



**WHISTLER**

## TEMPORARY USE PERMIT - CANNABIS RETAIL

Climate Action, Planning and Development Services - Planning Department  
Tel 604-935-8170 (direct)  
Email: [planning@whistler.ca](mailto:planning@whistler.ca)

**RESORT MUNICIPALITY OF WHISTLER**

4325 Blackcomb Way TEL 604 932 5535  
Whistler, BC Canada V8E 0X5 TF 1 866 932 5535  
[whistler.ca](http://whistler.ca) FAX 604 935 8109

Application Number

TUP \_\_\_\_\_

Work Order: \_\_\_\_\_

**Application Type:** (check applicable boxes)

- ☐ Temporary Use Permit – (Cannabis Retail) ☐ Temporary Use Permit – amendment or renewal

Please review the [RMOW Cannabis Retail Policy No. G-27](#) and ensure this application complies with requirements and stipulations of the policy.

**Subject Property:**

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

Legal Description P.I.D. \_\_\_\_\_  
(On Land Title Certificate)

Please check the TUP Area the proposed business is located in:

- ☐ Creekside ☐ Function Junction ☐ Nesters Plaza  
☐ The Village ☐ Village North

Property Zoning: \_\_\_\_\_

**Business Information:**

Legal Name: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

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

Provincial Application Reference Number: \_\_\_\_\_

**Name of Applicant/Agent:** \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Name of Registered Property Owner:** \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**AUTHORIZATIONS**

I \_\_\_\_\_ authorize \_\_\_\_\_  
 (PRINT NAME of registered property owner) (PRINT NAME of agent/person authorized to sign the application)

to act as agent and sign the application form to the Resort Municipality of Whistler on my/our behalf for the property known as \_\_\_\_\_

\_\_\_\_\_  
 (Civic address of property)

\_\_\_\_\_  
 Signature(s) of registered property owner(s)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature(s) of Signing Officer(s) of Corporation

\_\_\_\_\_  
 Corporate Seal(s), if applicable

\_\_\_\_\_  
 Date

**PROPERTY OWNER'S AGREEMENT**

As of the date of this application, I am the registered owner of the lands described in the application. I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that the lands described in the application may be subject to applicable laws, regulations, and guidelines including, but not limited to, the Resort Municipality of Whistler Zoning and Parking Bylaw No. 303, 2015 and the *Local Government Act*. I agree to comply with all provisions of the Resort Municipality of Whistler Zoning and Parking Bylaw No. 303, 2015 and any other applicable legislation, if this application is approved. I understand that approval does not constitute a building permit and that drawings submitted for a building permit must match approved Temporary Use Permit drawings.

\_\_\_\_\_  
 Signature of property owner

\_\_\_\_\_  
 Date

**DECLARATION**

I \_\_\_\_\_, solemnly declare that the statements made  
 (PRINT NAME)

by me upon this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application.

\_\_\_\_\_  
 Signature of applicant or agent

\_\_\_\_\_  
 Date

**FEE SCHEDULE**

TEMPORARY USE PERMITS	Fees	Select
Temporary Use Permit – requiring Council consideration of issuance	\$4,700.00	
Temporary Use Permit – amendments or renewals	\$3,525.00	
<b>Other Services By Request</b>		
Land Title Search by Request	\$35.00	
<b>CANNABIS RETAIL LICENCE APPLICATION PROCESSING FEE</b>		
New Cannabis Retail Store Licence	\$2,000.00	

**SUBMITTAL REQUIREMENTS – DOCUMENT CHECKLIST****Subject Property Civic Address:** \_\_\_\_\_**Incomplete applications will not be accepted.**

The items on the list are the minimum requirement for your application. Depending on the nature of your project, **you may be requested to submit additional information/documents** with, or following submission of, your application. Check and sign and include this document with your application.

**For ALL applications:**

**Electronic PDF copies** of all submissions; including application, drawings, and reports. Electronic files may be emailed to [planning@whistler.ca](mailto:planning@whistler.ca).

**Every report and document submitted in support of an application must contain an express grant of permission to the Resort Municipality of Whistler to use, reproduce and publish the information contained in the report or document for non-commercial purposes.**

REQ	N/A	SUBMISSION ITEMS CHECKLIST
		1. Complete and signed <b>Application Form, Document Checklist</b> and <b>application fee</b> .
		2. <b>Title Search</b> (issued not more than 30 days from the date application is received) OR a \$35.00 Title Search Fee in lieu (per PID).
		3. <b>Strata authorization</b> on form attached for all proposals affecting common property on a strata plan.
		4. <b>Provincial Referral</b> or Proof of Provincial Application. Application submitted to LCRB for municipal review and comment
<b>PDF of the following submission items and plans as may be relevant to illustrate the proposal. All drawings must include a bar scale and a north arrow.</b>		
	5.	<b>Community Impact Statement</b> <ul style="list-style-type: none"> <li>Must address the guiding principles, location guidelines and evaluation criteria in Cannabis Retail Policy G-27</li> <li>Must outline how the business will address the relevant RMOW policies and contribute to Whistler's priorities, goals and vision as outlined in Whistler's Official Community Plan, including economic, social and environmental impacts the business may have on the surrounding neighbourhood and wider community, and strategies for mitigating potential negative impacts.</li> </ul>
	6.	<b>Commitment to signing and adhering to a Good Neighbour Agreement</b> <ul style="list-style-type: none"> <li>Application should indicate the business' commitment to addressing nuisance issues and working collaboratively</li> </ul>
	7.	<b>Business Plan</b> – Full description of the proposed business operation, including the following information: <ul style="list-style-type: none"> <li>Past business experience</li> <li>Corporate structure</li> <li>Number of staff, products sold, target market, and hours of operation</li> <li>Any proposed educational initiatives and strategies regarding nuisance, consumption and cannabis-related issues</li> <li>Insurance coverage information</li> </ul>
	8.	<b>Context Plan</b> - Scale of 1:500 (minimum) or imperial equivalent. If imperial equivalent all dimensions must be labelled in both imperial and metric. Include: <ul style="list-style-type: none"> <li>Location of property including adjacent streets.</li> <li>Distance to nearest property line of any parcel containing a school or the Meadow Park Recreation Centre.</li> <li>Photographs showing the subject property and all adjacent development.</li> </ul> Note: (a) A cannabis retail store shall not be permitted within 300 metres of the nearest property line of any parcel containing a school or the Meadow Park Recreation Centre. (b) A cannabis retail store shall not be permitted to have frontage on the Village Stroll
	9.	<b>Design Proposal</b> <ul style="list-style-type: none"> <li>Site Plan</li> <li>Dimensioned floor plans showing all doors, exits/entrances, cash registers, location of fixed shelving or displays, and location of all areas open to the public, space designated for staff and storage areas.</li> <li>Exterior elevations/sections clearly illustrating and labelling exterior building materials, finishes and colors; signage location and size; and lighting</li> <li>Demonstrate security measures in compliance with or exceed LCRB requirements</li> <li>Parking plan, if applicable</li> </ul>

	Odour control and store ventilation details
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**Additional Information**

During the review process addition information requirements may be required if the proposed activity is reasonably expected to have an impact on any matters contained in the applicable RMOW policies and bylaws.

\_\_\_\_\_  
Full name of applicant or agent (Print)

\_\_\_\_\_  
Signature of applicant or agent

\_\_\_\_\_  
Date

Personal information is being collected under the authority of the *Local Government Act* for the purpose of processing this Development Permit application. This information is protected under the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information, contact the Director of Planning at 604-935-8170, Resort Municipality of Whistler, 4325 Blackcomb Way, Whistler, BC V8E 0X5.

**RESORT MUNICIPALITY OF WHISTLER**

4325 Blackcomb Way  
Whistler, BC Canada V8E 0X5  
whistler.ca

**TEL** 604 932 5535  
**TF** 1 866 932 5535  
**FAX** 604 935 8109

**STRATA COMMON PROPERTY REPRESENTATION OF AUTHORITY**

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PROPERTY CIVIC ADDRESSSTRATA CORPORATION NO.

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The undersigned, on behalf of Strata Corporation No. \_\_\_\_\_ (the "**Strata Corporation**"), in consenting to the application (the "**Application**") of \_\_\_\_\_, the owner of Strata Lot No. \_\_\_\_\_ for an application to which the Resort Municipality of Whistler "Land Use Procedures and Fees Bylaw No. 2205, 2022" applies to alter the Common Property of Strata Plan No. \_\_\_\_\_, being a Strata Manager (holding a valid license) licensed under the *Real Estate Services Act*, represents to the Resort Municipality of Whistler (the "**RMOW**") that we are authorized to consent to the Application on behalf of the Strata Corporation and that all appropriate resolutions of the Strata Corporation have been duly passed to authorize the proposed changes or alterations to the Common Property.

In the case where the Strata Corporation is not represented by a licensed Strata Manager the undersigned hereby represent to the RMOW that we are members of the Strata Council duly elected in accordance with the *Strata Property Act*, that we are legally authorized to consent to the Application on behalf of the Strata Corporation and that all appropriate resolutions of the Strata Corporation have been duly passed to authorize the proposed changes or alterations to the Common Property.

In making the above representation, the Strata Corporation acknowledges that the RMOW is relying on our representation in accepting the Application and issuing the Permit and the Strata Corporation releases the RMOW from any and all liabilities if the representation is untrue or inaccurate.

**PLEASE COMPLETE THE FOLLOWING IF STRATA MANAGEMENT COMPANY IS PROVIDING REPRESENTATION OF AUTHORITY:**

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STRATA MANAGEMENT COMPANY NAME\* (PLEASE PRINT)

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STRATA MANAGER NAME\* (PLEASE PRINT)

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STRATA MANAGER SIGNATURE

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

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**PLEASE COMPLETE THE TABLE ON PAGE OVER IF STRATA COUNCIL MEMBERS ARE PROVIDING REPRESENTATION OF AUTHORITY.**



## STRATA COMMON PROPERTY REPRESENTATION OF AUTHORITY

Page 2

**PLEASE COMPLETE THE FOLLOWING IF STRATA COUNCIL MEMBERS ARE PROVIDING REPRESENTATION OF AUTHORITY:**

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\_\_\_\_\_  
COUNCIL MEMBER NAME\* (PLEASE PRINT)

STRATA LOT NO: \_\_\_\_\_

\_\_\_\_\_  
COUNCIL MEMBER SIGNATURE

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
COUNCIL MEMBER NAME\* (PLEASE PRINT)

STRATA LOT NO: \_\_\_\_\_

\_\_\_\_\_  
COUNCIL MEMBER SIGNATURE

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

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**The Strata Title Act requires that permission from a Strata Corporation be obtained whenever construction affects Common Property. Written approval from the Strata Corporation is required whenever the proposed work involves Common Property or Limited Common Property.**

**"common property"** means

(a) that part of the land and buildings shown on a strata plan that is not part of a strata lot, and

(b) pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located

(i) within a floor, wall or ceiling that forms a boundary

(A) between a strata lot and another strata lot,

(B) between a strata lot and the common property, or

(C) between a strata lot or common property and another parcel of land, or

(ii) wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property;

**"limited common property"** means common property designated for the exclusive use of the owners of one or more strata lots;

## INFORMATION SIGN REQUIREMENTS

Applications are subject to the Resort Municipality of Whistler “Land Use Procedures and Fees Bylaw No. 2205, 2022” information sign requirements.

1. An information sign is required to be posted for all applications for:
  - development permit,
  - development permit under a land use contract,
  - approval of a Development Plan or Development Approval under the *Blackcomb Land Use Contract*,
  - development variance permit,
  - temporary use permit,
  - modification or discharge of a section 219 covenant,
  - exemption from a bylaw establishing a flood construction level or floodplain setback,
  - amendment to the Official Community Plan,
  - amendment to the Zoning Bylaw, and
  - amendment to a land use contract.
2. The applicant must prepare and **post an information sign on the land that is the subject of the application within 14 days of making the application** and notify [planning@whistler.ca](mailto:planning@whistler.ca) that the sign has been posted via an email containing a photo of the installed sign. (Please download and fill in the [Development Application Sign Template](#) using Adobe Acrobat or similar pdf viewer/editor)
3. The information sign must conform generally to the written specifications contained on the following page of this handout and must also include the following:
  - A map of the site containing a North Arrow, with all the roads adjoining the development site labelled (insert as top image on the fillable [Development Application Sign Template](#));
  - A rendering of the proposed development for development permit applications requiring Council consideration and for zoning amendments with a design component (insert as bottom image on the fillable [Development Application Sign Template](#)). For all other application types, leave the bottom image blank;
  - The abovementioned images can be inserted using Adobe Acrobat or another similar pdf viewer/editor. **The ideal aspect ratio for the image(s) is 947:591.**
4. The information sign must be 4' (1220 mm) x 6' (1829mm) in size.
5. Notification signs must be placed in a conspicuous location, be clearly legible from adjoining streets, and not be obstructed by vegetation or structures on the land, and is required to be placed every 100 metres of highway/road frontage of the subject parcel, except that no more than 3 signs are required for any one parcel.
6. The applicant must keep the notification sign posted and in good repair until the application has been approved or refused by Council or its delegate, or has been withdrawn by the applicant.
7. The applicant must remove the notification sign within 14 days of the application being approved or refused by Council or its delegate, or being withdrawn by the applicant. The municipality may remove the notification sign at the expense of the applicant subject to the municipality first giving notice of the non-compliance of the 14 day removal requirements.



# DEVELOPMENT APPLICATION

Application No: eg. DP001800

Address:

Applicant Name:

Type of Application: eg. Development Permit

Insert brief description of the proposal including proposed uses, number and type of units, proposed gross floor area and proposed building heights (in metric units).

List all proposed variances.

Include the following text: "The details of the proposed development may be revised during the application process."



Location



Proposed Development

**FOR  
MORE  
INFO:**



604 935 8170  
[whistler.ca/ourcity](http://whistler.ca/ourcity)  
[planning@whistler.ca](mailto:planning@whistler.ca)

