

## Cannabis Retail – Information for Applicants

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### Process at a Glance

1. Prior to applying to the City of Regina, applicants will first need to apply to and complete a good character vetting process with Saskatchewan Liquor and Gaming Authority (SLGA). For more information about this step, step 3 and the overall process for cannabis permits see SLGA's website: <https://www.slga.com/permits-and-licences/cannabis-permits>
2. Once written proof of pre-approval is obtained from SLGA the applicant may apply to the City for a development permit (details below). Applicants will also need a building permit, which can be applied for concurrently with the development permit or applicants may wish to submit it after the development permit is issued to ensure the land use is approved for the site.
3. After the development permit is issued and building permits passed inspections by the City the applicant can then move to the final steps in obtaining their permit to operate from SLGA.

### Separation Distances

The City of Regina Zoning Bylaw No. 2019-19 indicates "Retail Trade, Cannabis" land use may not be established or enlarged on a lot that is closer than 182.88 metres from any of the following land uses:

- (a) Another "Retail Trade, Cannabis"
- (b) "Assembly, Community" (community centres, libraries and rinks)
- (c) "Institution, Education"
- (d) "Institution, Day Care"
- (e) "Open Space, Active"

These separation buffers work both ways in that a new cannabis retailer must not be within 182.88 m (600 feet) of any of these uses and vice versa. A new school, for instance, cannot be within that distance of an existing cannabis retailer. For downtown, separation distance only applies between retailers (i.e. the other land uses such as open space, day cares, etc. are not impacted).

As per the zoning regulations the measurement is take as a straight line measured from the nearest portion of the proposed unit or building of the Retail Trade, Cannabis use to the nearest portion of the lot (i.e. property line) of the use that it must be separated from. Meeting the separation distances is a pre-condition of the use being permitted in the zone and therefore are prohibited if they do not meet it. Prohibited uses are not appealable pursuant to subsection 219(2)(c) of *The Planning & Development Act, 2007*.

### Permitted/Discretionary Zones

Zones where Retail Trade, Cannabis are permitted or discretionary include:

- MH – Mixed High-Rise Zone
- MLM – Mixed Large Market Zone
- IL – Industrial Light Zone (if located within the Old Warehouse District)

- DCD-WH – Dewdney Avenue Warehouse District Direct Control District (if located within the Old Warehouse District)
- D – Downtown

Applicants are recommended to check out the zoning regulations for themselves as there are other site development standards to consider, which determines if the use may be permitted or discretionary (needs Council approval) in applicable zones.

<https://www.regina.ca/bylaws-permits-licences/bylaws/Zoning-Bylaw/>

### **Pre-application Assistance**

An applicant may wish to contact the City's Planning & Development Services Department before acquiring a property for the purpose of Retail Trade, Cannabis. Planning staff can conduct a preliminary review of a specific location to ensure it fits within a permitted or discretionary zone and that it meets separation distance requirements.

### **Development Permit Application Requirements**

In order to be deemed complete, all applications for a development permit must include the following:

- Development Permit/Discretionary Use Application - Signed by all owner(s) and applicant.
- SLGA Confirmation of Pre-Approval (due diligence check by SLGA complete)
- Floor Plan – Must include total floor area of unit
- Site Plan - If within a new or multi-unit building, include unit location and unit area, and total building area

Other requirements may be requested at the discretion of the City of Regina during the review of the application.

### **Development Permit Submission of Application**

Application packages are submitted to [proposeddevelopment@regina.ca](mailto:proposeddevelopment@regina.ca) with the subject line: *Retail Trade, Cannabis DP – [insert proposed address after dash]*. Please note that if applying for multiple properties, each proposed site will need its own application package and should be sent in as separate emails.

<https://www.regina.ca/export/sites/Regina.ca/bylaws-permits-licences/building-demolition/.galleries/pdfs/Development-Permit-Application-Form.pdf>

### **Applicable Fees for Application**

The City does not require any additional fees or licenses aside from those associated with the applicable permit process for approval.

Note to Review:

- if it is a stand-alone development permit there is not applicable fee
- if it is discretionary, discretionary use application fees apply
- if submitted as part of a building permit, applicable fees based on type of application.

**Reserving Spot in Review Queue**

Consideration for permit approval is assessed by “first come, first serve” of complete application.

Submitting an incomplete application will not place a “hold” for a proposed site if in competition with other potential sites within its vicinity.

As such, application will be given priority by order in which it has been received and subsequently by all requirements being received. Only the first applications that have submitted all required documentation will be able to reserve their “site” and proceed to application approval.