

The following checklist outlines the necessary materials for a development permit application for a Retail Store (Cannabis). Only complete application packages will be accepted by Permit Services.

Retail Store (Cannabis) Definition: means a retail store licensed by the Province of Alberta to sell cannabis and Cannabis Accessories to the public, for consumption elsewhere.

Please note: All site, landscape, floor and elevation plans must be submitted digitally.

1. A completed Development Permit Application form including Form B
2. Site plan at a scale satisfactory to the Development Officer, identifying all of the following (as applicable):
 - Lot lines with dimensions
 - location and dimensions of all proposed and existing 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 with dimensions;
 - outlines of the roof overhangs on all buildings;
 - north arrow;
 - legal description and municipal (civic) address of property;
 - access/egress location to the property; **(NOTE: Engineering Standards require all entrances on a rural road cross-section be a minimum of 5 meters from property boundary)**
 - dimension layout of existing and proposed parking and loading areas including parking stalls, and size; driveways, paved area, entrances and exits abutting streets, avenues and lanes, drive aisle width;
 - location of garbage and recycling bins;
 - location of Fire Department Connection on a proposed building;
 - adjacent roadways;
 - location of all registered utility right of ways and easements.
3. Building Plans, to scale and dimensioned, identifying:
 - height and horizontal dimensions of all faces of all proposed new and existing buildings;

- Floor Plans (identifying all proposed/existing uses on all floors proposed for cannabis sales [i.e. point of sale area, office area, storage]);
 - Colored rendering and material details for building exterior;
 - Fence enclosure plans for garbage and recycling receptacles
4. [If development is a new build] Site grading and servicing plans, signed and stamped by a qualified professional engineer showing existing and proposed grading and servicing information. These plans must meet the City of Leduc Lot Grading and Servicing Requirements.
 5. [If development is a new build] Landscape plan identifying:
 - tree and/or shrub plantings or removal;
 - grassed areas and/or other landscape material;
 - quantity of planting, height, spread and caliper of plantings;
 - fencing location and details including: color, design and materials.
 6. [If development is a new build] Itemized cost estimate for landscaping including:
 - soft Landscaping elements such as trees, shrubs, perennial plants, sod or seed & mulch;
 - hard surfacing elements such as bricks, pavers, shale, crushed rock, concrete curbing, sidewalks, patios, paved approaches including culvert and riprap, fencing, painted lines for parking stalls
 7. Owner authorization. The legal owner must sign the development Permit application or authorization form. If the legal owner is a corporation, a corporate registry search must be submitted to prove signing authority.
 8. Fees as per current schedule.

NOTE: Other information may be required by the Development Officer if deemed to be pertinent to the approval of the development permit. The above noted items may not all apply to your project, please contact a development officer at the Planning and Development Department at (780) 980-7124 for further information. Development Permit may be approved subject to the condition that the permit-holder submit to the Development Authority a copy of their AGLC retail license within 6 months of the Development Permit approval.

In addition to the development permit, you may also require the following: building permit, electrical permit, plumbing permit, gas permit.