

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 any restrictive covenants, utility right-of-way, easements, or Town caveats registered on the Title(s)
- Full set of Drawings or Renderings
- Completed Signage Questionnaire
- Written rationale supporting any requested variances (where applicable)
- Current photographs of the site/building, illustrating the location of the proposed signage
- Surveyed plot plan indicating sign location (when signage is proposed to be located within road right-of-way)
- Digital images of material samples (manufacturers specification sheet, digital imagery, etc.)
- Plan showing sight line triangles (for freestanding or monument signs when located near to an intersection)

Drawings or Renderings

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

- Dimensions of sign(s)
- Location of proposed sign(s) on a building or structure
- Height of letters
- Legend detailing the following:
 - Colours; and
 - Proposed materials

In addition to the above, the following is required for the below noted sign types:

Hanging or Projecting sign

- Distance of sign measured from ground to the base of the sign

Freestanding and Monument signs

- Landscaping Plan including:
 - North arrow
 - Legal description and municipal address
 - Property lines
 - Legend detailing:
 - Location and species of existing trees and shrubs to be removed
 - Trees and shrubs within 6m of the property lines on Town or other private land with vegetation to be removed clearly identified (Note: removal of any public trees may require compensation to the Town of Canmore).
 - Existing and proposed vegetation location, species, and number of plants
 - Details on groundcover (grass seed, mulch type, etc.)
 - Location of any proposed hardscaping
- Site Plan showing:
 - North arrow
 - Legal description and municipal address
 - Location of the buildings, sidewalks and walkways, proposed sign(s), and any existing signs
 - Adjacent street names, building footprints within 3m of property lines, public pathways, utility boxes, overhead utility poles, guy wires, fences, and fire hydrants
 - Dimensioned setbacks (e.g yards, water bodies, and corner visibility triangle) as prescribed in the Land Use Bylaw

Illumination (if applicable)

- Details on any illumination including:
 - Luminaire design;
 - Wiring;
 - Attachment to building or foundation

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 all additional requirements that may apply to your application, visit the Town's webpage related to [Development Permits](#).

Signage Questionnaire

Please complete the relevant sections of this questionnaire, based on the type of signage that is being applied for and submit this with your application.

I am applying for one or more **TEMPORARY EVENT SIGN(S)**:

These signs are intended to announce specific special events of a public nature including festivals, concerts, opening of new commercial premises, sporting events, and other community events.

PROPOSED SIGNAGE INFORMATION			
EVENT NAME:			
SIGN TYPE: <input type="checkbox"/> Banner <input type="checkbox"/> Freestanding <input type="checkbox"/> Flag <input type="checkbox"/> Other: _____	NUMBER OF SIGNS:	SIGN MATERIAL(S):	SIGN AREA IN SQUARE METERS:
PROPOSED DATE OF SIGN INSTALLATION:		PROPOSED DATE OF SIGN REMOVAL:	
Note: temporary signs are limited to only be erected for a maximum of two weeks prior to the event, and are required to be removed within 24 hours following the event.			

I am applying for one **PERMANENT SIGN**:

Note: Double sided signs are considered as one sign.

PROPOSED SIGNAGE INFORMATION		
SIGN TYPE: Commercial <input type="checkbox"/> Chalkboard or Menu <input type="checkbox"/> Directory Sign <input type="checkbox"/> Flush-mounted or Individual Letter <input type="checkbox"/> Freestanding or Monument <input type="checkbox"/> Hanging or Projecting <input type="checkbox"/> Mural <input type="checkbox"/> Window Residential <input type="checkbox"/> Residential Business Sign (Home Occupation)	LIST SIGN MATERIAL(S):	SIGN AREA IN SQUARE METERS: VARIANCE REQUESTED (IF APPLICABLE):

I am applying for MULTIPLE PERMANENT SIGNS at the same property

Note: A request for a sign(s) at different properties requires a separate application.

PROPOSED SIGNAGE INFORMATION		
SIGN TYPE: <input type="checkbox"/> Chalkboard or Menu <input type="checkbox"/> Directory Sign <input type="checkbox"/> Flush-mounted Or Individual Letter <input type="checkbox"/> Freestanding or Monument <input type="checkbox"/> Hanging or Projecting <input type="checkbox"/> Mural <input type="checkbox"/> Window	SIGN MATERIAL(S):	SIGN AREA IN SQUARE METERS:
SIGN TYPE: <input type="checkbox"/> Chalkboard or Menu <input type="checkbox"/> Directory Sign <input type="checkbox"/> Flush-mounted or Individual Letter <input type="checkbox"/> Freestanding or Monument <input type="checkbox"/> Hanging or Projecting <input type="checkbox"/> Mural <input type="checkbox"/> Window	SIGN MATERIAL(S):	SIGN AREA IN SQUARE METERS:
SIGN TYPE: <input type="checkbox"/> Chalkboard or Menu <input type="checkbox"/> Directory Sign <input type="checkbox"/> Flush-mounted or Individual Letter <input type="checkbox"/> Freestanding or Monument <input type="checkbox"/> Hanging or Projecting <input type="checkbox"/> Mural <input type="checkbox"/> Window	SIGN MATERIAL(S):	SIGN AREA IN SQUARE METERS:
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