



**CITY OF COLWOOD
CANNABIS REZONING APPLICATION CHECKLIST**

APPLICATION SUBMISSION	
<input type="checkbox"/> Agent Authorization form completed <i>If applicant different from registered owner</i>	<input type="checkbox"/> Application Fee <i>Fee slip will be provided after application submitted</i>
MINIMUM SUBMISSION REQUIREMENTS	
<input type="checkbox"/> Title Certificate <i>Dated no more than 30 days prior to submission</i>	
<input type="checkbox"/> Copies of ALL charges, covenants, statutory right of ways, and easements owned by the City of Colwood <i>Name documents using the Charge Number (e.g., CA1234567)</i>	
<input type="checkbox"/> Floor Plan <i>Indicating overall area for portion of the building that will be used for the sale of retail cannabis</i>	
<input type="checkbox"/> Site Plan <i>Illustrating the proposed location and specifying which address/unit the proposed cannabis retail store will be in</i>	
<input type="checkbox"/> Letter of Rationale <i>Demonstrating that your application conforms with the Cannabis Retail Store Policy and outlining any prior experience with cannabis stores or similar uses; See next section for details</i>	
DOCUMENT FORMAT AND REVISIONS	
<input type="checkbox"/> All document files named using the following format: Item Name_Civic Address_RZ App	
<input type="checkbox"/> Digital copies of all documents <i>Attached as .pdf to the Development Application or emailed to planning@colwood.ca</i>	
<input type="checkbox"/> 11" x 17" hard copies of all drawings and plans <i>Submitted to Colwood City Hall</i>	
PDFs of any revised plans or documents are required with each set of revisions, including: <ul style="list-style-type: none"> <input type="checkbox"/> One clean version; no markups <input type="checkbox"/> One marked-up version; numbered revision bubbles identifying all changes made <input type="checkbox"/> One transmittal letter; numerically itemized, outlining all proposed changes, corresponding with the numbered revision bubbles <input type="checkbox"/> No revisions	

Additional reports, plans, or documents may be requested by staff during the application process. Please contact planning@colwood.ca for more details regarding the list of application requirements.

LETTER OF RATIONALE

A letter addressed to Mayor and Council must be submitted detailing the following information. The amount of detail may vary depending on the nature of the application.

DESCRIPTION OF PROPOSAL

- Describe the proposal and land use/zoning change
- Confirm that the proposed location is in an established retail location
- Confirm that the proposed location is in a zone that currently permits retail stores
- Outline any prior experience you or your company has with cannabis stores or similar uses

REVIEW OF CITY POLICIES

- Summarize how the proposal conforms to the City of Colwood's *Cannabis Retail Store Policy*
- Itemize policies and demonstrate how the proposal achieves these policies
- Summarize how the proposal conforms to other City bylaws, plans and policies
Active Transportation Network Plan, Triangle Lands, Climate Action, Urban Forest, etc.

ANALYSIS OF SEPARATION DISTANCES

Provide an analysis of the following separation distances:

- The distance between the proposed storefront to the closest lot line of a public or independent elementary, middle, or secondary school
- The distance from the proposed storefront to the closest lot line of another storefront where a Retail Cannabis Store is permitted, regardless of if a Retail Store is active on that lot
- The distance from the proposed storefront to the closest lot line from a City-owned park and/or playground facility