

Cannabis Retail – Information for Applications

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](#).
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 permit has 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 60 metres from any of the following land uses:

- a) Another “Retail Trade, Cannabis”
- b) “Assembly, Community” (community centres, libraries and enclosed rinks)
- c) “Institution, Education” (schools including existing + future; excluding post-secondary/adult)
- d) “Institution, Day Care”
- e) “Open Space, Active” (active parks as specified in the cannabis regulations of Chapter 1 of the *Zoning Bylaw*)

In the Downtown Direct Control District, the separation distance only applies between cannabis 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 taken 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:

- ML – Mixed Low-Rise Zone
- MH – Mixed High-Rise Zone
- MLM – Mixed Large Market Zone
- OA – Office Area Zone
- IP – Industrial Prestige Zone
- IL – Industrial Light Zone
- IH – Industrial Heavy Zone
- DCD-D – Downtown Direct Control District
- DCD – QP – Former Diocese of Qu’Appelle Lands Direct Control District (in certain policy areas)

- DCD – CS – Centre Square Direct Control District
- DCD – WH – Dewdney Avenue Warehouse District Direct Control District
- DCD – SD – Saskatchewan Drive/ North Railway Direct Control District
- DCD – CBM – Chuka Boulevard Mixed Direct Control District

Applications for proposed cannabis stores that are closer than 60 metres to another existing or proposed cannabis store or the other land uses that require separate from (schools, day care centres, active parks, etc.) will be required to go through a discretionary use application process. These applications will be reviewed considering the visibility of the proposed store to uses that it needs to separate from including the presence of physical barriers, visual connection between land uses and consideration of separating stores from youth. A discretionary use process may also be triggered by surpassing a size threshold specified in the Zoning Bylaw for certain zones.

Applicants are recommended to check out the zoning regulations for themselves at [Regina.ca/zoningbylaw](https://regina.ca/zoningbylaw) as there are other site development standards to consider, which determines if the use may be permitted or discretionary in applicable zones.

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 checked 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 during the review of the application.

Development Permit Submission

Find and fill out the [Development Permit Application Form here](#). Submit your application packages to 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.

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 completion 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.

Building Permit Application

In most cases, a building permit application will also be required for new cannabis retail units. Building permit applications must show compliance with the National Building Code of Canada and typically require drawings that have been sealed by a professional engineer or architect. For more information on commercial building permits, see our website [Regina.ca/build](https://regina.ca/build)