Development Permit Complete Application Requirement List

Manufactured Home
New, Relocations, Additions, Decks, Accessory Buildings and Relaxations

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. All plans must be clear of any previous approval stamps and/or notations.

Plans submitted must be to a professional drafting standard and include the following:

- **contain a title block with information such as:**
  - address and legal description (plan; block; lot)
  - uses, project name
- **be sorted into sets:**
  - sets should be folded to a size no larger than 8½" x 14" (21.5 x 35.5 cm)
  - each set must be stapled or taped together
  - sets may be accordion-pleated, provided they can be hole punched in the top left-hand corner
- **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)

**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).

**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.
<table>
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<th>Required Items</th>
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<tr>
<td>1. A copy of the current <strong>Certificate(s) of Title</strong></td>
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<tr>
<td>2. Current copies of any <strong>Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats</strong> registered on the Title(s)</td>
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</table>
| 3. A **Letter of Authorization*** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.  
*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 |
| 4. **Colour Photographs** (minimum of four different views, label and identify each photograph) showing:  
parcel from front and rear  
unique features and aspects of significance to development of the parcel |
| 5. Development Permit fee (**Fee Schedule**) |
| 6. Completed **Site Contamination Statement** |
| 7. Completed **Abandoned Well Declaration Form** |
| 8. 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. |
| 9. One (1) copy of a **Site Plan** including:  
(1:100 metric scale recommended)  
- north arrow, pointing to top or left of page  
- municipal address (i.e. street address) and legal address (i.e. plan/block/lot)  
- all elements of plan labelled as **existing** or **proposed**  
- property lines  
- dimensions measured from adjacent property lines and internal roads  
- easements, utility rights-of-way, right-of-way setback lines  
- fully dimensioned foundation outline of manufactured home and of all cantilevers, decks and other projections  
- outline and dimensions of any accessory residential buildings over 10 m² in size (e.g. detached garages, garden sheds and other buildings)  
- dimensions from the manufactured home (including addition, where applicable) to any accessory residential buildings, attached structures, or manufactured home on an adjacent manufactured home space  
- utility poles, transformer boxes, hydrants, and light standards on, or adjacent to, the parcel  
- location of all existing and proposed shallow and deep utilities (e.g. water, sewer, gas, electrical, cable, and telephone, either underground or overhead)  
- length of driveways  
- **If an abandoned gas or oil well is identified on the site**, indicate the necessary setback area for each well |
| 10. One (1) copy of **Floor Plans (of the addition)** including:  
(minimum 1:100 or imperial scale, minimum 3/16")  
- municipal address (i.e. street address) and legal address (i.e. plan/block/lot)  
- all elements of plan labelled as **existing** or **proposed**  
- layout of all exterior walls and identify rooms (i.e. kitchen, bathroom, interior stairways) |
location of doors and windows

dimensions of buildings (length and width), include cantilevers and other projections

11. One (1) copy of Elevation Drawings including:
(minimum 1:100 or imperial scale, minimum 3/16"=1")

municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
all elements of plan labelled as existing or proposed
exterior elevations of the dwelling; include all windows, doors, projections, decks, cantilevers, chimneys, and chimney flues. For an addition, show exterior elevations of the area affected by the proposed addition.

Label finishing materials:

exterior materials, (e.g. brick, stucco, vinyl siding, metal siding)
roof material (e.g. asphalt shingles, concrete tile, metal)
fascia, soffit, and trim
colours of all major exterior materials
dimensioned height from grade on all elevations; measure from where the difference between the grade and the top of the roof is greatest
dimensioned height to main floor from grade (addition, where applicable)

Supporting Information

12. Off-site Levy Bylaw
Review the Off-site Levy Bylaw at calgary.ca/offsitelevy to determine if additional charges are applicable to the application.

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.

Applicant's Signature
Date
(confirming that all required information has been provided and is correct)

Screened by
Date
Planning Services Technician

Date
Senior Planning Technician

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

Phone: 403-268-5311
Web: calgary.ca

In Person:
3rd floor, Calgary Municipal Building
800 Macleod Trail SE, Calgary, Alberta
8:00 a.m. to 4:30 p.m. Monday – Friday

Mail:
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Planning & Development (#8108)
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