



Cannabis Retail Use Rezoning Application Form

Planning Division

604.469.4540 • www.portmoody.ca

Complete information where applicable. **Incomplete applications will not be accepted.**

Applicants must ensure that the application is compliant with the following, where applicable:

- Corporate Policy – 09-4300-2019-01 - Cannabis Retail Use;
- Development Permit Area design guidelines;
- Heritage Conservation Area guidelines;
- City of Port Moody Sign Bylaw requirements.

Staff are available to answer questions at cannabis@portmoody.ca.

Property Information

Civic address:

Legal description:

Business name:

Applicant

Applicant name:

Company name:

Mailing address:

Postal Code:

Email:

Work #:

Home #:

Fax #:

- I/ We have included the submission requirements as noted on **page three** of this form and certify that it is complete and accurate and hereby agree to submit further information deemed necessary for processing this application.
- Further, I hereby agree that all associated applications and plans may be made publicly available during the development application process. Personal information contained in this document may only be made available to the public as required by law.

Applicant signature:

Date:

Email this form back to planning@portmoody.ca

Fax this form back to 604.469.4533

PORT MOODY
CITY OF THE ARTS

Registered Owner(s)

List all registered owners. If the owner is an incorporated company/society, attach a current corporate/society search or "notice of directors."

Owner(s) names:

Mailing address:

Postal Code:

Email:

Work #:

Home #:

Fax #:

Owner Authorization (if applicant is different from registered owner)

- I/We are the registered owner(s) of the above referenced property and hereby authorize the above named Applicant to make this development application on my/our behalf.
- Further, I hereby agree that all associated applications and plans may be made publicly available during the minor development permit application process. Personal information contained in this document may only be made available to the public as required by law.
- All City correspondence regarding this application will be sent to (select one only):
 Applicant Owner

Owner signature 1:

Date:

Owner signature 2:

Date:

Owner signature 3:

Date:

Cannabis Retail Use Rezoning Submission Requirements

Items are required at time of submission of application. Additional information may be required to facilitate processing of the application.

Required Attachments:

	Completed Cannabis Retail Use Rezoning application form, in full
	Application fee as per City of Port Moody Fees Bylaw
	Copy of Certificate of Title dated no more than 30 days prior to submission of application
	<p>A business proposal of not more than 1-2 single spaced pages in length which includes the following:</p> <ul style="list-style-type: none"> • the name under which the business will be operating; • hours of operation; • description of business/retail experience; • overview of experience in the cannabis retail industry; • whether the business is stand-alone or part of a franchise; • staffing roles, responsibilities, and number of jobs created; • how business will be accessible; • branding, promotion and marketing plan for the retail store; • how potential nuisance behaviour will be mitigated; • sustainability practices (e.g. energy use, packaging and waste, encouraging active transportation to store, etc.); • community benefit/involvement; • intent to engage with neighbouring businesses; • opportunity to establish a head office in Port Moody; • timeline for establishing proposed business.
	<p>Site Plan that notes the following:</p> <ul style="list-style-type: none"> • north arrow to scale; • all dimensions in metric; • location of building; • location of all entrances, including label of main entrance; • relevant street names; • road access, including the locations and number of parking spaces and loading areas; • design elements to help prevent crime, such as clear sightlines, low walls, and landscaping (refer to Crime Prevention Through Environmental Design (CPTED) principles);
	<p>Storefront Elevation that notes the following:</p> <ul style="list-style-type: none"> • location and type of signage; • encourage projecting blade signs to increase visibility for pedestrians in the retail area; • window graphic design (if applicable) • design elements to help prevent crime, such as clear sightlines, low walls, and landscaping; • visually appealing storefronts, consistent with the character of nearby buildings; • a lighting plan that identifies adequate lighting within the retail space during and outside of operating hours.
	Commitment of a monitored security and fire alarm contract, including video surveillance prepared by a Certified Protection Professional (CPP); or a Physical Security Professional (PSP)
	Provides proof of an interior sign informing customers of City smoking restrictions
	Current site photographs in colour