

## Required Documents

The following documents are required for a complete application. Missing documentation may result in delays in the review and provision of comments due to insufficient information. All plans, documents and information listed below must be submitted through the online portal in a PDF format and combined into one file.

- ☐ [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 any proposed Land Use Bylaw amendment).
- ☐ A submission of the required information as per the relevant Land Use Bylaw Amendment type noted below.

Once you have submitted a complete application, you will be contacted by the Town of Canmore for payment of the applicable fees. Please see the Town of Canmore [Fee Schedule](#) for relevant fees.

## Submission Requirements by Type of Amendment

### Map Amendment (changing existing Land Use District Boundaries, Property Re-Zoning)

- ☐ Written summary outlining the intent and rationale for why the amendment is required (*preparation by a Registered Professional Planner is recommended*)
- ☐ Map detailing proposed changes to a Land Use District boundary
- ☐ Development Concept Plans
  - 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 the building(s)
  - Proposed or existing driveway access
  - Parking areas
  - Adjacent streets are appropriately labelled
- ☐ Summary of any public engagement proposed or led by the applicant (*Applicants are encouraged to engage with surrounding property owners prior to submitting an application*)

## Map Amendment Requirements (*cont'd*)

- ☐ Analysis of applicable Town documents/policy relative to the application (e.g., Municipal Development Plan, Area Structure Plan, Area Redevelopment Plan, Integrated Transportation Plan, Open Space and Trails Plan, Engineering Design and Construction Guidelines, Utility Master Plan, Environmental Impact Statement Policy, Recreation Master Plan)
- ☐ Current copy of Certificate(s) of Title issued not more than 30 days from the application date  
Copies of any restrictive covenants, utility rights-of-way, easements, or Town caveats registered on the Title(s)

## **Text Amendment** (*changing the permitted/discretionary uses in a district, development standards or other regulation wording changes*)

- ☐ The proposed wording for the district or regulation to be amended or added, referencing the section numbers from the Land Use Bylaw.
- ☐ Written summary outlining the intent and rationale for why the amendment is required (*preparation by a Registered Professional Planner is recommended*)
- ☐ Summary of any public engagement led by the applicant. (*Applicants are encouraged to engage with surrounding property owners prior to submitting an application*)
- ☐ Analysis of applicable Town documents/policy relative to the application (Municipal Development Plan, Area Structure Plan, Area Redevelopment Plan, Integrated Transportation Plan, Open Space and Trails Plan, Engineering Design and Construction Guidelines, Utility Master Plan, Environmental Impact Statement Policy, Recreation Master Plan)

## **New Land Use District or Direct Control (DC) District**

- ☐ Written summary outlining the intent and rationale for why a new Land Use District or DC District is required and why the use of an existing Land Use Districts is insufficient (*preparation by a Registered Professional Planner is recommended*). **Note:** *Support for DC Districts shall demonstrate, but not be limited to, identifying site constraints, contamination, or an opportunity for a unique development.*
- ☐ Map of proposed Land Use District boundary
- ☐ The proposed wording for the District developed using the attached template (for DC Districts) **Note:** *refer to the Land Use Bylaw (Sections 3-6) for new Land Use District formatting.*
- ☐ Development Concept Plans
  - Site property line
  - Site property lines
  - Total site area
  - Approximate calculation of the proposed:
    - Density
    - Floor Area Ratio (FAR)
    - Gross Floor Area (GFA)
    - Parking

## New Land Use District or Direct Control (DC) District (*cont'd*)

- Approximate building footprints and entrance locations
- Proposed uses and location of uses in the building(s)
- Proposed or existing driveway access
- Parking areas
- Adjacent streets are appropriately labelled
- ☐ Summary of any public engagement led by the applicant  
(*Applicants are encouraged to engage with surrounding property owners prior to submitting an application*)
- ☐ Analysis of applicable Town documents/policy relative to this application (e.g., Municipal Development Plan, Area Structure Plan, Area Redevelopment Plan, Integrated Transportation Plan, Open Space and Trails Plan, Engineering Design and Construction Guidelines, Utility Master Plan, Environmental Impact Statement Policy, Recreation Master Plan)
- ☐ Current copy of Certificate(s) of Title issued not more than 30 days from the application date (for property-specific applications)
- ☐ Copies of any restrictive covenants, utility rights-of-way, easements, or Town caveats registered on the Title(s) (for property-specific applications)

**\*NOTE:** *Building elevation drawings are not required but are considered helpful if available.*

## 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 example: conceptual servicing plan, parking study, traffic impact study, environmental site assessment, etc.).

### 14.XX [INSERT DISTRICT NAME] DIRECT CONTROL DISTRICT

*District Names should refer to ASP/ARP/MDP (where applicable) plus the predominant use. (e.g., Spring Creek Mountain Village - Local Commercial)*

#### 14.XX.1

#### Purpose

*Set out the goals/objectives of the development (e.g., accommodate opportunities for mixed use commercial development for multi-residential uses; restrict auto-oriented uses, etc.)*

[Reference any specific provisions of the ASP, ARP or MDP for this area of the municipality]

14.XX.1.1 This Direct Control District is intended to:

# Land Use Bylaw Amendment Requirements Checklist

## 14.XX.2 Compliance with Bylaw 2018-22

14.XX.2.1 Unless otherwise specified, the rules and provisions of Sections 1, 2, 8, 9, 10, 11, 12, and 13 (*delete sections as applicable*) of Bylaw 2018-22 apply to this Direct Control Bylaw.

## 14.XX.3 Reference to Bylaw 2018-22

14.XX.3.1 Within this Direct Control Bylaw, a reference to a section of Bylaw 2018-22 is deemed to be a reference to the section as amended from time to time.

## 14.XX.4 Development Authority

14.XX.4.1 The Development Authority shall be the (*select either Council or Development Officer or Canmore Planning Commission*)

## 14.XX.5 Permitted Uses

(*List desired permitted uses, if any*)

## 14.XX.6 Discretionary Uses

(*List desired discretionary uses, if any*)

## 14.XX.7 Regulations

(*List types of applicable regulations in a consistent format with similar stock land use districts*)

14.XX.7.1 The minimum lot area shall be \_\_ m<sup>2</sup>.

14.XX.7.2 The minimum site width shall be \_\_m.

14.XX.7.3 The minimum/maximum FAR shall be \_\_.

14.XX.7.4 The minimum front yard setback shall be \_\_ m.

14.XX.7.5 The minimum side yard setback shall be \_\_ m.

14.XX.7.6 The minimum rear yard setback shall be \_\_ m.

14.XX.7.7 The maximum building height shall be \_\_ m with a minimum eaveline of \_\_ m.

14.XX.7.8 Floor area above the eaveline shall be incorporated into the roof structure and shall step back from the main building face for a minimum of \_\_% of the elevation.

- List all regulations in a consistent manner to that of a stock district
- List any superseding regulations that would override a specific general regulation (*e.g., "Despite Section 8.1.0.2, an accessory building may be located in the front yard."*)

**14.XX.8 Use Specific Regulations**

*List specific use regulations over and above what is in Section 8. An example of this would be Section 3.17.4 Entry Level Housing Units in the STR-2 Silvertip Comprehensive Residential District.*

**14.XX.9 Development Overlays**

*If applicable, specify which development overlay within Section 7 would apply to the DC District.*

**14.XX.10 Variances**

*Variances need to be explicitly stated. If no variances are to be contemplated, then that should also be stated. List any alternative variance powers to 1.14 if so desired (e.g., the Development Authority may approve a variance in accordance with Section 1.14 of Bylaw 2018-22.)*

**14.XX.11 Definitions**

*Add specific uses or terms unique to the district.*

14.XX.11.1 In addition to the definitions listed in Section 13 of Bylaw 2018-22, the following definitions shall apply:

**14.XX.12 Schedules**

Schedule "A" shows the location of this Direct Control District, and forms part of this Bylaw.

**SCHEDULE A: Name of DC District**

Legal Description: **Add**

Municipal Address: **Add**

**[Insert Map]**