated Number of Parking Spaces for Business: _____ Number of Loading Spaces _____

Land Use District (Zoning) of Property:

Central Commercial District – C1 Institutional District - I

Description of Work: Cannabis Retail Store Cannabis Facility (*As defined in the Land Use Bylaw.)

Will there be exterior renovations to the structure: Yes No

*If yes, please specify in writing in a separate document (letter)/drawings.

Distance from nearest School: _____ ft / m

Distance from nearest Health Care Facility/Hospital: _____ ft / m

Distance from nearest Public Park: _____ ft / m

Distance from nearest Body of Water: _____ ft / m

Distance from nearest Highway: _____ ft / m

Sign Information

Signed Project Value \$ _____
 Estimated Commencement Date _____ Estimated Completion Date _____

Style Type of Sign (as prescribed in Provincial legislation and/or Land Use Bylaw). No temporary/portable signage or A-Frame signage allowed for this proposed use type: Freestanding Fascia/Wall Mounted

Note: Example of sign design MUST be attached to application for review and approval

Sign Size: Height _____ ft /m Length _____ ft /m

Copy Area of Sign in Square Feet: _____ Double Sided: Yes No

Type of Support: _____

Electrical Connection Required: Yes No (Flashing or Animated not permitted)

*Site plan with sign location and setbacks to property lines MUST be submitted with all applications.

Sign Designer: _____

Installation Contractor: _____

Contractor/Designer Address: _____

Contractor/Designer Daytime Phone: _____ Cell: _____

I hereby understand that should the Land Use Bylaw or conditions of this permit be contravened my sign is liable to be impounded and that I shall be responsible for payment of costs prior to the recovery of the sign from the Town. I hereby consent for the Development Officer, Bylaw Enforcement Officer or authorized person of the Town of St. Paul, pursuant to Section 542 of the Municipal Government Act to enter upon the subject land for the purpose of a site inspection or to remove a violating sign from the land should that sign contravene any provisions of the Land Use Bylaw or conditions of the permit.

Mayor Initials 
 CAO Initials: 

