

# Development Permit Application



## Change of Use – Storefront Cannabis Retail

Planning and Development  
110 Bear Street, P.O. Box 1260, Banff, Alberta T1L 1A1  
T 403.762.1215

[www.banff.ca](http://www.banff.ca)

Development Street Address: \_\_\_\_\_

Legal Description: Lot(s)/Unit: \_\_\_\_\_ Block: \_\_\_\_\_ Plan (LTO): \_\_\_\_\_

Land Use District: \_\_\_\_\_

Name of Registered Owner\*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Applicant/Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Cell No.: \_\_\_\_\_ Email: \_\_\_\_\_

Present use of property: \_\_\_\_\_

Description of proposed use/development: \_\_\_\_\_

### FOR OFFICE USE ONLY

Application Fee of \$4,000 Received:

- Yes (attach copy of receipt – GL Code: 1-711-5620-4270)  
 No

Received on: (date stamp)

By: \_\_\_\_\_

At: (time) \_\_\_\_\_

Development Permit No.: \_\_\_\_\_

Roll #: \_\_\_\_\_

## PROJECT DATA

**PLEASE COMPLETE ALL AREAS APPLICABLE TO YOUR PROPOSAL:**

### Site Data

Area of lot(s):	m <sup>2</sup>	Footprint (area) of all buildings on site:	m <sup>2</sup>
Frontage of lot(s):	m	Depth of lot(s):	m

### Premises Data

Existing gross floor area by use (list below):		Proposed gross floor area by use (list below):	
Existing Use:	Area:	Proposed Use:	Area:
	m <sup>2</sup>		m <sup>2</sup>
	m <sup>2</sup>		m <sup>2</sup>
	m <sup>2</sup>		m <sup>2</sup>
	m <sup>2</sup>		m <sup>2</sup>
	m <sup>2</sup>		m <sup>2</sup>

Distance of premises from the boundary line of:

- Banff Community High School: Block 14, Lot 26, LTO Plan 0011315:	m
- Rundle United Church: Block 2, Lots 1-3, LTO Plan 6719 BC:	m
- Central Park: Block A, Lots 3-6, LTO Plan 6719 BC:	m

### Required Housing

No. of existing bedrooms on-site:	No. of proposed new bedrooms on-site:
No. of existing bedrooms to be demolished:	No. of proposed new bedrooms off-site:

### Parking

No. of existing parking stalls:	No. of proposed new parking stalls:
No. of existing surface parking stalls:	No. of proposed new surface parking stalls:
No. of existing enclosed parking stalls:	No. of proposed new enclosed parking stalls:

### AGLC

Has an application for a Cannabis Retail Licence been submitted to AGLC:	yes	no
Has AGLC confirmed that the application has passed the due diligence process:	yes	no
Has the AGLC application completed the Objection Period:	yes	no
If yes, were any objections received:	yes	no

\*A copy of the Certificate of Title is required to be submitted with the Development Permit application (see Submittal Requirements). The property owner must sign the Development Permit application form. If the legal owner is a corporation, a corporate registry search must be submitted to prove signing authority.

**AUTHORIZATIONS**

**Authorization of Agent**

I/We \_\_\_\_\_ authorize \_\_\_\_\_  
(name of registered owner) (name of agent/person authorized to sign the application)

to act as agent and sign the application form to the Town of Banff on my/our behalf for the property known as:

\_\_\_\_\_

(civic address of property)

Signature(s) of registered owner(s)

Date

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Signing Officer(s) of Corporation

Corporate Seal(s), if applicable

\_\_\_\_\_  
\_\_\_\_\_

**Property owner's agreement**

As of the date of this application, I am the registered owner of the lands described in the application. I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that the lands described in the application may be subject to applicable laws, regulations, and guidelines including, but not limited to, the Town of Banff Land Use Bylaw, the Banff National Park Management Plan, and the Canadian Environmental Assessment Act. I agree to comply with all provisions of the Town of Banff Land Use Bylaw and any other applicable legislation, if this application is approved. I understand that approval does not constitute a building permit and that drawings submitted for a building permit must match the approved Development Permit drawings.

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Date

**Payment of fee**

Enclosed is the fee for this application. I agree to pay any further costs which may be determined as this application is reviewed.

\_\_\_\_\_  
Signature of applicant or agent

\_\_\_\_\_  
Date

**Declaration and Consent**

I, \_\_\_\_\_, solemnly declare that the statements made by me upon this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application.

I, \_\_\_\_\_, acknowledge that the processing of this application may take more than 40 days and hereby consent to an extension of time for the Town to make a decision on this application if required.

\_\_\_\_\_  
Signature of applicant or agent

\_\_\_\_\_  
Date

Personal information is being collected under the authority of the *Municipal Government Act* for the purpose of processing this Development Permit application. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, contact the Manager of Planning and Development at (403) 762-1215, Town of Banff, P.O. Box 1260, Banff AB, T1L 1A1 "I understand that drawings and other submitted images may be shared on [permits.banff.ca](http://permits.banff.ca) to better inform the public about this application."

# Storefront Cannabis Retail Sales Development Permit Checklist

All of the following information is required to process a development permit application for a proposed storefront cannabis retail sales change of use. All items must be submitted in a paper format to the front counter at Town Hall with any electronic copies provided on a USB memory stick. It is strongly recommended that a qualified draftsman, architect, or planning professional design your plans. All plans must be to metric scale with metric dimensions.

## Context Plan

- ❑ 3 printed copies (min 1 copy reduced to 8½” x 11”) and 1 electronic copy in PDF format
- ❑ Metric scale of 1:500 (minimum)
- ❑ North arrow and scale
- ❑ Location of premises including adjacent streets and land use districts
- ❑ Separation distances between premises and property line of:
  - Banff Community High School: Block 14, Lot 26, LTO Plan 0011315
  - Rundle United Church: Block 2, Lots 1-3, LTO Plan 6719 BC
  - Central Park: Block A, Lots 3-6, LTO Plan 6719 BC

## Site Survey\*

- ❑ 3 printed copies (min 1 copy reduced to 8½” x 11”) and 1 electronic copy in PDF format
- ❑ Metric scale of 1:200 (minimum)
- ❑ North arrow and scale
- ❑ Dimensioned boundaries and site area
- ❑ Legal description and municipal address of property
- ❑ Adjacent line of curb or street/lane
- ❑ Footprints of all buildings and structures on adjacent sites within 6.0m of the property line
- ❑ Existing or proposed rights-of-way or easements

**\*The site survey shall be prepared by a qualified Canada Land Surveyor.**

## Site Plans (existing and proposed)

- ❑ 3 printed copies of each (min 1 copy reduced to 8½” x 11”) and 1 electronic copy in PDF format
- ❑ Metric scale of 1:200 (minimum)
- ❑ North arrow and scale
- ❑ Identification of adjacent street(s) and accesses
- ❑ Size and location of all existing and proposed buildings/uses including accessory buildings and structures Location and size of all buildings, noting layout of individual suites within a building and highlighting the leasehold space where the storefront cannabis retail sales use is proposed
- ❑ Footprints of adjacent buildings within 6.0m of property lines
- ❑ Driveway location, size, surface material, and grades
- ❑ Dimensioned parking spaces and loading areas
- ❑ Garbage room location, dimensions and details

**Architectural Plans (existing and proposed)**

- ❑ 3 printed copies of each (min 1 copy reduced to 8½” x 11”) and 1 electronic copy in PDF format
- ❑ Metric scale of 1:100 (minimum)
- ❑ Photos of exterior elevations of storefront location
- ❑ Dimensions of rooms and exterior walls of building or suite where business is located showing the 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, delivery area, shipping and receiving area and storage)
- ❑ All doors, stairs and window locations
- ❑ Exterior elevation drawings of all sides of the structure that are being altered, including windows, doors, loading bays, projections, finishing materials, and exterior lighting
- ❑ Elevations showing proposed building height, finishes and colours, location of proposed signage and lighting (if applicable)
- ❑ Cross sections showing all materials used for the structure

**Please attach the following to the Development Permit application:**

- ❑ Application Fee (\$4,000.00) – cheque, debit or cash accepted
- ❑ Certificate of Title (issued not more than 30 days prior to the date the application is received)
- ❑ CEAA Model Class Screening Form (if applicable)
- ❑ Confirmation from the AGLC that a Cannabis Store Licence application has been received
- ❑ Detailed description of the proposed operation
- ❑ Completed application form and signed authorizations

**NOTE:** Incomplete applications will not be accepted. Additional information may be required at the discretion of the Development Officer during the review of the application. Presentation quality plans may be required for Municipal Planning Commission review.