CANNABIS RETAIL STORE PERMIT APPLICATION INTAKE PROCESS

The City of St. Albert has regulations regarding Cannabis Retail Stores. Depending on the location, this use is either Permitted or Discretionary. For complete regulations, please refer to Land Use Bylaw 9/2005.

Administration is anticipating interest from multiple applicants for certain areas of the City. It is possible that not all development permit applications may be approved.

To make the process as fair as possible, permit applications will be received and reviewed on a first-come, first-served basis. The review priority will be determined in the order that a complete development permit application is received based on date and time. Completeness of the application will be processed as per the Municipal Government Act Section 683.1.

1) Permit applications will be received starting **August 15, 2018, at 9:00a.m.** Applications may be submitted in person, via courier, or email (specific address noted below) only.

In Person or Courier:

Planning and Development
Second Floor, St. Albert Place
5 St. Anne Street
St. Albert, AB T8N 3Z9

Email:

cannabis@stalbert.ca

*** APPLICATIONS RECEIVED PRIOR TO 9:00AM WILL NOT BE CONSIDERED. ***

Payment must be included at time of submission **(cheque or credit card authorization only)**. Please note, payment will not be processed until the application is deemed complete.

Review of the applications will occur in order of receipt.

2) Within 20 calendar days, received permit applications will be reviewed by Development Officers to ensure all information needed for a decision has been received as per the Municipal Government Act 683.1.

If all the information is received, the development permit application will receive "Development Permit Application Complete" status. The applicant will be notified with a letter sent via email. Payment will be processed, and the application entered into the system.

Applications will be reviewed in chronological order based upon the date the application received development permit application complete status as per Paragraph 2 above.

The Development Officer may require additional plans and information considered necessary to properly evaluate the proposed development, as per Section 3.3(4) of Land Use Bylaw 9/2005.

The applicant will be contacted via email if an application cannot be approved. Reasons for refusal will be included in the letter.

Development permit applications will be processed within 40 calendar days and decisions will have an appeal period for locations where a cannabis retail store is a discretionary use in the City's Land Use Bylaw.

NOTE

No refunds after payment has been processed.

Should you have questions regarding this process, please call the Development Department at 780-459-1642 or email cannabis@stalbert.ca

Please consult the Cannabis Application Process and Package webpage for additional information.