



Regulatory Change – Land Use Bylaw 5700

DS-RCA 2018-01

Date of Notice:	June 25, 2018
Effective Date:	June 26, 2018
Subject:	Development Permit Applications for 'Retail Cannabis Store'
Purpose:	To advise applicants about what information must be submitted for an application.

City Council has approved a Land Use Bylaw amendment (Bylaw 6123) that will enable the development of a "Retail Cannabis Store" as soon as cannabis sales becomes **legal on October 17, 2018**.

What this means for you:

You may make a development application immediately. You must provide the following information:

- A copy of AGLC Form 8000 (Application for Retail Cannabis Store License).
- A copy of the AGLC receipt you received for the \$400 application fee and the \$3000 background check fee.
- If the Development Officer determines it's necessary, other information from AGLC that provides proof that AGLC is reviewing your application for license eligibility.
- A copy of the signed offer to lease and/or land owner authorization.
- A floor plan and a site plan showing the parking spaces.
- A completed "Change of Use" Development Application Form.
- A \$60 development application fee.
- You may be asked to provide proof that your location is not within 100m of a school, the site of a future school, or a hospital.

What you need to know:

You must be located in the right commercial zoning district: C-D (Downtown Commercial), C-G (General Commercial), C-H (Highway Commercial), C-N (Neighbourhood Commercial), or C-S (Shopping Mall Commercial).

If you receive a Development Permit:

- The **permit is NOT VALID until October 17, 2018** when retail cannabis sales becomes legal.
- In the meantime you can make leasehold improvements (you must obtain any required building permits) and you can obtain a City of Lethbridge Business License but you CANNOT start selling Cannabis.
- You can start selling Cannabis on October 17, 2018 **only if you also have an AGLC license**.
- You must submit a copy of your AGLC license to Planning and Development Services as soon as you receive it.

Questions?

Contact Planning and Development Services: developmentservices@lethbridge.ca 403-320-3920

Project Address:

Unit / Bay # _____ Civic Address _____

Date: _____

Access Code: _____

Property Owner / Agent

Applicant

Name: _____

Paid

Address: _____

Phone: _____ Fax: _____

Signature: _____

E-Mail: _____

**** Providing an email address means you consent to receive
all documents via this address. Please ensure accuracy ****

Land Owner Consent

The owner of this property knows the full details of the
proposed development and knows I am making this
development application.

Yes

No

Business Owner

Applicant

Name: _____

Paid

Address: _____

Phone: _____ Fax: _____

Signature: _____

E-Mail: _____

**** Providing an email address means you consent to receive
all documents via this address. Please ensure accuracy ****

B/L #: _____

Details of Proposed Business / Development

Submission Requirements

- 1) Provide one copy of a Site Plan showing:
 - a) the building with the exact location of the tenant space identified
 - b) the off-street parking stalls

- 2) Provide one copy of a Floor Plan showing:
 - a) Dimensions of all rooms,
 - b) Purpose of all rooms / spaces,
 - c) Location of all walls, partitions, doorways, windows, and other openings,
 - d) If a restaurant and / or drinking establishment, include seating plan that clearly indicates the area (both indoor and outdoor) in which the public will have access for the consumption of food and / or beverages.

Property Information

Previous Tenant / Occupant	
-----------------------------------	--

Total Number of Off-Street Parking Stalls provided	
---	--

Total Area of Space Occupied by this Use	
---	--

Will you be sharing this space with another tenant?	
--	--

Adjacent Tenant(s)	
---------------------------	--

Will you be doing any construction or modification of the space? (ie. Adding a mezzanine, second story, adding or removing walls, washrooms, etc.) If so, explain. <i>Other permits may be required.</i>	
---	--

Will there be any combustible, flammable, or explosive materials stored, used or produced at this business?	
--	--

Will the business activities or uses occurring at this location produce any dust, liquids or gases? For example, manufacturing, furniture refinishing, vehicle repairs, welding, cooking or food preparation?	
--	--

Confirmation

The information I have provided herein and herewith is true, and to the best of my knowledge and abilities, accurate and complete.

Signature: _____

Date: _____

City of Lethbridge

**Planning and
Development
Services**

910 – 4th Avenue South
Lethbridge, AB
T1J 0P6

General #: 403-320-3920
Inspection #: 403-320-3830
Fax #: 403-327-6571



Credit Card Authorization Form

COMPANY NAME: _____

I, _____ hereby give the CITY OF
LETHBRIDGE (Development Services) authorization to charge
our/my credit card

EMAIL: _____

PHONE NUMBER: _____

SIGNATURE: _____

DATE: _____

You may provide the credit card details to developmentservices@lethbridge.ca
The information will remain confidential and will be deleted after use.

Version Date: December 27, 2017

Any personal information collected on this form is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection, use or disclosure of the personal information provided, please contact Information Management at 910 4 Ave S, Lethbridge, AB, T1J 0P6 or phone at (403) 320-7329.