

HOW TO APPLY

- Complete the Cannabis Retail Store Business License and Development Permit application forms. Applications are available on our website at www.draytonvalley.ca or at the Town Office located at the address below.
- Landowner consent is required.
- Submit to the Town Office along with payment.
- The License Inspector, will contact you via email with the Notice of Decision.
- Once approved, you will receive your Business License in the mail, unless pickup is otherwise arranged.
- Business Licenses are valid January to December and a notice for renewal will be sent by mail at the beginning of each year.



CANNABIS RETAIL STORES

Town of Drayton Valley
Box 6837, 5120-52 Street
Drayton Valley, AB T7A 1A1
Telephone: 780-514-2200
Fax: 780-542-5753

PLANNING & DEVELOPMENT

Development Officer
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A guide to operating
cannabis retail stores
in the Town of Drayton
Valley

WHAT TO EXPECT

- A Development Permit application and Business License application and are to be submitted simultaneously for the operations of a Cannabis Retail Store.
- Processing timeframe is a minimum 2-3 weeks from the date of receipt of a COMPLETE application.
- The Development Permit fee is \$300.00.
- The Business License fee for a Cannabis Retail Store is **\$500.00** annually. After July 1st, the Business Licence fess is **\$250.00**.
- Failure to provide payment for the Development Permit and Business Licence upon application will deem your application INCOMPLETE.
- Subject to approval Development Permit conditions and Business License conditions, will apply. These conditions, some of which carry throughout the operations of the business, are to be met prior to opening to the public.
- Included as a Development Permit and Business Licence condition, Cannabis Retail Store businesses will be required to provide the Town with a copy of the approved AGLC License PRIOR to opening to the public.
- The application for signage doesn't need to be submitted along with the Business License and Development Permit applications; however it is recommended to streamline the process for business operations.
- The processing timeline for Installation of Signage Permit may take up to 40 days from date of receipt of a COMPLETE application. **Payment of \$104.50 must be received upon application.**

Permitted Cannabis Retail

Store Districts

- C1: Central Commercial District**
- C2: General Commercial District**
- M: Industrial District**
- RI: Rural Industrial Districts**

Cannabis Retail Stores are not permitted within our Downtown District. Please contact us if you are unsure about your proposed location and we will be more than happy to discuss with you.

REGULATIONS

- Maximum operating hours of a Cannabis Retail Store shall be from 10:00 am to 10:00 pm, 7 days a week, excluding dates of closure mandated by the Province.
- Signed landowner consent is to be provided if the landowner is different from the applicant. The person providing consent must be the same as the person listed on the title. Signatures must be original signatures are required.
- The name of the business shall not reference "Drayton Valley", "Drayton", "Valley" or "DV".
- A Cannabis Retail Store shall not be located within 100 metres of the boundary of any existing or proposed hospital.
- If fronting any school or school reserve lands, playground or sports field, a Cannabis Retail Store is not be located closer than 150 metres from the boundary of said school, school reserve lands, playground or sports field.
- Evidence is to be provided that the location meets the above-noted requirements for minimum separation distances from schools, school reserve lands, school reserve parcels and hospitals.
- No person is to smoke, vape, consume or otherwise ingest cannabis on the premises.
- No person shall supply incorrect, incomplete or misleading information in an application for the issuance of a Development Permit or issuance/ renewal of a Cannabis Retail Store

Checklist for a Complete Application

Business License

- Completed Cannabis Retail Store Business License application
- Business License fee of \$500.00 (\$250.00 after July 1st)
- All signatures must be original

Development Permit (move to before business licence)

- Completed Development Permit application
- Title
- All signatures must be original
- Development Permit fee of \$300.00
- Map showing the location of the proposed retail store
- Site plan showing location of customer parking and lighting
- Floor plan of retail store
- Signed landowner authorization (if landowner different from the applicant).

Installation of Signage (alpha-numeric characters only)

- Completed Development Permit application
- Completed Building Permit application
- All signatures must be original
- Signage Permit fee of \$104.50
- Picture of the proposed sign shown on the building with dimensions