New digital intake process

There is a new digital intake process for large scale developments, land use amendment applications and outline plans. Please contact the Planning Services Centre at (403) 268-5343 to process your application. Allow for up to 45 minutes to process your application over the phone. Files will be transmitted securely via Microsoft OneDrive and reviewed during the call.

Plans submitted must be to a professional drafting standard and digital submission requirements include the following:
- All Documents must be named as listed on this Requirement List (in any naming convention that makes the document type identifiable)
- All files must be in PDF format
- One PDF file per requirement
- Have all files organized in a folder ready for transmission prior to calling

- **Contain a title block with information such as:**
  - address and legal description (plan; block; lot)
  - uses, project name

- **Paper size:**
  - all plans submitted must be on the same sized paper
  - drawings are clear and legible
  - drawings must be contained on each page (one plan should not span two pages)
Development Permit Complete Application Requirement List

Green Roof Renovation
(including changes inside a building, changes to roof plans, and exterior renovations)
In any Land Use District

ADVISORY NOTE: Green Roof installations are currently not able to meet Alberta Building Code Classifications for roof coverings (Alberta Building Code Articles 3.1.15.1 and 3.1.15.2.), and will require an alternative solution application at the time of the Building Permit application.

The following Development Permit Complete Application Requirement List outlines all of the information necessary to evaluate and provide a timely decision on your application. Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible and precise. Plans submitted must be to a professional drafting standard. All plans must be clear of any previous approval stamps and/or notations. Please review the Processing Times and Deemed Refusal section at the end of this Requirement List.
NOTE: Building and 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. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2 section 26(3) of the Land Use Bylaw 1P2007). All terms of reference are based on the defined terms in the Land Use Bylaw 1P2007.

<table>
<thead>
<tr>
<th>Required Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> A copy of the current Certificate(s) of Title</td>
</tr>
<tr>
<td><strong>2.</strong> Current copies of any Restrictive Covenants or City Caveats registered on the Title(s)</td>
</tr>
<tr>
<td><strong>3.</strong> A Letter of Authorization* from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.</td>
</tr>
<tr>
<td>*You can use this sample letter of authorization template or you can provide your own letter but it must contain all information indicated on the sample letter</td>
</tr>
<tr>
<td><strong>4.</strong> Colour Photographs (minimum of four different views) showing</td>
</tr>
<tr>
<td>area of roof renovation/construction</td>
</tr>
<tr>
<td>exterior where building elevation will be changed</td>
</tr>
<tr>
<td>label and identify each photograph (ie, North, East, South, West and the location of the proposed Green Roof)</td>
</tr>
<tr>
<td><strong>5.</strong> Fee (See Fee Schedule)</td>
</tr>
</tbody>
</table>

**Applicable Fees (project specific)**
- Renovations to Single Detached, Semi-detached & Duplex Dwellings in the Developed Area
- Renovations to Multi-residential Development, Townhouses and Rowhouses
- Exterior Renovations (non-residential)

**6.** Type of proposed Green Roof

Indicate whether or not the proposed green roof will be accessible to building occupants during normal operating hours.
- Yes
- No

**7.** When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a written planning rationale in support of the deficiencies.

**8.** One (1) copy of Site Plan(s) (1:100 metric scale recommended) showing:
- north arrow, pointing to top or left of page
- municipal address (ie, street address) and legal address (ie, plan/block/lot)
- all elements of plan labelled as existing or proposed

**Plot and dimension property lines**

**Adjacent to parcel:**
- City streets, label street names

**Outline and dimension buildings:**
- projections and structures (bay windows, cantilevers, window wells)
- detached buildings and structures (sheds, garages)
<table>
<thead>
<tr>
<th>Use area within the building (tenant locations)</th>
<th>label uses to be located in each use area (see uses listed under Use CARL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Label existing buildings</td>
<td>location of all openings (windows, doors)</td>
</tr>
<tr>
<td>Dimension front, side and rear building setbacks from property lines</td>
<td></td>
</tr>
</tbody>
</table>

**Motor vehicle parking/loading stalls:**

- show existing parking/loading stalls on site

**Location of driveways**

**9. One (1) copy of the existing Roof Plan showing:**

- existing roof material

**10. One (1) copy of the Proposed Roof Plan/Detailed Landscape Plan**

**Trees and shrubs:**

- plot location of tree by symbol (each symbol should be unique to size and type of tree)
- plot shrubbed areas
- label number of shrubs in each shrubbed area
- soil depth and growing medium

**Landscape legend:**

- label by symbol (each symbol should be unique to size and type of tree and shrub)
- provide species
- provide caliper of deciduous trees
- provide height of coniferous trees
- provide height and spread of shrubs (greater than 0.6 metres)

**Landscaped area:**

- surface treatment of all soft surfaced landscaped areas (ie, grass, plant cover)
- surface treatment of all hard surfaced landscaped areas (ie, decorative pavers, brick, stamped concrete)
- curb details to separate landscaping

**Irrigation:**

- method of irrigation (should be direct to root, ie, drip)
- retaining walls (over 0.5 metres in height)

**Amenity space (Accessible Roof only):**

- amenity space area/walkway design
- tables, benches and/or seating

**Lighting:**

- accent lighting (freestanding or wall mounted)

**NOTE:** Lighting must be in compliance with Part 3, Division 4 of Bylaw 1P2007 and may be requested during the review of this application

**11. One (1) copy of Floor Plans** (minimum 1:100 or imperial scale, minimum 3/16”=1’) showing:

- north arrow, point to top or left of page
- all elements of plan labelled as existing or proposed

**Outline and dimension walls:**

- interior and exterior (dimension to centre line of common walls)
- plot location of interior and exterior openings (windows, doors, overhead doors)
- internal motor vehicle and bicycle parking, loading and garbage collection facilities (see site
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>label the purpose of spaces (e.g., kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms, laundry facilities)</td>
</tr>
<tr>
<td></td>
<td><strong>12. One (1) copy of Elevation Drawings</strong> (for roofs with a slope of 1:12 or greater only OR where roof slopes or parapets have changed from their original approved design) (1:100 metric scale recommended) showing:</td>
</tr>
<tr>
<td></td>
<td>- cross reference with the roof plan for renovation location, where applicable</td>
</tr>
<tr>
<td></td>
<td>- doors, windows, overhead doors</td>
</tr>
<tr>
<td></td>
<td>- projections and decorative elements</td>
</tr>
<tr>
<td></td>
<td>- <strong>Label finishing materials:</strong></td>
</tr>
<tr>
<td></td>
<td>- existing materials (brick, stucco, vinyl siding)</td>
</tr>
<tr>
<td></td>
<td>- <strong>Building height (indicate on all elevations):</strong></td>
</tr>
<tr>
<td></td>
<td>- if applicable, plot line for roof when concealed by parapet</td>
</tr>
</tbody>
</table>

**NOTE:** This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

### Processing Times and Deemed Refusals

Applicants are advised of their option under the Municipal Government Act to treat their application as being refused if the Development Authority fails to make a decision within 40 days of the application being accepted by the Development Authority, or at the expiry of an extended review timeframe specified by a time extension agreement between the Development Authority and Applicant. Time extension agreements must be initiated by the Applicant.

To exercise the “deemed refusal” option, an appeal to the Subdivision and Development Appeal Board must be filed within 14 days of the latest specified date for the review, or the right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.

---

**Checklists are updated periodically. Please ensure you have the most recent edition.**

<table>
<thead>
<tr>
<th><strong>Phone:</strong> 403-268-5311</th>
<th><strong>In Person:</strong> 3rd floor, Calgary Municipal Building 800 Macleod Trail SE, Calgary, Alberta 8:00 a.m. to 4:30 p.m. Monday – Friday</th>
<th><strong>Mail:</strong> The City of Calgary Planning, Development &amp; Assessment (#8108) 800 Macleod Trail SE, Calgary, Alberta T2P 2M5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chat:</strong> <a href="http://calgary.ca">calgary.ca</a></td>
<td><strong>Phone:</strong> 403-268-5311</td>
<td><strong>Mail:</strong> The City of Calgary Planning, Development &amp; Assessment (#8108) 800 Macleod Trail SE, Calgary, Alberta T2P 2M5</td>
</tr>
</tbody>
</table>

---

### Applicant's Signature

(Confirming that all required information has been provided and is correct)

<table>
<thead>
<tr>
<th><strong>Screened by</strong></th>
<th><strong>Date</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Services Technician</td>
<td></td>
</tr>
<tr>
<td>Senior Planning Technician</td>
<td></td>
</tr>
</tbody>
</table>