

### 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 restrictive covenants, utility right-of-way, easements, or Town caveats registered on the Title(s)
- Plot Plan (requirements provided below)
- Grading Plan – Existing Conditions (requirements provided below)
- Grading Plan – Proposed Finished Grades (requirements provided below)
- Geotechnical Report produced by a Geotechnical Engineer for areas identified to be in mountainous or steep regions
- Photographs of the site

### ADDITIONAL DOCUMENTS FOR EXCAVATION, STRIPPING, AND GRADING

- Description of the excavation including
  - Final destination of any material that is to be removed

### ADDITIONAL DOCUMENTS FOR LOGGING

- Harvesting plan prepared in accordance with the Alberta Timber Harvest Planning and Operating Ground Rules
  
- FireSmart Plan (if applicable) prepared or reviewed by qualified FireSmart professional including:
  - Details on the operation (description of vegetation removal including any prescribed burning)
  - Time of year and duration FireSmart activity is to occur
  - Comment on any removal of invasive or other plant species
  - Photographs of the site

### SURVEYED PLOT PLAN (prepared by an Alberta Land Surveyor)

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

- North arrow and scale
- Dimensioned boundaries and site area
- Legal description and municipal address of property
- Adjacent line of curb or street/lane
- Footprints of all buildings and structures on adjacent sites within 3 m of the property line
- Spot elevations
- The design 1:100 year groundwater flood elevation, the design valley bottom flood elevation, and steep creek hazard design elevation, where applicable
- Existing and proposed easements and right-of-way including dimensions and type of easement, if applicable
- Location of any wetlands, ponds, or watercourses, if applicable
- Location of any existing rock outcroppings or other geologic features, if applicable
- Location of any existing buildings to be removed, if applicable

### GRADING PLAN – Existing Conditions

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

- North arrow
- Legal description and municipal address
- Location of the operation relative to site boundaries
- Adjacent street names, building footprints within 3m of property lines, public pathways, utility boxes, overhead utility poles, guy wires, and fire hydrants.
- Any existing and proposed easements and rights-of-way, including dimensions and type of easement, if applicable.
- Existing surface elevations, contours, and surface grades of the property based on geodetic datum
- Existing directions of surface drainage flow, indicated by arrows
- Location of any wetlands, ponds, or watercourses, if applicable
- Location of any existing rock outcroppings or other geologic features, if applicable

### **GRADING PLAN – Proposed Finished Grades**

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

- North arrow
- Legal description and municipal address
- Location of the operation relative to site boundaries
- Adjacent street names, building footprints within 3m of property lines, public pathways, utility boxes, overhead utility poles, guy wires, and fire hydrants.
- Existing and proposed easements and rights-of-way, including dimensions and type of easement, if applicable.
- Proposed finished surface elevations, contours, and surface grades of the property based on geodetic datum
- Proposed directions of surface drainage flow, indicated by arrows
- Cross-section details of any proposed swales
- Cross-section details which illustrate the proposed finished grades in relation to all adjacent lots/parcels.
- Location of any wetlands, ponds, or watercourses, if applicable
- Location of any existing rock outcroppings or other geologic features, if applicable

### **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](#).

If use of the road right-of-way is required, a Road use Right-of-Way permit application form must be submitted and approved by the Town of Canmore Engineering Department. Note that road right of way includes all public roadways, sidewalks, right-of-ways, or public parking lands and lots.