

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 through the online portal.**

- Application fee (**Note:** you will be notified via email of outstanding fees with payment details)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed business (**Note:** This is not required if the property owner is the applicant).
- 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:
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Additional Documents for Logging (*cont'd*)

- 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.