Development Permit Complete Application Requirement List

Relaxation for New Single Detached, Semi-detached and Duplex Dwelling:
In the Developing Area

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 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 8-½” 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)
- be clear of any previous approval stamps and/or notations:

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.

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>
<thead>
<tr>
<th>Required Items for Development Permit Application</th>
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<tbody>
<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:  
- site from front and rear  
- one adjoining parcel on either side of the subject site  
- unique features and aspects of significance to development of the parcel  
- details of curbs, driveways, sidewalks, garbage enclosures and overhead poles |
| 5. **Development Permit fee** (See [Fee Schedule](#)) |
| 6. Completed **Site Contamination Statement** |
| 7. Completed **Public Tree Disclosure Statement**  
If Public Trees are identified, one additional **Site Plan** is required |
| 8. Completed **Abandoned Well Declaration** |
| 9. One (1) copy of a **Site Plan** (1:100 metric scale recommended) showing:  
- municipal address (ie: street address) and legal address (ie: plan/block/lot)  
- north arrow, pointing to top or left of page  
- all elements of plan labelled as **existing** or **proposed**  
- Include a legend showing:  
  - parcel area in square metres labelled  
  - calculate areas of all buildings (include all covered structures)  
  - calculate parcel coverage (total area of footprint, divided by parcel area)  
- Plot and dimension property lines and building setbacks  
- dimension front, side and rear building setbacks from property lines  
- draw, label and dimension required setback areas  
- On corner parcels, outline and dimension corner visibility triangle  
- Geodetic datum points:  
  - label existing and proposed geodetic datum points at the corners of the parcel  
  - at primary corners of the building  
  - main floor and roof peak of building  
- **Easements, Utility Rights-of-Way, Utilities on and abutting the parcel** (deep, shallow, and overhead):  
  - dimension (width, length and location)  
  - label type of easement and registration number  
  - water, storm and sanitary sewer  
  - gas, electrical, cable and telephone  
  - utility poles |
guy wires/pole anchors
hydrants, utility fixtures or boxes

If an abandoned gas or oil well is identified on the site:
indicate the necessary setback area for each well

Plot Rights-of-Way setback lines required in Section 53, Table 1
- dimension depth of Rights-of-Way
- dimension distance from Rights-of-Way to building

Floodway, Flood Fringe and Overland Flow
- indicated on the Floodway/Flood Fringe maps [Section 3 (c) & (d)]
- dimension distance to buildings and structures
- plot designated flood level
- indicate method to prevent structural damage by floodwaters, if required in Section 60 & 61
- plot location of mechanical and electrical equipment, electrical master switch, and sewer back up valve, if required in Section 60 & 61

Adjacent to parcel:
- City streets; label street names
- sidewalks, City and public paths (Regional Pathway System)
- curb cuts, medians and breaks in medians
- pedestrian crosswalks, bus zones and bus shelters
- light standards, utility poles

Dimension to property line:
- back of sidewalk and curb
- lip of gutter

Outline and dimension buildings:
- label projections (bay windows, eaves, decks, window wells, 2nd floor cantilevers)
- detached buildings and structures (sheds, garages)
- mechanical equipment (air conditioners)
- location of all openings (windows, doors, overhead doors)

Driveways & parking areas:
- label surface material
- label curb cuts to be removed and rehabilitated
- dimension length from back of curb or sidewalk
- dimension width of driveway at throat and flare (adjacent to street)
- dimension distance to adjoining driveways

Retaining walls
- label height (provide height of fences on top of wall)
- cross reference to elevation (for each wall)
- provide geodetic datum points at top and bottom of wall
- provide geodetic datum points of grade on each side of the wall (Note: The height of the retaining wall is measured as the vertical difference between the ground levels on each side of the wall)

If trees are existing on public lands adjacent to the site:
- specify species of each tree (e.g. Green Ash, Colorado Blue Spruce, American Elm). Note that identification of deciduous or coniferous is not sufficient. If you require assistance in identifying the species of a tree, call 3-1-1 to obtain additional information.
- diameter of each tree, measured at a height of 1.4 meters above the ground
- estimated mature height of each tree (e.g., less than 3 metres, 3-6 metres, 6-9 metres, etc)
- location of the centre point of the trunk of each tree
10. One (1) copy of Floor Plans (minimum 1:100 or imperial scale, minimum 1/8"=1’) showing:
   - municipal address (ie, street address) and legal address (ie, plan/block/lot)
   - elements of plan labelled as existing or proposed

   Include on floor plans:
   - interior and exterior walls (dimension to centre line of common walls)
   - plot location of interior and exterior openings (windows, doors, overhead doors)
   - plot location of roof line
   - label the purpose of spaces (i.e., kitchen, living room, bathroom)

11. One (1) copy of Elevation Drawings (minimum 1:100 or imperial scale, minimum 1/8"=1’) showing:
   - municipal address (ie, street address) and legal address (ie, plan/block/lot)
   - all elements of plan labelled as existing or proposed

   Include elevations for:
   - dwellings and accessory Residential Buildings (i.e., detached garages)
   - privacy screens and retaining walls

   Include on elevations:
   - decks, balconies and decorative elements
   - label and dimension doors, windows, overhead doors
   - label roof slope
   - label finishing materials for exterior and roof (including colour)

   Grade:
   - plot existing and proposed grade extending to property lines
   - plot property lines (extending vertically)
   - plot all geodetic datum points required on Site Plan

   Building height (indicate on all elevations):
   - plot line for main floor
   - dimension height (vertically) of building from existing and proposed grade
   - dimension height of structures (fences, retaining walls) from existing and proposed grade

Other support information required:

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

13. Building code information: (Information to be screened by a Safety Codes Officer at the time of application)
   - provide calculations for spatial separation (on each side elevation drawing)
   - label point of egress for floors above the second floor (on elevation drawings)

   If parcel is located within the area governed by the Airport Vicinity Protection Act (AVPA) clearly label the NEF layer to which the parcel is located. AVPA calculations will be required at time of Building Permit application. If you are uncertain as to the location within the AVPA phone 403-268-5311.

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

Date  
Safety Codes Officer

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

For Further Information:
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:
The City of Calgary
Planning, Development & Assessment (#8108)
800 Macleod Trail SE, Calgary, Alberta T2P 2M5