



PRE-APPLICATION MEETING REQUIREMENTS CHECKLIST

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.

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

Complete Pre-Application Meeting Request Form and applicable fee

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.*



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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 (DC) 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



PRE-APPLICATION MEETING REQUIREMENTS CHECKLIST

PROPOSED DIRECT CONTROL (DC) DISTRICT (cont'd)

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*

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