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# Storefront Cannabis Retailer Rezoning Information and Application

This package contains information for rezoning applications within the City of Victoria:

- Frequently Asked Questions
- Sources of Information – Staff Contacts
- Process Flow Chart
- Submission Requirements
- Letter to Mayor and Council
- Green Building Indicators
- Project Information Table
- Digital Submission
- Application Form
- Fee Calculation

## For More Information

For further information on development applications, please contact the City of Victoria Development Services staff at the numbers below.

A pre-application meeting to discuss your proposal and review the process is strongly encouraged prior to submitting an application.

This application can only be used for proposed rezoning for a Storefront Cannabis Retailer to occupy a space within an existing building. If new construction is involved, the standard rezoning application will be required. Additional development applications may be required depending on the scope of the proposal.

Please review all of the material contained within this handout. The Process Flow Chart is to be used as a guide to processing your application. The section titled Storefront Cannabis Rezoning Application (PAGES 1A – 3A) must be completed and all the supporting material submitted as required. This is the only portion of this package that is to be submitted to the City. Please retain the other information in this package for your reference.

**An appointment is required to submit an application. To make an appointment, please email [zoning@victoria.ca](mailto:zoning@victoria.ca)**

The intent of this meeting is to ensure that a complete application is submitted. A complete application will aid in the processing time of your application. **Only** a complete submission will be accepted. Incomplete applications will be returned to the applicant. Applications must be submitted in person, and will not be accepted by mail or courier.

## Sources of Information – Staff Contacts

Who	What kind of information	Contact
Zoning Administration	Zoning Regulation Bylaw interpretation	250.361.0316
Development Services Support Staff	Fees, signs, general submission questions	250.361.0283
Neighbourhood Planner	Pre-application discussion and overall process	250.361.0283
Permits and Inspections	BC Building Code compliance questions	250.361.0344 ext. 1
Business Licencing	Business Licence requirements	250.361.0572



## Frequently Asked Questions

### Why is a rezoning required?

City Council has amended the Zoning Regulation Bylaw to prohibit storefront cannabis retailers except where specifically permitted. This means a rezoning is required to allow a storefront cannabis retailer.

### Before I proceed, what information should I consider?

The following documents should be reviewed and referenced with respect to your proposal:

- This Storefront Cannabis Retailer Rezoning Application Package
- Design guidelines and publications relevant to your development: [Documents & Publications | Victoria](#)
- Zoning Regulation Bylaw: [Zoning | Victoria](#)
- City of Victoria Storefront Cannabis Retailer policy: [Medical Cannabis Businesses](#)

### How long will the process take?

The rezoning process takes approximately six to eight months from submission of a complete application. A complex application may require more time. The more issues you can identify and resolve before submitting an application results in a smoother process.

A Process Flow Chart is provided in this package. It is essential that all steps be followed.

### Who gets a say?

Public consultation is an important part of the process. The following groups may provide input regarding your application:

- neighbours
- City staff including Sustainable Planning and Community Development, Engineering, Victoria Fire Department and Parks
- advisory committees/commissions (upon referral)
- others as required

The Process Flow Chart outlines when consultation must take place and who is responsible for the various steps in the process.

To ensure the public is informed and consulted, notification signs, mail outs and advertising will be required at various stages of the process.

### What if my proposal does not meet City policies?

Staff will advise you if your application does not meet City policies. If an application is not consistent with the relevant land use policies, then the project would not generally achieve staff support. If you still choose to submit an application, staff may advance your application to Council with a report recommending decline.

### Who decides whether my application is approved?

The final decision on your application is made by City Council. Council has the power to decline your application at several stages and, in some cases, the application may not proceed to Public Hearing. Council may also require special items before adopting the *Zoning Regulation Bylaw* amendment, such as covenants.

### Who can answer my questions?

A full list of staff contacts is provided on page 1 of this handout. Applicant services are provided by City of Victoria Development Services staff, located in the Development Centre on the 2<sup>nd</sup> floor of City Hall. Business hours are 8 a.m. to 4:30 p.m., Monday to Friday, except statutory holidays.

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## Process Flow Chart

The following outlines the sequence of events that can be expected during the process.

**Applicants are responsible for completing all tasks shown in bold.**

**CALUC** refers to the Community Association Land Use Committee

**COTW** refers to the Committee of the Whole (composed of all City Council members)

WHO is responsible	WHAT needs to be done
Applicant	<input type="checkbox"/> Review the City of Victoria <a href="#">Storefront Cannabis Retailer Rezoning Policy</a> . <input type="checkbox"/> Prior to creating a site and landscaping plan, contact Engineering and Parks to discuss the required City standard for the public right of way. <input type="checkbox"/> Verify with Permits and Inspections that all work done on the existing building has been completed with the appropriate permits. <input type="checkbox"/> Obtain the services of an engineer, architect or other building professional who is knowledgeable of the BC Building Code that an existing building can be used for the proposed occupancy.
Applicant	<input type="checkbox"/> Begin consultation with neighbours, if you haven't already done so.
Applicant	<input type="checkbox"/> Make an appointment to submit your application. Email <a href="mailto:zoning@victoria.ca">zoning@victoria.ca</a> <input type="checkbox"/> Complete and submit your application form with all the supporting materials and fees.
City	<input type="checkbox"/> Staff provides CALUC with a copy of the application. <input type="checkbox"/> Staff refers application to School District and Victoria Police Department. <input type="checkbox"/> Staff reviews application. Applicant will receive an Application Review Summary. <input type="checkbox"/> Staff provide information on posting sign(s).
Applicant	<input type="checkbox"/> <b>Changes to the application may be required as a result of the staff review. If changes occur, submit revised plans in accordance with the directions provided in the Application Review Summary.</b>
Staff	<input type="checkbox"/> Staff prepares a report for COTW and attaches any correspondence from the School District, Victoria Police Department and any other interested members of the public.
Applicant	<input type="checkbox"/> <b>A rezoning sign(s) must be posted on the site at least 10 days prior to the COTW meeting. The number of signs will depend on the number of street frontages or length of property frontage</b> <input type="checkbox"/> <b>20 business days prior to the COTW meeting, applicant must provide a Microsoft PowerPoint presentation of the project, including the submission plans and other supporting materials such as photos or illustrations. See section entitled <a href="#">Digital Submissions</a>.</b> <input type="checkbox"/> <b>Attend the COTW meeting to answer any questions. Applicants may not make presentations at COTW unless requested by Council.</b>
Council	<input type="checkbox"/> COTW reviews the application and may recommend changes, rejection, referral to advisory committees or advancing the application to Public Hearing. <input type="checkbox"/> Council accepts or modifies COTW recommendations.
Applicant	<input type="checkbox"/> <b>If recommendation is to decline, the applicant may make a request to address Council at the following meeting.</b>
City	<input type="checkbox"/> An excerpt of the minutes from COTW is sent to the applicant and CALUC. <input type="checkbox"/> If the application has been referred to advisory committees/commissions, it may be brought back to COTW after all referrals are received.
Applicant	<input type="checkbox"/> <b>If further changes to plans are completed, submit revised plans to Development Services. Staff will advise on the number and size of plans required.</b>
City	<input type="checkbox"/> If recommendation is to proceed, a <i>Zoning Regulation Bylaw</i> amendment will be prepared.



WHO is responsible	WHAT needs to be done
Applicant	<input type="checkbox"/> Preparation of any covenants or agreements will be required prior to Bylaw introduction. City Staff may provide standards for covenants and agreements and review all documentation. <input type="checkbox"/> Applicant to register agreements on Certificate of Title at the Land Title Office and provide City with proof of registration.
City/Council	<input type="checkbox"/> Bylaw proceeds to Council for first and second reading. <input type="checkbox"/> Council sets a Public Hearing date. <input type="checkbox"/> The applicant, CALUC and neighbours within 100 m of the proposal are notified of the Public Hearing date. <input type="checkbox"/> The Public Hearing is advertised in the newspaper.
Applicant	<input type="checkbox"/> The Public Hearing notice sign must be posted by the applicant at least 10 days prior to the Public Hearing date. Development Services support staff will contact the applicant.
Council/City	<input type="checkbox"/> A Public Hearing is held. Anyone who feels their interest in property is affected may speak at the Public Hearing. Council approves or declines the application at the Public Hearing. <input type="checkbox"/> The Public Hearing decision is mailed to the applicant and CALUC.

## Letter to Mayor and Council

A letter addressed to Mayor and Council detailing the following information must be submitted.

Description of proposal	Provide details of the storefront cannabis retail operation to support your application. Include information on proximity to nearby storefront cannabis retailers and schools..
City policy	Does the proposal conform to the storefront cannabis retailer policy?
Project benefits and amenities	What are the economic, environmental and social benefits to the City and neighbourhood?
Neighbourhood	How well does the proposed development relate to the neighbourhood?
Impacts	Would the development complement or improve conditions existing in the surrounding area? What other effects would this proposal have on the immediate neighbours? Consider noise and activity levels.
Design and development permit guidelines	Please reference the applicable design guidelines. Indicate how the proposal complies with the guidelines. Note that a development permit application may be required for some applications.
Safety and security	Address <a href="#">CPTED (Crime Prevention Through Environmental Design)</a>
Transportation	Does the project meet the vehicle parking standards of Schedule C - Off-Street Parking? How will a shortfall in parking be satisfied? Does the project meet the bicycle parking standards of Schedule C - Off-Street Parking? Will the project include bicycle facilities above the requirements?
Heritage	What is the heritage status of the buildings on the property? Does the proposal include any exterior changes to a heritage building? Describe how the heritage building(s) is impacted by the development?



## General Requirements for the Site Plan and Landscape Plan and Building Plans

All applications will require the submission of a site plan. The information used to generate the site plan can also be used as the base for the landscape plan. A landscape plan may be required if there are changes to the landscaping or parking layout.

It is the applicant's responsibility to ensure that the plans provided are consistent.

The following are the general requirements for both the site plan and the landscape plan:

- The site plans and landscape plans must be to 1:100 scale (preferred) or 1:200 for larger projects and dimensioned in metric.
- The standard is to include a north arrow, which should point to the top or right of the page.
- Include a title block that identifies the project name (if any), civic address, applicant and contact information, date of plans and space to indicate any plan revision dates.
- Parcel size and dimensions showing all property lines based on a survey prepared by BC Land Surveyor.
- Grade levels need to be in metric geodetic numbers.
- Applicants are required to incorporate City of Victoria base map information, which includes existing underground services, onto any off site improvement plans. This may be obtained through the City of Victoria's [Open Data Portal](#).
- Information on the Tree Preservation Bylaw can be found at [Tree Preservation Bylaw | Parks | Victoria](#)
- Do not show any improvements which exceed or deviate from City standards (e.g. art, special paving, benches, garbage cans, bike racks or landscaping) to the public right of way prior to obtaining the City's written approval.
- Plans are certified in compliance with the applicable professional association standards.
- Measurements are based on definitions and standards of the City of Victoria *Zoning Regulation Bylaw*. For information, contact [zoning@victoria.ca](mailto:zoning@victoria.ca) or view online at [Zoning | Development Services | Sustainable Planning and Community Development | Victoria](#).

## Project Information Table

A copy of the project information table (see sample below) must be included on the plan submission Title Sheet or the Site Plan. Please refer to the *Zoning Regulation Bylaw* for terms within the Project Information Table.

If your proposal involves more than one zone, then provide a Project Information Table for each zone.

PROJECT INFORMATION TABLE	
Zone (existing)	
Site area (m <sup>2</sup> )	
Unit floor area (m <sup>2</sup> )	
Parking stalls (number) on site	
Bicycle parking number (Class 1 and Class 2)	

Please note, additional information may be required for staff to fully assess the proposal.



## Digital Submissions

Digital files are now required throughout the Rezoning process. These will allow Council to view your proposal with handheld devices while eliminating the requirement for multiple hard copies to be provided. The digital plans are also made available for viewing on the City's website in order to help the public to clearly understand your proposal. The information contained in all digital submissions must be consistent with hard copies provided to City staff. Please review the [Rezoning Process Flow Chart](#) for timing.

## Application Submission

PDF files of the full application package are required at the time of submission. These must include a full size set of plans and all supporting hardcopy documentation as identified in the application package.

## Revisions

PDF files must also be submitted with each set of revisions. These must include two full size sets of plans incorporating all changes to the previous submission. One set of plans must have numbered revision bubbles identifying all changes. A numerically itemized transmittal letter is also required to outline all proposed changes corresponding with the numbered revision bubbles. Any revised supporting documentation must also be submitted in digital format at this time.

## PowerPoint Presentation

In order for your application to proceed to City Council's Planning and Land Use Committee, a PowerPoint presentation of your proposal is required no less than 20 business days prior to the scheduled COTW meeting. Prepare your presentation only **after** the staff review of your application and once any required changes are incorporated into the plans. Please contact your neighbourhood planner for a copy of the PowerPoint template.

Save the presentation in Microsoft PowerPoint 2010 or earlier format and limit the file size to not more than 10MB. Do not add special effects or transitions and ensure editing options are maintained. Insert only JPG (Joint Graphic) files for graphics. **Please note, presentations containing EMF (Enhanced MetaFile) files will not be accepted.**

Free software for creating a PowerPoint presentation is available at [www.openoffice.org](http://www.openoffice.org).

## Submitting Digital Files

It is important that all files be labelled with the **project address**. The following options are available to submit digital files:



- CD/DVD, USB memory stick or SD card
- email to [zoning@victoria.ca](mailto:zoning@victoria.ca). Denote the project address in the subject line. Please note the maximum email size accepted by the City of Victoria is 20 MB
- file hosting service (for example: Drop Box, MediaFire, Wikisend, WeTransfer, etc.). Please provide access information to Development Services at [zoning@victoria.ca](mailto:zoning@victoria.ca) or 250.361.0382

## Application Form

### Submission Summary

The following information **must** be provided as documentation for your application. Incomplete applications will not be accepted. For full details of these required items, please refer to the [Rezoning Information](#) portion of this package.

- Application Form (PAGES 1A – 3A) filled out and signed
- Current Certificate of Title - dated not more than 30 days prior to submission
- Letter of authorization provided from all owners
- Copy of any title restrictions, such as covenants, easements or right of ways
- Letter addressed to Mayor and Council providing a rationale for your application (see details in section Letter to Mayor and Council)
- A site profile (contaminated sites) is completed for non-residential properties
- PDF files of all documents provided as part of the application package. For more information, see section titled [Digital Submissions](#).

### Number of plans

- Four sets of plans printed to scale, typically 64 x 91 cm (24" x 36")
- Three sets of plans reduced to 22 x 28 cm (8.5" x 11")
- One set of plans reduced to 28 x 44 cm (11" x 17")

### Required plans - must be in metric

- Site plan complete with Project Information Table
- Landscape plan
- Floor plans
- Elevation plans

### Other requirements

- Building Code compliance report for Part 3 buildings pursuant to the BC Building Code
- Application fee

### Declaration

- I hereby acknowledge that all the information provided is considered public information and available for public viewing and distribution.
- I hereby declare that all the information contained in this application supporting documents are to the best of my belief true and correct in all respects.

Signature of Registered Owner	(PRINT NAME)	Date
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# Storefront Cannabis Retailer Rezoning Application

Signature of Applicant	(PRINT NAME)	Date
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Application received by \_\_\_\_\_ (staff) on \_\_\_\_\_ (date)

## 1. Application Type, Property Information, Applicant Information

I hereby make application to amend the *Zoning Regulation Bylaw* to allow Storefront Cannabis Retailer within an existing building.

For property located at \_\_\_\_\_ (civic address)

And legally described as \_\_\_\_\_

**Key Contact:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**The name, phone number and email address identified as the key contact will be displayed on the City of Victoria website as well as the on site sign should the public require further information about the application. Note that all correspondence from the City (written and verbal) will be provided to the key contact. It is the responsibility of the key contact to inform other project members.**

*The City of Victoria collects your personal information for the purpose of processing your Rezoning application. The legislated authority to collect your personal information is Section 26 (c) of the Freedom of Information and Protection of Privacy Act. If you wish to have further information regarding the collection of your personal information, please contact the Information Access and Privacy Analyst Archives and Records Management, # 1 Centennial Square, Victoria, BC V8W 1P6 250.361.0347 [foi@victoria.ca](mailto:foi@victoria.ca).*

**Ownership Information** Note: For properties registered pursuant to the *Strata Property Act*, an application must be accompanied by a letter of authorization from each registered owner within the strata supporting the changes to the City of Victoria *Zoning Regulation Bylaw* as requested in this application.

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## 2. Title and Ownership Information

- Letter of authorization provided from all owners or signature of all owners on application
- Current Certificate of Title (not dated more than 30 days) available from the Land Title Office, #110 – 1321 Blanshard Street, Victoria, BC V8W 0B7 Phone: 1.877.577.LTSA (5872) [www.ltsa.ca](http://www.ltsa.ca)
- Copy of any title restrictions, e.g., restrictive covenants, easements, right of ways

Specify \_\_\_\_\_

## 3. Site Profiles for Contaminated Sites

Pursuant to the *Waste Management Act*, the Province of British Columbia requires an applicant to submit a Site Profile Form on properties that are or were used for commercial or industrial purposes as defined within the provincial regulations, i.e. Schedule 2 activities.





Please indicate if the subject property qualifies for the following major exemptions for requiring a Site Profile:

- The property has always been used for residential purposes.

If a major exemption does not apply, then please obtain the information package on Site Profiles from Development Services staff. More information is available on the Government of British Columbia website [Land Remediation - Site Profiles](#)

#### 4. Heritage Designated or Registered Properties

If there is a Heritage Designated or Heritage Registered building on the subject site, any changes (including signage) must be identified.

#### 5. Code Compliance Report

If a building is a Part 3 building pursuant to the BC Building Code, a code compliance report is required. Code compliance reviews must include all proposed alternate solutions, requiring City approval that may affect the exterior design of the building.

This report is to be completed using a separate document and submitted with the application.

For more information, contact the Supervisor - Building Inspections 250.361.0344 ext.1.

#### 6. Site Plan

Requirement	Details	Applicant	Staff
Project Information Table	See <a href="#">sample</a> provided in information package		
Building and setbacks	Show location and size of all existing buildings and structures on the property, clearly dimensioned and labeled		
Driveway access	Show location and dimension of the driveway with respect to the road right of way and adjacent property lines		
Parking layout	Show parking areas with dimensioned depth and width of stalls, aisle dimension, traffic direction, angle of the parking stall, number of stalls and wheel stops in compliance with Schedule C - Off-Street Parking. Label accessible stalls and visitor stalls		
Bicycle storage and racks	Location, number and dimensions of bicycle parking in compliance with Schedule C - Off-Street Parking		

#### 7. Floor Plans

Requirement	Details	Applicant	Staff
Layout – floor plans	Show a detailed floor plan of the building. Identify mechanical rooms, stairways, elevators, lobbies, internal garbage/recycling storage areas and internal parking areas. Indicate uses of all spaces. Show location and size of all doors and windows		

#### 8. Elevation Plans

Requirement	Details	Applicant	Staff
Exterior	Exterior of the buildings; including all windows, doors, projections. If no exterior changes are proposed, photos will be accepted in lieu of elevation plans.		



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