

Cannabis Sales Development Permit Application Checklist

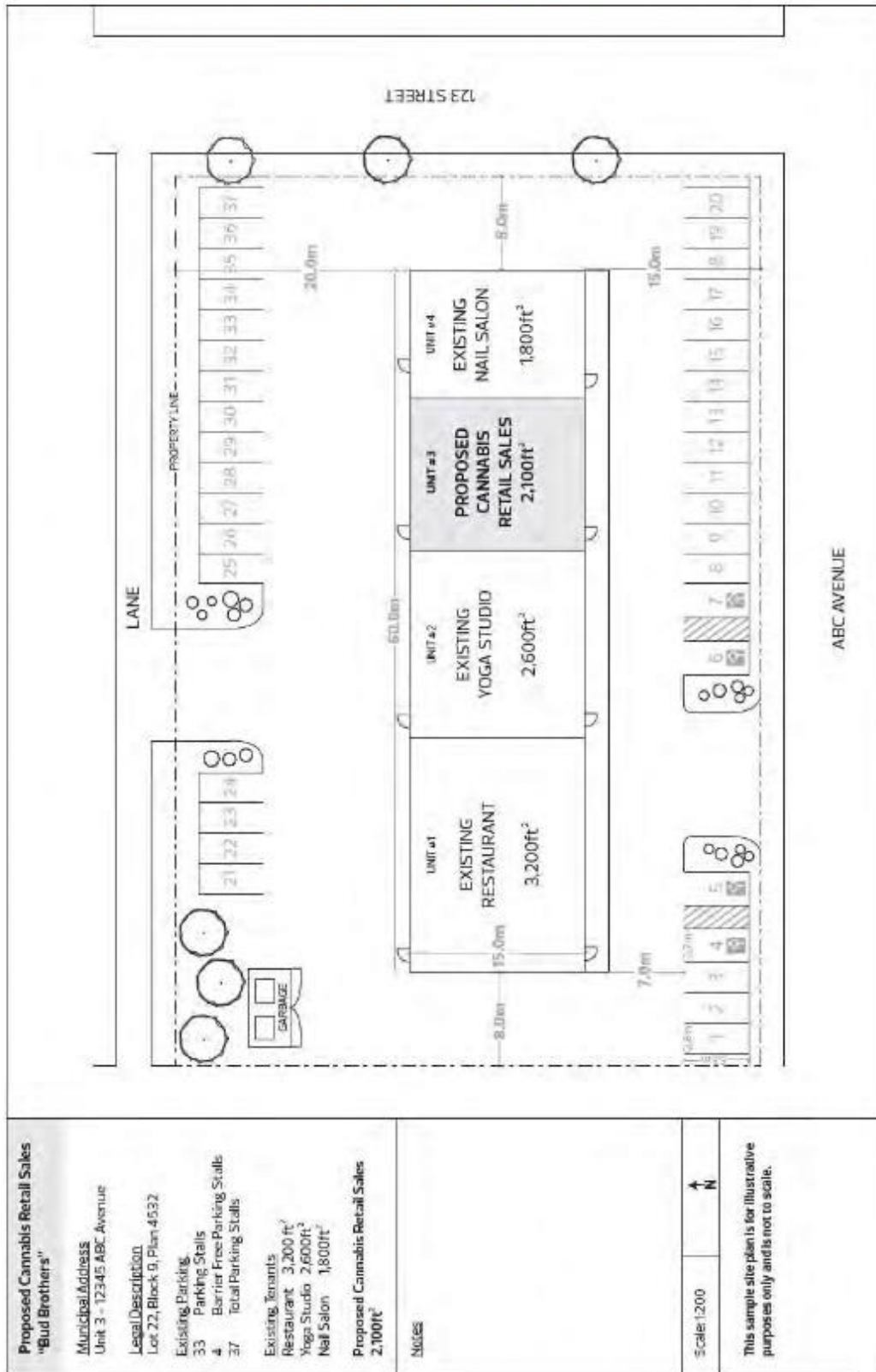
The following checklist outlines the required documents to be uploaded to the CityView portal to process a development permit application for a proposed cannabis sales use:

- Site Plan – It is recommended the site plan is prepared by a professional.**
- Plans must be to scale and dimensioned, and include the following information:**
 - North Arrow
 - Municipal Address and suite number, legal description
 - Property lines
 - Location and size of all buildings, noting layout of individual suites within a building and highlighting the suite where cannabis sales use is proposed
 - Setbacks to building(s), including the front, side and rear yard setbacks
 - Parking areas and number of stalls, including dimensions and layout of stalls
 - Loading area location (if applicable), with dimensions and setbacks to property line(s)
 - Location of garbage containment areas
 - Identification of adjacent street(s) and accesses
- Floor plans-- to scale and dimensioned, showing:**
 - Layout of interior and exterior walls and identification of all proposed/existing uses on all floors proposed for cannabis sales (i.e. point of sale area, office area, storage)
 - Dimensions of rooms and exterior walls of building or suite where business is proposed to be located;
 - All doors, stairs and window locations
 - Photos of exterior elevations of storefront location
- Exterior elevation drawings-- Required for exterior alterations only. Drawings shall be to scale and dimensioned, and include the following:**
 - Exterior of all sides of the structure that are being altered, including windows, doors, loading bays, projections, finishing materials, and exterior lighting
 - Rooftop equipment that may be part of the alteration
 - Height of each façade from grade elevation
- Right of entry Agreement, signed by legal owner.**
 - Permitting or refusing the right-of-entry for a site inspection by an authorized person from the City of Spruce Grove.

- A Certificate of Title/Land Title Search of the property obtained no more than three weeks prior to the date of application.**
- Owner authorization form.**
 - The legal owner must sign the authorization form.
 - If the legal owner is a corporation, a corporate registry search must be submitted to prove signing authority.
- Fees as per Development Fees and Fines Bylaw**

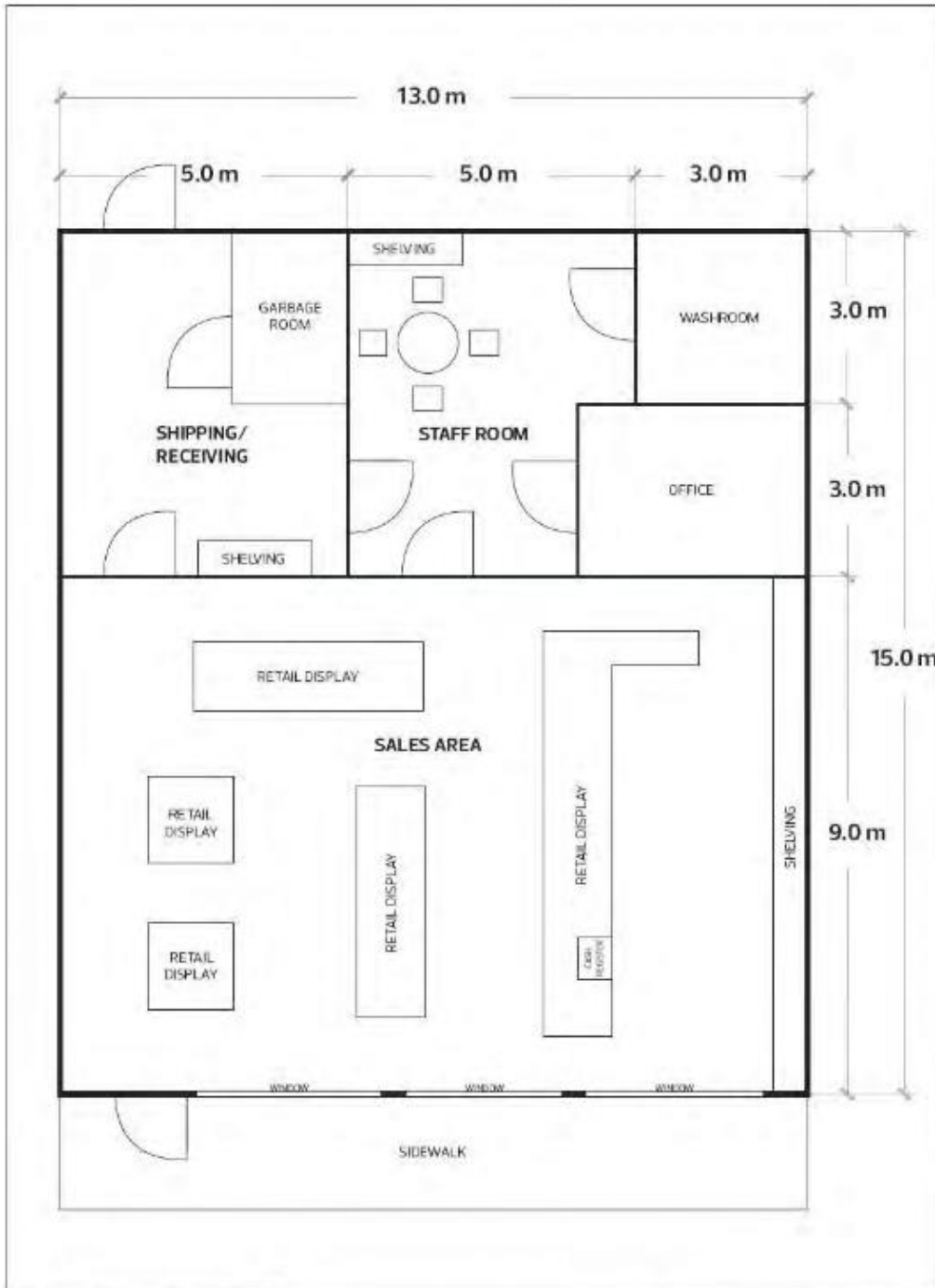
Note: Additional information may be required at the discretion of the Development Officer. Variances to the Land Use Bylaw will require additional applications and fees.

Sample Site Plan



Site plan sample used with permission from the City of Edmonton.

Sample Floor Plan



<p>Proposed Cannabis Retail Sales Floor Plan "Bud Brothers"</p> <p><u>Municipal Address</u> Unit 3 - 12345 ABC Avenue</p> <p><u>Legal Description</u> Lot 22, Block 9, Plan 4532</p>	<p>Notes</p>	<p>This sample site plan is for illustrative purposes only and is not to scale.</p>
	<p>Scale: 1:200</p>	<p>Floor Area: 2,700ft²</p>
	<p>↑ N</p>	

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