

Rezoning Application for a Cannabis Retail Outlet

The Port Coquitlam [Zoning Bylaw](#) regulates the use of land and the density of development within a variety of land use categories. The Zoning Bylaw is a tool used to regulate the location of land uses (industrial, residential, commercial) and to promote compatible relationships between existing land uses and new developments. Each property in Port Coquitlam is legally assigned a zoning category. For more information about rezoning requirements, visit www.portcoquitlam.ca/business.

Council has adopted a Cannabis Establishment Policy which guides applications for rezoning for cannabis retail outlet uses as well as cannabis manufacturing uses; this form applies to proposed retail outlets. Please refer to the Policy at www.portcoquitlam.ca/cannabis.

TO BE COMPLETED BY APPLICANT

Property Owner: _____

Property Owner Address: _____

Property Owner Phone: _____ Owner Email: _____

Business Owner: _____

Business Owner Address: _____

Business Owner Phone: _____ Owner Email: _____

Applicant (*Primary Contact*) Property Owner (*info above*) Business Owner (*info above*)

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ Applicant Email: _____

PROPERTY DETAILS

Civic Address (including unit #): _____

Current Zoning of the Property: _____

Current OCP Designation: _____

CANNABIS ESTABLISHMENT CHECKLIST

<p>Provincial Application</p>	<ul style="list-style-type: none"> • The Liquor and Cannabis Regulation Branch (LCRB) informs the City of a request for comment on an application for a cannabis retail outlet. • Submission of a provincial licence application will be required through the City's rezoning process. 	<ul style="list-style-type: none"> • Have you submitted a provincial application? <ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes (If so, please provide a copy of the application)
<p>Land Designation</p>	<ul style="list-style-type: none"> • A site proposed for a cannabis retail outlet use should be designated as Downtown Commercial, Neighbourhood Commercial, Highway Commercial or Transit Corridor Commercial by the Official Community Plan. 	<ul style="list-style-type: none"> • Please confirm that the proposed site is within an appropriate designation: _____.
<p>Proximity to Cannabis Retail Outlets</p>	<ul style="list-style-type: none"> • At least 1 kilometre from a property zoned to permit cannabis retail sales. This distance criterion applies to private and public cannabis retail outlets. • The distance also applies if the zoned site does not include a cannabis retail sales business. 	<ul style="list-style-type: none"> • Are you within a 1 kilometre distance from another cannabis retail outlet? <ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes (Please specify the distance: _____)
<p>Distance to Sensitive Uses</p>	<ul style="list-style-type: none"> • At least 250 metres from a school, playground, community centre or sports field. 	<ul style="list-style-type: none"> • Please indicate the distance to the following: <ul style="list-style-type: none"> ○ School: _____ ○ Playground: _____ ○ Community Centre or Sports Field: _____
<p>Proximity to Other Sensitive Uses</p>	<ul style="list-style-type: none"> • Distance to child care facilities, community gathering spaces, recovery homes, and emergency shelters. 	<ul style="list-style-type: none"> • Please indicate if any other sensitive uses are close to the proposed cannabis retail outlet: _____.
<p>Public Consultation</p>	<ul style="list-style-type: none"> • All applications for a cannabis use must include documentation of input gathered from neighbouring residents and businesses. 	<ul style="list-style-type: none"> • Have you consulted with the adjacent residents? <ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes (Please specify the type of consultation and include all supporting documentation)

REZONING CHECKLIST

The following materials are required as part of the rezoning application. All requirements must be met in order to process a complete rezoning application.

Submission Requirement	Description	Applicant Initial	Comment
Application Form	Completed application for rezoning with fee and deposit		
Certificate(s) of Title	Current Certificate(s) of Title: <input type="checkbox"/> Dated within 6 months of application date.		
Letter of Authorization	If registered property owner is not the applicant, include a letter from the owner authorizing the submission of a rezoning application for a cannabis retail outlet.		
Written Submission	<p>An explanation of the proposed cannabis retail outlet including the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A description of the proposed business: <ul style="list-style-type: none"> • Business name • General description of the business • Proposed hours of operation • Number of staff • Type of products being sold <input type="checkbox"/> Existing neighbourhood context <input type="checkbox"/> Exterior design rationale <ul style="list-style-type: none"> • The exterior design must be sensitive to the design character of the surrounding land uses. Please describe how you will meet Provincial regulation and ensure the façade meets a high quality aesthetic. <p><i>*Note that a development permit application may be required</i></p> <input type="checkbox"/> Proposed security plan <input type="checkbox"/> Measures to mitigate odours <input type="checkbox"/> Measures to create a community benefit <input type="checkbox"/> Assessment of potential impacts to residents, if the proposed use is to be located in a building with a mix of commercial and residential uses <input type="checkbox"/> Description of access for: <ul style="list-style-type: none"> • Vehicles, including potential traffic impacts and parking availability • Pedestrians and cyclists, including proximity to public transit 		

Submission Requirement	Description	Applicant Initial	Comment
Architectural Plans	<p><u>Plans to include:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 set of reduced architectural plans at 11”x 17” including interior floor plan, storefront design and façade materials list and colours <input type="checkbox"/> Electronic (PDF) files of all plans and drawings <p><u>Plans and drawings to include:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> North arrow and scale <input type="checkbox"/> Site plan including: <ul style="list-style-type: none"> • Adjacent streets • All buildings and uses on the property • Location of the retail unit for the proposed cannabis retail outlet • Identification of adjacent businesses • Road access to the property • Onsite parking (please indicate if unit has allocated parking) <input type="checkbox"/> All measurements are to be in metric <input type="checkbox"/> Elevation drawings showing detail of the cannabis retail unit storefront: <ul style="list-style-type: none"> • Finish and materials that avoid fully opaque window coverings, bars on windows and metal shutters, and including lighting as appropriate for a pedestrian-scale • Signage • Storefront dimensions (e.g. height) <input type="checkbox"/> Interior floor plan showing: <ul style="list-style-type: none"> • Unit floor area • Layout (e.g. storage, display counters, cash registers, furniture, etc.) • Each room/area labeled with its intended use • Entrances and exits <input type="checkbox"/> Identification of the security system and other physical security features that secure the store 		
Signage	<ul style="list-style-type: none"> <input type="checkbox"/> Proposed signage for the interior and exterior of the building <ul style="list-style-type: none"> • design of signage should be discreet and the overall design character visually appealing • Interior signage should refer to the City’s Smoking Control Bylaw. 		
Site Profile	<ul style="list-style-type: none"> <input type="checkbox"/> A completed site profile may be required in accordance with the provincial <i>Waste Management Act</i> and <i>Contaminated Sites Regulation</i>. https://www.portcoquitlam.ca/city-services/environmental-services/site-profiles/ 		

APPLICANT ACKNOWLEDGEMENT

The undersigned make this application to the Director of Development Services, have fulfilled the complete application requirements, and agree to pay any additional costs incurred by the City for services in processing the application.

Authorized Signature: _____ Date: _____

Print Name: _____

Note: Any documentation of information relating to the application that is in the custody or control of the City is subject to the Freedom of Information and Protection of Privacy Act (B.C.)

OFFICE USE ONLY

Permit #: _____ Fee Paid: _____ Receipt #: _____

Cheque Cash Visa MC AMX
Interac CSR Initials: _____