

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.

New Commercial, Industrial and Institutional applications and all required documents must be submitted using the CityView Online Portal.

Residential 3+ unit applications must be submitted to planning@canmore.ca.

- Completed Development Permit Application Form *(only required for Residential 3+ Units applications)*
- A copy of this requirement list showing confirmation of the documents submitted by checking the box next to each requirement *(only required for Residential 3+ Units applications)*
- Application fee (**Note:** you will receive an e-mail notice requesting payment)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed development (**Note:** For New Commercial, Industrial and Institutional applications - This is not required if the property owner is submitting the application. For Residential 3+ applications - This is not required if the property owner has signed the application form)
- Letter of Engagement from the Consulting Engineer, where required by the Engineering Design and Construction Guidelines
- 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)
- Introductory letter providing an overview of the project, including rationale for any requested variances to the Land Use Bylaw and identification of the Green Building procedure to be followed (Town of Canmore procedures or the third-party certification procedure)
- Pre-Application Meeting summary, including any specific information that was determined to be an additional requirement as part of the Pre-Application review (**NOTE:** a pre-application meeting is a requirement for major, complex developments).
- [Sustainability Screening Report](#) where the Gross Floor Area of the development is 500m² or greater, or otherwise required by the Sustainability Screening Policy
- Site Plan (requirements provided below)

- Plot Plan (requirements provided below)
- Architectural Plans (requirements provided below)
- Phasing Plan (requirements provided below)
- Private Landscaping Plans (requirements provided below)
- Municipal Landscaping Plans, in accordance with the Engineering Design and Construction Guidelines
- Site Lighting/Photometric Plan (includes all proposed lighting details)
- Site Grading Plan, in accordance with the Engineering Design and Construction Guidelines
- Stormwater Management Plan, in accordance with the Engineering Design and Construction Guidelines
- Site Servicing Plans, in accordance with the Engineering Design and Construction Guidelines (where new or upgraded services are being installed)
- Servicing Report, in accordance with the Engineering Design and Construction Guidelines
- Traffic Impact Plan, where required
- Construction Management Plan, where required
- Confirmation that the following organizations have been notified of the proposed development:
 - Fortis
 - ATCO
 - EPCOR (if necessary)
- Confirmation that the Fire Hall has been notified (if necessary)

SITE PLAN

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

- North arrow
- Legal description and municipal address

DEVELOPMENT PERMIT REQUIREMENTS

Intermediate – Large Developments

Residential 3+ units, Commercial, Industrial and Institutional Developments

- Legend detailing:
 - Number of residential and/or commercial units
 - Gross floor area of each use and unit
 - Parcel area, site coverage and floor area ratio
 - The design 1:100 year groundwater flood elevation, the design valley bottom flood elevation, and steep creek hazard design elevation, where applicable
 - Geodetic elevation of all floors, ground slab, and roof peak
 - Vehicle and bicycle parking required and provided
- Dimensioned setbacks (e.g. yards, water bodies, and corner visibility triangle) as prescribed in the Land Use Bylaw
- Location, dimensions and details for sidewalks and curbs dimensioned from property lines
- 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.
- Location and size of all existing and proposed buildings and structures including but not limited to: Accessory buildings, retaining walls, garages and fences
- Existing and proposed parking areas showing:
 - Location, dimensions and details for vehicle and bicycle stalls
 - Location and widths of driveways, drive aisles, and parking lot entrances and exits, including at the property line
 - Description of surface materials
- Location and dimensions of loading facilities, bus parking, directional signage, and fire lanes, if applicable
- Location of all catch basins, if applicable

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 for: The design 1:100 year groundwater flood elevation, the design valley bottom flood elevation, and steep creek hazard design elevation, where applicable
- Geodetic elevation of all floors and roof peak
- Existing and proposed easements and right-of-way including dimensions and type of easement, if applicable

- Any wetlands, ponds, or watercourses, if applicable
- Any existing rock outcroppings or other geologic features, if applicable
- Any existing buildings to be removed, if applicable

ARCHITECTURAL PLAN REQUIREMENTS

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

- Dimensioned floor plans for all structures
- Roof plan, showing all major roof structures and equipment and screening details
- Elevations and sections showing proposed and maximum building height, finishes, colours, and lighting locations
- Site section from front to rear property line including adjacent streets and lanes
- Building Renderings

PHASING PLAN (required for multi-building developments)

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

- North arrow and scale
- Property boundaries and site area
- Adjacent line of curb or street/lane
- Overlay of the applicable Landscaping Plan
- Identification of each phase by labelling the phase boundary area (ex. Phase 1, Phase 2, etc.)
- The following must be identified within the boundaries for each phase of the development:
 - Building/structure footprint
 - Parking areas and drive aisles
 - Landscaping
 - Waste and recycling bins
 - Lighting

LANDSCAPE PLAN REQUIREMENTS

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

- North arrow
- Legal description and municipal address
- Property lines and dimensions
- Legend detailing
 - Parcel area and landscaped area
 - All surface materials

DEVELOPMENT PERMIT REQUIREMENTS

Intermediate – Large Developments

Residential 3+ units, Commercial, Industrial and Institutional Developments

- Total trees and shrubs required and provided
- Number, species, and size (i.e. height and caliper) of tree at the time of planting
- Number and species of shrubs
- Finished grades, including location and direction of swales
- Location and species of existing trees to be removed
- Location of trees and shrubs within 6m of the property lines on Town or other private land clearly indicating if they will be retained or removed (Note: The removal of any public trees may result in compensation to the Town of Canmore).
- Location and material of proposed hard-scaping, including the 1.5m non-combustible buffer around all habitable buildings
- Proposed landscape features and amenities, including (but not limited to) decks, gazebos, patios, pathways, outdoor furniture, water features and Low Impact Development (LID)
- Location and design of existing and proposed retaining walls, fencing
- Method of irrigation, 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. [Click here](#) for a list of additional requirements that may apply to your application.

ADVISORY NOTES

Should your property be located outside the Ten-Minute Emergency Response Map, alterations to your construction design may be necessary. Please visit the [Property Information Viewer webpage](#) to view this map.

Development Permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta's FOIP Act. If you consider the information to be personal, do not put it on the plans.