



CHESTERMERE

APPLICATION INFORMATION FOR

CANNABIS RETAIL STORES/CANNABIS PRODUCTION FACILITIES

1. Before You Apply (Recommended)

Applicants are encouraged to request a **pre-application meeting** with Planning staff by emailing: planning@chestermere.ca

Please include:

- Applicant name and contact information
- Proposed location
- Type of business (retail, production, counselling)
- Basic description of the proposal

This helps identify requirements early and avoid delays.

2. Where Cannabis Businesses Are Allowed

The following uses may be considered:

- **Cannabis Retail Store** – sale and distribution of cannabis products
- **Cannabis Production Facility** – growing, processing, and storage (federal licence required)
- **Cannabis Counselling** – advisory services (no cannabis sales)

All cannabis-related uses are **Discretionary Uses**, meaning they require a Development Permit and are subject to review and public notification.

Refer to the City of Chestermere Land Use Bylaw 020-24 to check if Cannabis Retail/Production Facility is allowed in your zoning.

3. Required Approvals

To operate a cannabis business, you may need:

Municipal (City of Chestermere):

- Development Permit
- Building Permit (if construction or renovations are proposed)
- Business Licence



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Provincial:

- Cannabis retail licence (AGLC)

Federal (if applicable):

- Production licence (Health Canada)

You may apply in any order, but **all approvals must be in place before opening.**

4. Application Requirements

A complete Development Permit application must include:

Forms

- Development Permit Application
- Use Permit Checklist
- Landowner Consent (if applicable)
- Notice to Applicant form

Supporting Documents

- Title and any registered interests (dated within 30 days)
- Site plan and floor plans
- Building elevations
- Security plan (including secure storage, cameras, etc.)
- Photos of the site (interior and exterior)
- Vicinity map showing nearby sensitive uses
- Details on parking, landscaping, lighting, and signage

Incomplete applications will not be accepted.

5. Review Process

1. Application is reviewed by Planning and circulated internally
2. Application is **advertised**
3. Decision issued by Development Authority
4. **21-day appeal period** follows decision



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6. Building Permit & Inspections

A Building Permit may be required if:

- Interior renovations or construction are proposed
- Mechanical, electrical, or plumbing work is needed
- Occupancy classification changes

Inspections:

Building and trade inspections are completed by Safety Codes Officers at various stages of construction to ensure compliance with the **Alberta Safety Codes Act**.

An **Occupancy Permit** is required before opening.

7. Key Considerations

- Minimum separation distances apply from sensitive uses (e.g., schools, childcare)
- Secure storage and ventilation may be required
- Signage requires a **separate Development Permit**
- Design should incorporate **Crime Prevention Through Environmental Design (CPTED)** principles

8. Important Notice to Applicants

Submitting a Building Permit application before Development Permit approval is **at the applicant's own risk**.

Approval of one permit does **not guarantee approval of others**, and associated costs will not be reimbursed.

9. Compliance and Complaints

If you have concerns about a cannabis business or construction activity:

- Submit a complaint through the City's **Report It** tool
- A Development Compliance Officer will investigate as appropriate



CITY OF CHESTERMERE
USE PERMIT CHECKLIST AND DP APPLICATION FOR
 CANNABIS RETAIL STORE
 CANNABIS PRODUCTION FACILITY
 CANNABIS COUNSELLING

COMMUNITY GROWTH & INFRASTRUCTURE
105 MARINA ROAD, CHESTERMERE AB, T1X 1V7

RECEIVED DATE STAMP

All of the following information must be clear, legible, and precise to facilitate thorough evaluation and timely decision on your application. To achieve this level of customer service, staff are instructed to accept only complete applications. The fee must accompany this application. Thank you for your cooperation.

Cannabis Retail Stores and Cannabis Production Facilities are Discretionary Uses

PROJECT ADDRESS: _____ **PERMIT NO.:** _____

Please ensure that you have included all the following information, where applicable (tick or mark N/A):

SECTION 1 – APPLICATION INFORMATION

APPLICANT NAME _____ PHONE NUMBER: _____ EMAIL: _____		<input type="checkbox"/> BUSINESS OWNER <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> AGENT <input type="checkbox"/> EXISTING TENANTS <input type="checkbox"/> FIRST TENANT <input type="checkbox"/> NEW TENANTS	ZONING: <input type="checkbox"/> C Local Commercial District <input type="checkbox"/> TC Town Centre Commercial District <input type="checkbox"/> BP-LI Business Park/Light Industrial District
PROPOSED BUSINESS NAME:		BUILDING HEIGHT METRIC: _____	
PROPOSED USE OF PREMISE	PREVIOUS USE OF PREMISE	TOTAL AREA OF BUSINESS METRIC _____	

SECTION 2 – DEVELOPMENT & BUILDING PERMIT REVIEW CHECKLIST

	APPLICANT ONLY	OFFICE ONLY
Development Permit Application Form (completed/signed)		
Building Permit Application Form (completed/signed)		
Fees Calculated & Paid (Receipt received)		
Letter of Permission from Landowner (if the applicant is not the registered owner)		
A copy of the title(s) registered in the South Alberta Land Titles Office, obtained from a Registries Agent or Land Titles Office not more than thirty (30) days prior to the application date (additional charges may apply for title research)		
Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or Caveats on the title(s) (additional charges may apply for title research)		
A vicinity map indicating the location of the proposed development in relation to nearby streets, sensitive land uses, and other cannabis retail stores		
Photographs of all sides and interior of the site and building		

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">SITE PLAN</p>	<p>A copy of the following plans and construction drawings showing: (legal survey to be provided showing minimum setbacks)</p> <ul style="list-style-type: none"> Proposed location and scope of development Adjacent existing uses, buildings, and roads 		
	<p>Specify use and distance to: Refer to Section 7.39.1- for Cannabis Retail Store Minimum Separation Distance (LUB 020-24, as amended)</p> <p>School Site: _____ <input type="checkbox"/> Complies</p> <p>Child Care Facility: _____ <input type="checkbox"/> Complies</p> <p>Provincial Health Care Facility: _____ <input type="checkbox"/> Complies</p> <p>Another Cannabis Retail Store: _____ <input type="checkbox"/> Complies</p> <p>Any Other Sensitive Land Uses: _____ <input type="checkbox"/> Complies</p>		
	<ul style="list-style-type: none"> Adjacent parking stalls and/or bicycle racks Adjacent natural features, landscaping, exterior lighting, outdoor seating, sidewalks, pedestrian pathways No. of Parking Stalls required as per Part 8, <i>Land Use Bylaw 020-24, as amended</i>: _____ 		
	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">FLOOR PLANS</p> <ul style="list-style-type: none"> Dimensions and use of rooms Walls to be constructed, removed, and remaining Location/type of fire extinguishers, exit lights, emergency lighting Adjacent uses and/or businesses Barrier-free washroom(s) clearly dimensioned Is the building sprinklered? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Will the sprinkler system be altered? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the building equipped with a fire alarm? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Will the fire alarm system be altered? <input type="checkbox"/> Yes <input type="checkbox"/> No Does the building connect to a municipal water supply? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you proposing construction or alterations to the space? (This includes any moving, replacing and constructing of new walls, mezzanines, or floors.) <input type="checkbox"/> Yes <input type="checkbox"/> No Security Plan showing secure storage room, surveillance cameras, and any other security related provision 		
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">ELEVATIONS</p>	<ul style="list-style-type: none"> Exterior lighting, landscaping 		
	<ul style="list-style-type: none"> Proposed locations of future signage 		
	<ul style="list-style-type: none"> Any bicycle racks, utility screening 		
	<ul style="list-style-type: none"> Any changes to the exterior construction, materials, features 		

	<ul style="list-style-type: none"> • Number of storeys, height (m), and overall building area clearly dimensioned 		
Plans must be stamped/drawn by certified professional (ie. architect, engineer, etc.)			
Federal and/or Provincial Licenses/ Proof of Eligibility- Check all that apply: <ul style="list-style-type: none"> <input type="checkbox"/> Alberta Health Services <input type="checkbox"/> Alberta Gaming & Liquor Commission <input type="checkbox"/> Health Canada <input type="checkbox"/> Copy of Business Name Registration <input type="checkbox"/> Notification to CUI (Production Facility Only) <input type="checkbox"/> This application has been reviewed using Crime Prevention Through Environmental Design (CPTED) best practices. 			
Specify Hours of Operation: _____ <input type="checkbox"/> Complies			
What is the cost estimate for the construction being done? _____			

SECTION 3 – APPLICANT’S DECLARATION

*** By signing below, the applicant/landowner certifies that all necessary documents/requirements listed above have been submitted as a complete Development and Building Permit application. The applicant/landowner is aware that the permit application will be returned as refused twenty (20) days after the submission date of the permit, if the application is deemed incomplete by the reviewing Development Officer.

*** The applicant/landowner is aware that the following are requirements **prior** to Occupancy of the Building or Retail Unit:

1. An Issued Occupancy Permit (Issued by SCOs, Fire Services, etc.)
2. Additional Permits – Gas, Electrical, Plumbing, etc.
3. A valid Chestermere Business License

*** The applicant/landowner is aware that signage associated with the use shall require a separate Development Permit and must be pursuant to the Cannabis Signage Requirements Section 9.6.5 Cannabis-related Signage under the Land Use Bylaw 020-24, as amended

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE SIGNED

The personal information you provide on this form is being collected under the authority of Section 640(2) of the Municipal Government Act and Section 34 of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) and is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development/building permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have questions about the collection of this information, please contact the ATIA/POPA Coordinator at atia@chestermere.ca or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.

SECTION 4 – TO BE COMPLETED BY THE DEVELOPMENT OFFICER

THE FOLLOWING SECTION IS FOR OFFICE USE ONLY:

Circulation to the following: list comments received, if any, or attach their correspondences for reference

- Protective Services: _____
- RCMP: _____
- Fire Services: _____
- Economic Development: _____
- Any other department, specify: _____

Payment Method: Cash Credit Card Cheque Debit Card Other _____ PAID

Fees:

Development Permit: _____ Advertising Fee: _____
 Building Permit: _____ Other Fees: _____
 Total Fee: _____ Receipt # _____

Advertising Dates: _____ No Appeals received as of (date) _____

REVIEW COMMENTS: (to be completed by Development Officer)

Decision: Approved Refused (note reasons for refusal above) other – specify above

Date of Review: _____

Date of Notice of Decision/ Issuance: _____

PRINTED NAME OF REVIEWER

SIGNATURE OF DEVELOPMENT OFFICER