

Please submit this form using the fillable fields to expedite the processing of your application. Submitting scanned or photographed application forms with handwritten information may slow the processing of your application. **All applications MUST be submitted electronically via email to [planning@canmore.ca](mailto:planning@canmore.ca).**

PROPERTY INFORMATION	
Municipal Address	
Legal Address	Proposed Use of Land/Building
Lot/Unit:                      Block:                      Plan:	

DEVELOPMENT INFORMATION			
Please indicate which checklist you have referenced to form this submission			
Description of Work:			Is the proposed Building/Structure being installed on a temporary basis? <b>YES                      NO</b> <b>IF YES</b> , state the date in which the Building/Structure is scheduled to be removed:
Related Development Permit # (if applicable)	Related Stamp of Compliance # (if applicable)	Cost of Work (to the nearest \$1,000)	Total Proposed Gross Floor Area (m <sup>2</sup> )
Number of Residential Units (if applicable)	Number of Commercial Units (if applicable)	Property Size (Hectares). New construction <u>only</u> .	Proposed Building Footprint (m <sup>2</sup> )
Is a Road Use/Excavation Permit Required? <b>YES                      NO</b>		Is the development located within the 10-minute emergency response zone? <b>YES                      NO</b>	
Will the project require a future Subdivision or Condominium Plan to create separate unit titles? <b>YES                      NO</b>			

ASBESTOS ABATEMENT	
Is there asbestos on the property? <b>YES                      NO</b>	
<b>IF YES</b> , the following is required: Asbestos abatement requirements are located in the Occupational Health and Safety (OHS) Code administered by Workplace Health and Safety (Alberta Employment and Immigration). Occupational Health and Safety legislation requires anyone beginning an asbestos project to notify Workplace Health and Safety at least 72 hours before work starts.”	

PUBLIC TREE DISCLOSURE	
Is there existing Town Trees (Public Tree) within 6m of the construction area, this would include the “Road Right-of-Way” between the private property line and roadway?	<b>YES                      NO</b>
<b>If yes</b> , a Tree Protection Plan Agreement is required to be submitted as part of this application. For more information on the requirements of submitting your Tree Protection Plan Agreement or obtaining a Tree Assessment for the removal of a Town Tree, please contact the Town of Canmore Parks Department at 403.678.1599 or <a href="mailto:Parks@canmore.ca">Parks@canmore.ca</a> . Additional information regarding the Town of Canmore Tree Protection Bylaw can be found on the <a href="#">Town Website</a> .	

APPLICANT / CONTACT PERSON INFORMATION	
Name	Phone
E-mail	
Mailing Address	

OWNER INFORMATION (if different than applicant)	
Name	Phone
E-mail	
Mailing Address	

CONTRACTOR INFORMATION	
Name	Phone
E-mail	
Mailing Address	

### REPRESENTATIONS AND ACKNOWLEDGEMENT

The Applicant represents and warrants that the information provided with this application is correct, accurate and complete. Without limiting the foregoing, the Applicant represents and warrants that all Trade Permits issued a Permit Service Report (PSR) required of the Applicant to receive an Occupancy Certificate, were produced by a duly certified Safety Codes Officers. The applicant acknowledges and understands that the falsification, misrepresentation, or omission of any facts or information submitted for this application shall result in the revocation of any Occupancy Certificate issued in respect to this application.

### DECLARATION

I/We declare that I am/we are the owner of the land described above or authorized to act on behalf of the registered owner(s). I/We have reviewed all the information supplied to the Town with respect to an application and it is true and accurate to the best of my/our knowledge, **and is consistent with the relevant Development Permit approval (where applicable).**

I/We understand that the Town of Canmore will rely on this information in its evaluation of the application. Any decision made by the Town of Canmore based on inaccurate information may be cancelled at any time. I/We give authorization for electronic communication, using the email provided on this application form.

By signing below, I/We confirm to have carefully read this declaration and agree to the terms within.

Signature of Applicant	Date
Signature of Owner	Date

**FOIP Notification:** This personal information is being collected under the authority of the Safety Codes Act, Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act (FOIP); and is managed in accordance with the provisions of FOIP. This information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. If you have any questions about the collection of your personal information, contact the Municipal Records Officer at [municipal.clerk@canmore.ca](mailto:municipal.clerk@canmore.ca). **Please note, the Municipal Clerk’s Office should only be contacted regarding FOIP inquiries.**

### PAYMENT

Until the applicable permit fees have been paid in full to the Town of Canmore, the Town will not commence the review of your application. Town staff will contact you upon receipt of the application to arrange for the applicable fees to be paid. Applications fees can be paid by **Credit, Debit or Cheque**.  
**Please note:** Payments for securities and offsite levies can only be paid by Cheque or Letter of Credit.