

## Required Documents

The following documents are required for a complete application. Missing documentation may result in delays in the review and provision of comments on your meeting request due to insufficient information. All plans, documents and information listed below must be submitted electronically in a PDF format, and combined to one file, through the online portal.

A Pre-application meeting request must include the following information for review by the Town:

- An itemized list of specific questions for the department(s) the applicant is seeking clarity/resolution on, including major concerns and/or variances being requested. Questions are to be submitted by filling out the department questions boxes within the meeting request form.
- A submission of the required information as per the relevant application type noted below.

Once you have submitted a complete application, you will be contacted by the Town of Canmore for payment of fees. Please see the Town of Canmore [Fee Schedule](#) for applicable fees.

## Submission Requirements by Application Type

### Development/Building Permit Proposed Plan Requirements

- Site property lines
- Total site area
- Approximate calculation of the proposed:
  - Density
  - Floor Area Ratio (FAR)
  - Gross Floor Area (GFA)
  - Parking
- Approximate building footprints and entrance locations
- Proposed uses and location of uses in buildings
- Proposed or existing driveway access
- Parking areas
- Adjacent streets labelled

**\*NOTE:** *Building elevation drawings are not required but are considered helpful if available.*

## Subdivision Application

- Tentative Plan Concept
  - Proposed lot configurations
  - Transportation network and roadways
  - Identification of areas proposed as Municipal and Environmental Reserve (if applicable)
- Preliminary Grading Plan
- Preliminary Utility Plans
- Municipal Reserve Concept Plan (if applicable)
  - Lot property lines
  - Total site area
  - Proposed amenities (i.e. Playgrounds, sport fields or surfaces, pathways and/or structures)
  - Proposed surface materials
- Land use concept plan based on the proposed lot configuration proposed on the Tentative Plan concept

## Land Use Bylaw Amendment (Amendment to an existing district or regulation)

- Written rationale for why the amendment is required
- The proposed wording for the district or regulation to be amended or added

## Proposed Direct Control District

- Written summary outlining the intent and rationale for why a DC District is required
- Proposed Project Details
  - Density
  - Floor Area Ratio (FAR)
  - Gross Floor Area (GFA)
  - Parking
  - Unit Types (if applicable)
- The proposed wording for the District including:
  - Proposed Permitted and Discretionary uses
  - Proposed regulations
- Development Concept Plans
  - Site property line
  - Site property lines
  - Total site area
  - Approximate calculation of the proposed:
    - Density (Unit)
    - Floor Area Ratio (FAR)
    - Gross Floor Area (GFA)
    - Parking
  - Approximate building footprints and entrance locations
  - Proposed uses and location of uses in buildings
  - Proposed or existing driveway access
  - Parking areas
  - Adjacent streets are appropriately labelled

**\*NOTE:** *Building elevation drawings are not required but are considered helpful if available*



# Pre-Application Meeting Requirements Checklist

## **Area Structure Plan (ASP) or Area Redevelopment Plan (ARP) Amendment**

- Written rationale for why the amendment is required
- The proposed wording for the Section(s) to be amended or added
- Identification of any corresponding Land Use Bylaw (LUB) amendments that may result from the proposed ASP or ARP amendment.
  - The proposed wording for the Regulation(s) to be amended