

# SUBDIVISION REQUIREMENTS

## Simple Subdivision

This requirements list should be used for simple subdivisions where there are no requirements for:

- The construction of public water, sanitary or stormwater mains, roads, or other infrastructure; and
- The dedication of Municipal and/or Environmental Reserve lands

Examples included (but not limited to) duplex subdivision, subdivision of building units and establishing common property.

### 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.**

- Signed and completed application form
- Letter of agent authorization, if the applicant is not the landowner
- Application fee
- Current copy of Certificate(s) of Title
- Copies of any restrictive covenants, utility rights-of-way, easements, or Town caveats registered on the Title(s)
- A Context Plan showing the lands to be subdivided in relation to the neighbourhood
- Tentative plan of subdivision (in metric units), prepared by an Alberta Land Surveyor, showing:
  - North arrow and scale
  - Legal description and municipal address
  - Property lines (existing and proposed)
  - Location, dimensions, boundaries and lot areas of each new lot to be created
  - Streets and lanes, labelled with names
  - Easements and right-of-ways
  - Location, use and dimensions of existing buildings (specify if buildings are proposed to remain or be removed)
  - Floodway, flood fringe, or steep creek hazard boundaries, if applicable
  - Location and boundaries of the bed and shore of any river, stream, watercourse, lake or other body of water that is contained within the bounds of the proposed parcel of land, if applicable
- Addressing plan (in alignment with the Civic Addressing Protocol\*),
- Recent Site Photos

### 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](#).

\*Please visit the Town's website in order to review and download this policy.

To help expedite processing your application, the submission of this form using the fillable fields is greatly appreciated. The submission of scanned or photographed application forms with handwritten information may slow the processing of your application. All applications shall be submitted electronically via email to [planning@canmore.ca](mailto:planning@canmore.ca).

<b>PROPERTY INFORMATION</b>	
Municipal Address (if applicable)	
Legal Address	
Lot/Unit(s): _____ Block(s): _____ Plan: _____	
Certificate of Title Number(s)	Relevant Development Permit Number:
<b>APPLICANT INFORMATION</b>	
Name	Phone
Mailing Address	
E-Mail	
<b>OWNER INFORMATION (IF DIFFERENT THAN APPLICANT)</b>	
Name	Phone
Mailing Address	
E-Mail	

<b>DESCRIPTION OF AREA OF LAND TO BE SUBDIVIDED</b>
Area of parcel of land to be subdivided (in hectares) _____
Is the land situated immediately adjacent to a municipal boundary?  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>YES</span> <span>NO</span> </div> If yes, please name the adjoining municipality:
Is the land situated within 1.6 km of the centerline of a highway right-of-way?  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>YES</span> <span>NO</span> </div> If yes, please provide the highway number:
Does the proposed parcel contain, or is adjacent to a river, stream, lake or other body of water?  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>YES</span> <span>NO</span> </div>
Is the proposed parcel within 1.5 km of a sour gas facility?  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>YES</span> <span>NO</span> </div>

CHARACTERISTICS OF LAND TO BE SUBDIVIDED	
Land use district of property to be subdivided:	
Intended use of land:	
Is a shared access agreement required?	Is a party wall required?
YES      NO	YES      NO
Describe the nature of the topography of the land (flat, rolling, steep, mixed, etc.):	
Describe any buildings or structures on the land and whether they are to be demolished or removed:	

### 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 of the information supplied to the Town with respect to an application and it is true and accurate to the best of my/our knowledge. 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 rescinded at any time. The applicant gives authorization for electronic communication, using the email provided on this application form.

**I HAVE CAREFULLY READ THIS DECLARATION BEFORE SIGNING IT.**      **Yes**      **No**

Signature of applicant:	Date:
Signature of owner:	Date:

**FOIP Notification:** This personal information is being collected under the authority of the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. If you have any questions about the collection of your personal information, contact the Municipal Records Officer by emailing [municipal.clerk@canmore.ca](mailto:municipal.clerk@canmore.ca). **Please note, the Municipal Clerk's Office should *only* be contacted regarding FOIP inquiries.**

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### PAYMENT

Until the applicable application 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 with a fee of under \$1000, can be paid by **Credit, Debit or Cheque**. Applications with a fee of \$1000 and above, can be paid by **Cheque or Bank Draft Only**.

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