



# 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 is received.**

DATE STAMP  
OFFICE USE ONLY

<b>Fee</b>
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- Public Survey option: \$1000       Public Survey + Public Meeting option: \$2000

<b>Owner Information</b> (Registered owner(s) information required). <input type="checkbox"/> Additional page(s) attached.
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Full Name(s):
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Mailing Address (house number, street name, city, province, postal code):
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Phone:	Cell Phone:	E-mail:	Preferred method: <input type="checkbox"/> Phone <input type="checkbox"/> Email
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<b>Applicant Information</b> (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).
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Full Name:
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Mailing Address (house number, street name, city, province, postal code):
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Phone:	Cell Phone:	E-mail:	Preferred method: <input type="checkbox"/> Phone <input type="checkbox"/> Email
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**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.

<b>Authorization of Agent</b> (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). <input type="checkbox"/> Additional page(s) attached.
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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):

**Existing Land Use** (i.e. How is the land used? What buildings and structures are on the property? What are they used for?)

**Type of Licence / Description of Proposed Retail Cannabis Operation** (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)

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## APPLICATION CHECKLIST

**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 is received.

### Checklist:

- Completed application form
- Fee paid: As set out in CSRD [Development Services Application Fees Bylaw No. 4000](#)
  - Application fee
  - Land Title Office registration (only applicable for Development Permits and Development Variance Permits)
- Certificate of Title or Title Search - dated within the last 30 days. Obtained through [BC Land Title & Survey](#)
- All documents listed on title (e.g. covenants and easements)
- Copy of completed Liquor and Cannabis Regulation Branch (LCRB) application form
- Site plan showing: (In metric. Sample site plan on page 4)
  - North arrow;
  - Dimensions and boundaries of property lines, rights-of-way, and easements;
  - Location and dimensions of all existing and proposed buildings and structures, and the setbacks (including projections and overhangs) to parcel lines, rights-of-ways, easements;
  - Location of existing access roads, driveways, vehicle parking spaces, pathways, screening and fencing;
  - Material driveway is made of (asphalt, gravel, etc.)
  - Location of any physical or topographical constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc.);
  - Location of all existing water lines, wells, septic fields, including sizes; and
  - Existing covenant areas (if applicable).

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

# SAMPLE SITE PLAN

