

SUBDIVISION REQUIREMENTS

Complex Subdivision

This requirements list should be used for complex subdivisions where the following will be necessary:

- Construction of public water, sanitary or stormwater mains, roads or other infrastructure;
- The dedication of Municipal and/or Environmental Reserve lands;
- The approval of a Grading Plan; or
- A Development Agreement for the servicing of the land

All plans and submissions MUST:

- Be submitted in metric units and NAD83 Datum, 3TM Projection, Reference Meridian 114 Degrees West Longitude.
- Demonstrate alignment with Town approved bylaws, policies or guidelines including but not limited to the:
 - Land Use Bylaw
 - Integrated Transportation Plan
 - Open Space and Trails Plan
 - Engineering Design and Construction Guidelines
 - Utility Master Plan
 - Environmental Impact Statement Policy
 - Recreation Master Plan

REQUIRED INFORMATION:

The following documents and the applicable fee(s) are required for a complete application. There is also a list of supplemental information that the Town may request in order to deem the application as complete. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information.

- 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)
- Plan showing the lands to be subdivided in relation to the surrounding neighbourhood
- Tentative Plan** of subdivision, prepared by an Alberta Land Surveyor, showing:
 - North arrow and scale
 - Legal description and municipal address
 - Property lines (existing and proposed)
 - Labelling of land use districts on each lot
 - Location, dimensions, boundaries and lot areas of each new lot to be created
 - Streets and lanes, labelled with names
 - Easements and rights-of-way
 - Location, use and dimensions of existing buildings (specify if buildings are proposed to remain or be removed)

REQUIRED INFORMATION (cont'd)

- 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
- All proposed reserve land and the identification of the type of reserve
- Addressing plan (Civic Addressing Protocol*), showing proposed road names if applicable
- A written description identifying any aspects of the application that are inconsistent with Town approved bylaws, policies or guidelines, and justification for the non-compliance
- A description of the proposed land uses and units per hectare for residential uses
- Municipal Reserve Concept Plan(s) showing:**
 - Conceptual finished grades
 - All proposed amenities (e.g. benches, lighting, play structures, sport fields, etc.)
 - Pathways
 - Any proposed structures (e.g. decks, Landings, retaining walls, gazebo, etc.)
 - Indicate all proposed surface materials
 - Demonstrate alignment with the Town of Canmore Recreation Master Plan and community needs
- Municipal Reserve (MR) calculations, detailing required MR dedications and proposed MR dedications
- A plan showing existing utility services, or a servicing concept plan including water, sanitary, stormwater, grading, and shallow utilities and detailing facilities to be replaced or relocated
- A concept plan showing the proposed road system, identifying:
 - all road classifications (e.g. arterial, collector, local) with the right-of-way dimensioned
 - any existing roads that are to be closed
 - any emergency or temporary access roads
 - intersections and configuration of any future interchanges
 - the standard corner radii and corner cuts for all roads and lanes
- A concept plan showing all proposed sidewalks, pathways and trails within the subdivision area and connections to the existing sidewalk, pathway and trail system
- A conceptual grading plan showing the proposed grades, extent and depth of cuts and fills (where exceeding one meter), and locations of any required retaining walls

SUPPLEMENTAL INFORMATION:

Please contact the Town prior to submitting an application for more information on which of these requirements may apply.

- A written description of the subdivision concept and any other aspects requiring explanation, for example, how the application has met or considered the recommendations of a report prepared by a qualified professional
- A Conceptual Scheme
- If existing structures are to remain on site, a Real Property Report, prepared by an Alberta Land Surveyor, confirming where there are existing common party walls, that the centerline of the wall(s) coincides with the proposed property line

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- Identification of distinctive physical characteristics within and adjacent to the subdivision that may require special attention in site design
- An evaluation prepared by a qualified professional of the proposed servicing concept, and where applicable, any Utility Master Plan prepared as part of the ARP or ASP process
- Existing topographic contours at minimum 1.5 m intervals related to geodetic data, prepared by an Alberta Land Surveyor
- A plan showing sloped lands, identifying those lands between 7% to 15%, and lands greater than 15%
- Geotechnical evaluation and slope stability report, where slopes exceed 15%
- A Deep Fills report
- An analysis prepared by a qualified professional, of how the subdivision meets the objectives of the Town's Guidelines for Subdivision and Development in Mountainous Terrain*
- An Environmental Impact Statement
- Applicable setback requirements as required in the Subdivision and Development Regulations (e.g. wastewater treatment facilities, landfills, sour gas wells)
- Transportation Impact Analysis prepared by a qualified professional in accordance with an agreed upon Terms of Reference with the Town of Canmore's Engineering Department, including an assessment of emergency access requirements
- A Stormwater Management Plan
- A Wildfire Risk Assessment
- A Historic Resources Impact Assessment
- Identification of Municipal School Reserve (MSR) or School Reserve (SR) lots, and the relevant school board having an interest
- Where Environmental Reserve is provided, an evaluation of those reserves in regard to their effectiveness in protecting bodies of water and riparian areas, provision of public access, and protecting unstable slopes
- Design concepts for commercial or multi-unit residential sites
- Conceptual plan identifying the location of waste collection facilities, mailboxes, or entrance features
- Any other information the file manager deems to be required

*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.

PROPERTY INFORMATION	
Municipal Address (if applicable)	
Legal Address	
Lot/Unit(s): _____ Block(s): _____ Plan: _____	
All/part of the ¼ Sec. _____ Twp. _____ Rge. _____ W _____ M	
Certificate of Title Number(s)	
Current Land Use District(s)	
APPLICANT INFORMATION	
Name	Phone
Mailing Address	
E-Mail	
OWNER INFORMATION (IF DIFFERENT THAN APPLICANT)	
Name	Phone
Mailing Address	
E-Mail	

DESCRIPTION OF AREA OF LAND TO BE SUBDIVIDED
Area of parcel of land to be subdivided (in hectares) _____
Is the land situated immediately adjacent to a municipal boundary?
YES NO
If yes, please name the adjoining municipality:
Is the land situated within 1.6 km of the centerline of a highway right-of-way?
YES NO
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?
YES NO

<p>Is the proposed parcel within 1.5 km of a sour gas facility?</p> <p style="text-align: center; margin-top: 20px;">YES NO</p>
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CHARACTERISTICS OF LAND TO BE SUBDIVIDED
Describe the nature of the topography of the land (flat, rolling, steep, mixed, etc.):
Describe the nature of the vegetation and water on the land (creeks, trees, etc.):
Describe the type of soil on the land:
Describe any buildings and any 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. **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**.