

### Required Documents:

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted electronically along with the signed and completed application form.**

- Completed Development Permit Application Form
- A copy of this requirement list showing confirmation of the documents submitted by checking the box next to each requirement
- Application fee (**Note:** you will receive a notice for payment from Planning, once your application has been processed by the Permit Clerk)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed development (**Note:** This is not required if the property owner has signed the application form).
- Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- Copies of any restrictive covenants, utility right-of-way, easements, or Town caveats registered on the Title(s)
- Completed Temporary/Seasonal Business Questionnaire
- Rendering, picture or sketch of the proposed structure, kiosk or vehicle
- Details on any proposed landscaping (including information on planters and screening of storage areas)
- Proposed Site Plan
- Written rationale supporting any requested variances (where applicable)
- Details of any proposed signage including
  - Size
  - Location
  - Illumination (if applicable)

### SITE PLAN

**Note:** All plans submitted must show measurements in metric units.

- North arrow
- Legal description and municipal address
- Adjacent street names, building footprints within 3m of property lines, public pathways, utility boxes, overhead utility poles, guy wires, and fire hydrants
- Location and size of all existing and proposed buildings and structures including but not limited to:
  - Accessory buildings or vehicle, retaining walls, and fences
  - Vendors storage areas and mechanical equipment
  - Tables and chairs
  - Landscaping
- Existing and proposed parking areas showing:
  - Location, dimensions and details for vehicle and bicycle stalls
  - Description of surface materials for parking areas

### ADDITIONAL REQUIREMENTS

At the discretion of the Development Officer or Municipal Engineer, additional information, plans or reports may be required to adequately render a decision on an application. For a list of additional requirements that may apply to your application, visit the Town's webpage related to [Development Permits](#).

Once your Temporary/Seasonal Development Permit has been approved, you will be required to apply for your Town of Canmore Business License. To find out what is required to obtain your business license, please visit [www.canmore.ca/business-license](http://www.canmore.ca/business-license)

### ADDITIONAL INFORMATION FOR MOBILE FOOD-RELATED BUSINESSES

Once a Development Permit has been approved, the applicant is required to contact the Fire Department and book a fire inspection, even if the preparation and serving of food has not yet begun. An occupancy inspection by the Fire Department will also be required if indoor seating is proposed.

**Note:** Inspections by the Fire Department will only be performed in association with an approved Development Permit.



# DEVELOPMENT PERMIT REQUIREMENTS

## Temporary/Seasonal Business

For businesses which typically operate for a period of 6 months or less annually, including food trucks.

### TEMPORARY/SEASONAL BUSINESS QUESTIONNAIRE

| <b>GENERAL INFORMATION</b>   |                        |
|--|------------------------|
| Proposed hours of operation including days of the week:  |                        |
| Proposed Setup Date:   | Proposed Removal Date: |
| <b>BUSINESS INFORMATION</b>  |                        |
| List all business names and types of services offered (i.e. retail products, food and drink, tours):   |                        |
| <b>SERVICING INFORMATION</b>   |                        |
| Does the site have access to the following services?<br><input type="checkbox"/> Water<br><input type="checkbox"/> Electricity<br><input type="checkbox"/> Recycling, Organics, and Waste<br>If yes, please describe access below: (attach additional pages as required) |                        |
| If you are accessing the above services off-site, please include a letter of authorization from the property owner with your application.  |                        |