

Cannabis Retail Use Rezoning Application Evaluation Checklist

		Staff Comments
Application Submission Requirements		
<input type="checkbox"/>	Completed Cannabis Retail Use Rezoning Application form and required attachments.	
<input type="checkbox"/>	Application fee per City of Port Moody Fees Bylaw.	
<input type="checkbox"/>	Copy of Certificate of Title dated no more than 30 days prior to submission of application.	
<input type="checkbox"/>	A business proposal of not more than 1-2 single-spaced pages in length which includes the following: <ul style="list-style-type: none"> <input type="checkbox"/> The name under which the business will be operating; <input type="checkbox"/> hours of operation; <input type="checkbox"/> description of business/retail experience; <input type="checkbox"/> overview of experience in the cannabis retail industry; <input type="checkbox"/> whether the business is stand-alone or part of a franchise; <input type="checkbox"/> staffing roles, responsibilities, and number of jobs created; <input type="checkbox"/> how business will be accessible; <input type="checkbox"/> branding, promotion and marketing plan for the retail store; <input type="checkbox"/> how potential nuisance behaviour will be mitigated; <input type="checkbox"/> sustainability practices (e.g. energy use, packaging and waste, encouraging active transportation to store,); <input type="checkbox"/> community benefit/involvement; <input type="checkbox"/> intent to engage with neighbouring businesses; <input type="checkbox"/> opportunity to establish a head office in Port Moody; and <input type="checkbox"/> timeline for establishing proposed business. 	
Property Location and Land Use		
<input type="checkbox"/>	Zoned for Commercial Retail Use.	
<input type="checkbox"/>	Located at least 75 metres from schools.	
<input type="checkbox"/>	Located at least 75 metres from community centres.	
<input type="checkbox"/>	Located at least 75 metres from playgrounds.	
Business Operation Requirements		
<input type="checkbox"/>	Provides a Site Plan that notes the following: <ul style="list-style-type: none"> <input type="checkbox"/> north arrow to scale; <input type="checkbox"/> all dimensions in metric; <input type="checkbox"/> location of building; <input type="checkbox"/> location of all entrances, including label of main entrance; 	

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<input type="checkbox"/>	relevant street names;	
<input type="checkbox"/>	road access, including the locations and number of parking spaces and loading areas;	
<input type="checkbox"/>	Provides a Storefront Elevation that notes the following: <ul style="list-style-type: none"> <input type="checkbox"/> location and type of signage; <input type="checkbox"/> encourage projecting blade signs to increase visibility for pedestrians in the retail area; <input type="checkbox"/> window graphic design (if applicable) <input type="checkbox"/> design elements to help prevent crime, such as clear sightlines, low walls, and landscaping (refer to Crime Prevention Through Environmental Design (CPTED) principles); <input type="checkbox"/> visually appealing storefronts, consistent with the character of nearby buildings; and <input type="checkbox"/> a lighting plan that identifies adequate lighting within the retail space during and outside of operating hours. 	
<input type="checkbox"/>	Commitment to have a monitored security and fire alarm contract, including video surveillance prepared by either: <ul style="list-style-type: none"> <input type="checkbox"/> A Certified Protection Professional (CPP); or <input type="checkbox"/> a Physical Security Professional (PSP). 	
<input type="checkbox"/>	Provides proof of interior sign informing customers of City smoking restrictions.	
<input type="checkbox"/>	Current site photographs in colour.	
Planning and Development Staff Review		
<input type="checkbox"/>	Compliance with Corporate Policy – 09-4300-2019-01 – Cannabis Retail Use.	
<input type="checkbox"/>	Meets applicable Development Permit Area Design Guidelines, if required.	
<input type="checkbox"/>	Meets applicable Heritage Conservation Area Design Guidelines, if required.	
<input type="checkbox"/>	Meets City of Port Moody Sign Bylaw requirements.	
Interdepartmental Review		
<input type="checkbox"/>	Building, Bylaw, and Licensing	
<input type="checkbox"/>	Planning and Development	
<input type="checkbox"/>	Engineering and Operations	
<input type="checkbox"/>	Port Moody Police Department (PMPD)	
<input type="checkbox"/>	Economic Development Office	
<input type="checkbox"/>	Port Moody Fire Rescue	