

SUBDIVISION AND CONDOMINIUM ENDORSEMENT APPLICATION REQUIREMENTS

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
- Certificate of Municipal Authority Form (for fee simple/bareland condominiums)
- Subdivision Authority Approval Form (for bareland condominiums and subdivisions) **where applicable.*
- Consent to register plan Form

FOR SUBDIVISION PLAN (FEE SIMPLE) ENDORSEMENT ONLY

- Proposed Plan of Survey
 - North arrow and scale
 - Legal description and municipal address for each lot
 - Property lines (as approved)
 - Location, dimensions, boundaries and areas of each new lot or unit to be created
 - Streets and lanes, labelled with names
 - Easements and right-of-ways
 - 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

FOR CONDOMINIUM PLAN ENDORSEMENT OR BOUNDARY ADJUSTMENTS ONLY

- Proposed Condo Plan (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 areas of each new lot or unit to be created
 - Streets and lanes, labelled with names
 - Easements and right-of-ways

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.



SUBDIVISION AND CONDOMINIUM ENDORSEMENT APPLICATION FORM

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.**

APPLICANT INFORMATION	
Name	Phone
Mailing Address	
E-Mail	
OWNER INFORMATION (IF DIFFERENT THAN APPLICANT)	
Name	Phone
Mailing Address	
E-Mail	

PROPERTY INFORMATION
Municipal Address (if applicable)
Legal Address
Lot/Unit(s): _____ Block(s): _____ Plan: _____

APPLICATION INFORMATION		
What type of application are you applying for?		
Fee Simple/Bareland Condominium	Conventional Building Condominium	Boundary Adjustment/Consolidation
Is this the proposed endorsement part of a phased subdivision? If yes, please state which phase this is for (ex. Phase 1 of 5):	Yes	No

Is the subject property on the Town's Tax Installment Payment Plan (TIPP)?	Yes	No
Have Off-Site Levies been paid for the properties seeking endorsement?	Yes	No
Are there Caveats needing to be discharged from title? If yes, please state which caveats are required for discharge:	Yes	No

Relevant Subdivision File Number (if applicable):	Area of Parcel (in hectares)	Land Use District of Subject Property
Relevant Development Permit Number (if applicable):	Relevant Building Permit Number (if applicable):	Number of Lots OR Units

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. ***Please note, the Municipal Clerk's Office should only be contacted regarding FOIP inquiries.**

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**.