



COLUMBIA SHUSWAP REGIONAL DISTRICT

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RETAIL CANNABIS SALES APPLICATION FORM

This form is for Retail Cannabis Applications only. Applicants are advised to consult with Development Services staff before submitting a Development Application to the Columbia Shuswap Regional District (CSR D). Fees are non-refundable unless otherwise noted. **IMPORTANT: An application is considered incomplete and pending until all required documentation is received; applications are only placed in the queue for processing once all required documentation and fees are received.**

Fee

- Public Survey option: \$1000 Public Survey + Public Meeting option: \$2000

Owner Information (Registered owner(s) information required). Additional page(s) attached. (i.e. Notice of Article/Company Summary when owner is a company)

Full Name(s):

Mailing Address (house number, street name, city, province, postal code):

Phone: E-mail:

Applicant Information (If the applicant is not the owner(s) or if one registered owner is assigned to act as agent on behalf of all registered owners, complete this and the agent authorization section).

Full Name:

Mailing Address (house number, street name, city, province, postal code):

Phone: E-mail:

NOTE: In order to use an **agent** to work on the owners' behalf, **all registered owners** on title must sign to grant authorization. If the property is owned by a corporation, a designated person with signing authority for the company must sign the form and provide documentation of signing authority. Attach a separate page with additional signatures if necessary.

Authorization of Agent (Complete only if the applicant is not the owner(s) or if one registered owner is assigned to act as agent on behalf of all registered owners). Additional page(s) attached.

As owner(s) of the land described in this application, I/we hereby authorize _____ to act as agent in regard to this land development application and understand that the Agent will be the point of contact with the CSR D.

Print name of Owner Signature of Owner Date (mm/dd/yy)

Print name of Owner Signature of Owner Date (mm/dd/yy)

Property Information (Complete all property information of land under application, if available).

Legal Description (lot, block, section, township, range, district lot, land district, plan):

Civic Address (house number, street name, city, province, postal code):

Parcel Identifier (PID):

Size of property (hectares or acres):

Current method of water supply: Community Water Ground Water Well Surface Water Other

Current method of sewerage disposal: Community Sewer Septic System Other

Existing Land Use (i.e. How is the land used? What buildings and structures are on the property? What are they used for?) (Please attach separate pages if necessary). Additional page(s) attached.

Type of Licence (Standard or Micro)/ Description of Proposed Retail Cannabis Operation Explain your proposal i.e. hours of operation, # of staff, site plan) (Please attach separate pages if necessary). Additional page(s) attached.

Declaration (If no agent has been authorized as the applicant, all registered owners must sign declaration. If more than two individual owners, attach a separate page with additional signatures). Additional page(s) attached.

I, the undersigned, hereby certify that the attached information, provided with respect to this application is full and complete and a true statement of facts, and hereby agree to submit further information as may be deemed necessary for processing the application.

Print name of Owner/ Agent

Signature of Owner/ Agent

Date (mm/dd/yy)

Print name of Owner/ Agent

Signature of Owner/ Agent

Date (mm/dd/yy)

APPLICATION CHECKLIST

IMPORTANT: An application is considered incomplete and pending until all required documentation in the checklist is received; applications are only placed in the queue for processing once all required documentation and fees are received.

Please contact Development Services staff if you have any questions.

Email: plan@csrd.bc.ca Phone: 250-833-5904

Checklist: Completed by Applicant/Agent

- Completed application form
- Fee paid: As set out in CSRD [Development Services Application Fees Bylaw No. 4000](#)
 - Application fee
- Certificate of Title - **dated within the last 30 days**. Obtained through [BC Land Title & Survey](#)
- All documents listed on Certificate of Title (i.e. covenants, rights of way and easements)
- Documentation of signing authority when Owner is a company (i.e. Notice of Article, Company Summary)
- Community Impact Statement
- Site plan showing: (In metric. Sample site plan on page 4)
 1. North arrow;
 2. Dimensions and boundaries of property lines;
 3. Location and dimensions of all existing and proposed buildings and structures, and the setbacks (including projections and overhangs) to parcel lines;
 4. Location of existing access roads, driveways, vehicle parking spaces, pathways, screening and fencing;
 5. Driveway material (i.e. asphalt, gravel etc.)
 6. Location of any physical or topographical constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc.);
 7. Location of all existing water lines, wells, septic fields; and
 8. Existing covenant areas, rights-of-way, and easements (if applicable).

Staff may request a surveyed site plan by a BC Land Surveyor to confirm setbacks and/or building locations

Please visit [CSRD Bill Payments](#) for all payment methods for application fees

SAMPLE SITE PLAN

