Development Permit Complete Application Requirement List

New Single Detached, Semi-detached and Duplex Dwelling:
In the Developed Area

The following development permit 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 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)

**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>
<thead>
<tr>
<th>Required Items</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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<tr>
<td>3. <strong>A Letter of Authorization</strong> from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.*</td>
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<tr>
<td><em>You can use this <a href="#">sample letter of authorization template</a> or you can provide your own letter but it must contain all information indicated on the sample letter</em></td>
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</tbody>
</table>
| 4. **Colour Photographs**, showing:  
  *(minimum of four different views, label and identify each photograph)*  
  - site from front and rear  
  - two adjoining parcels on either side  
  - 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 ([Fee Schedule](#)) |
| 6. Residential Grades fee, where applicable |
| 7. Completed **Site Contamination Statement** |
| 8. Completed **Public Tree Disclosure Statement**  
  if public trees are identified, one additional site plan is required |
| 9. Completed **New Driveway Information Form**, when an existing driveway is being widened or when a parcel is laned and a new driveway is accessing a street |
| 10. Completed **Abandoned Well Declaration Form** |
| 11. Completed **Applicant’s Planning Overview** |
| 12. 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**  
  **Plot and dimension all property lines and buildings:**  
  - label existing and proposed  
  - label parcel area in square metres  
  **Easements, Utility Rights-of-Way, etc:**  
  - dimension (width, depth and location)  
  - label type of easement and registration number  
  **Utilities on and adjoining the parcel (deep, shallow and overhead):**  
  - water, storm and sanitary sewer  
  - gas |
Dig 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, street signage, street furniture

Dimension to property line:
- back of sidewalk and curb
- lip of gutter
- width of sidewalk and public paths (Regional Pathway System)

Setbacks:
- outline and dimension front, side and rear setbacks for all buildings on subject and adjacent parcels
- draw, label, and dimension required setback areas (as prescribed in Bylaw 1P2007)

Parcel and building coverage:
- calculate areas of all buildings (include all covered structures)
- calculate parcel coverage (total area of footprint, divided by Parcel Area)

Location of all:
- guy wires/pole anchors
- hydrants, utility fixtures or boxes

On corner parcels, outline and dimension corner visibility triangle

Geodetic datum points:
- at the corners of the parcel
- at the back of sidewalk or curb
- at primary corners of the building
- main floor and roof peak of building
- label existing and proposed geodetic datum points

Geodetic datum points for Direct Control Sites prior to Land Use Bylaw 1P2007:
- at the corners of the parcel
- at the back of sidewalk or curb
- main floor and roof peak of building
- on the side property line, 6.0 metres from the front property line
- on the side property line, 12.0 metres from the rear property line

Outline and dimension buildings:
- projections and structures (bay windows, cantilevers, window wells)
- detached buildings and structures (sheds, garages)
mechanical equipment (air conditioners)
label projections and structures (2nd floor cantilever, deck)
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

Fencing:
label height (include height of retaining walls)
cross reference to an elevation (for each type of fence)

Retaining walls:
cross reference to elevation (for each wall)
label height (provide height of fences on top of 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 one metre in height or higher, provide engineered, stamped structural design drawings, including cross-sections

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
outline of the “drip line” of each tree (i.e. the outline of the outer reach of the branches of the tree)

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

13. One (1) copy of a Block Plan, including:
(1:100 metric scale recommended)
A Block Plan provides a visual representation of the adjacent buildings in order to establish the context of a proposed development. (The block plans and site plans may be combined if the site plan doesn't become cluttered).

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

Adjacent parcels:
City streets, label street names and addresses
indicate two parcels on either side of the subject parcel that are located on the same block face (total of four parcels)
if there are fewer than two parcels on either side of the subject parcel, provide all the parcels on the block face
if there are no buildings located on the parcels adjoining the subject parcel, plot all parcels to the closest two parcels with buildings contained in the block face (including the parcels containing the buildings)

Plot and dimension all property lines:
dimension front, side and rear building setbacks from property lines
Outline and dimension all buildings on subject and adjacent parcels:

- outline eave and include eave depth
- porches and other projections
- plot location of exterior openings of subject house and houses across shared property lines (windows, doors, overhead doors)
- label geodetic datum of roof peak of adjacent buildings

14. One (1) copy of a Streetscape Drawing, including:
   (1:100 metric scale recommended)

The Streetscape Drawing is used in the assessment of compatibility of scale and design with the existing neighbouring houses.

- municipal address (i.e. street address) and legal address (i.e. plan/block/lot)

Adjacent parcels:

- plot the front elevation of the proposed building and the adjacent buildings that are required on the Block Plan

Include on elevations:

- projections, doors, windows, overhead doors
- geodetic elevation at roof peak of adjacent buildings
- label roof slopes

Grade:

- plot existing and proposed grade extending to property lines
- plot property lines (extending vertically)

15. One (1) copy of a Floor Plan, including:
   (minimum 1:100 or imperial scale, minimum 1/8"=1')

- municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
- all elements of plan labelled as existing or proposed

Outline and dimension walls:

- 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, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms, laundry facilities)

16. One (1) copy of Elevation Drawings, including:
   (minimum 1:100 or imperial scale, minimum 1/8"=1')

- municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
- all elements of plan labelled as existing or proposed

Include elevations for:

- buildings
- fences
- walls (over 0.6 metres in height)
- accessory residential buildings (e.g. detached garages)
- cross reference with other plans, where applicable

Include on elevations:

- doors, windows, overhead doors
- projections and decorative elements
- label roof slope
- screening (e.g. service meters, privacy screens, mechanical equipment)
- dimension all doors, windows and overhead doors
Label finishing materials:
- exterior materials (brick, stucco, vinyl siding, metal siding)
- roof materials (asphalt, cedar shakes, concrete tile, metal)
- colours of all major exterior materials

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

17. One (1) copy of a Cross-Section, including:

Cross-section of sloping driveways:
- indicate slope and include transition lengths
- provide geodetic datum points at transition points in ramp (including top and bottom)
- dimension overhead clearance

Cross-sections may be required if there are retaining walls on the parcel that are one metre or higher, or to provide more information on the impact of the proposed building on the adjacent properties, including:

- existing and proposed grade of parcel
- grade of adjacent parcels and City streets
- cross-sectional outline of the building
- geodetic datum points

Supporting Information:

18. Slope Stability Report including:

- slope across the property is fifteen (15) per cent or greater; and/or
- development is to be located within a zone where an imaginary line, drawn from the toe to the top of an embankment, exceeds a slope of one in three; and
- required by City Engineer

19. Information on the installation of weeping tile, or a geotechnical report on groundwater if seeking exemption from the weeping tile requirement as per Section 3.3.6.2.2 of the Stormwater Management and Design Guidelines.

20. Building Code Information

(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)

21. Off-site Levy Bylaw

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

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

Senior Planning Technician

Safety Codes Officer

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

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

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