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

Power Generation Facility – Small
Including Solar Collectors
(less than 1.0 megawatt)

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.
Required Items

1. A copy of the current Certificate(s) of Title

2. Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats registered on the Title(s)

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
   - two adjoining parcels on either side
   - unique features and aspects of significance to development of the parcel

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 may be required

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 Site Plan(s) (1:100 metric scale recommended, include scale bar) 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
   - property lines
   - front setback dimensions measured from front property line
   - side and rear setback dimensions
   - easements, utility rights-of-way and right-of-way setback lines
   - foundation outline of dwelling and of all cantilevers, decks, and other projections
   - outline of any accessory buildings over 10 m² in size (eg, detached garages, garden sheds, and other Accessory Residential Buildings); complete with dimensions
   - adjacent City streets, sidewalks, curb cuts and any City public pathways adjacent to the parcel, dimensioned from the property lines
   - total area of the parcel (square metres)
   - utility poles, transformer boxes, hydrants, and light standards on or adjacent to parcel
   - location of all existing and proposed shallow and deep utilities (eg, water, sewers, gas, electrical, cable, telephone) either underground or overhead
   - existing trees and major vegetation on the parcel; what is to remain and what is to be removed
   - location of existing or proposed retaining walls over 600 mm in height

10. One (1) copy of Block Plan(s) (1:100 metric scale recommended, include scale bar) showing:
    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 (ie, street address) and legal address (ie, plan/block/lot)
    - all elements of plan labelled as existing or proposed
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
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<tbody>
<tr>
<td>outline of two existing dwellings on either side of the parcel; dimensioned from front, rear, and side property lines</td>
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<td>location of windows and doors of neighbouring units (include windows and doors across the shared side property line)</td>
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<td>11. One (1) copy of Elevation Drawings (minimum 1:100 or imperial scale, minimum 3/16”=1’) showing:</td>
<td>municipal address (ie, street address) and legal address (ie, plan/block/lot)</td>
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<tr>
<td>all elements of plan labelled as existing or proposed</td>
<td>exterior elevations of the dwelling affected by the proposed power generation facility; include all windows, doors, projections, decks, cantilevers, chimneys, and chimney/flu'es grade line accurately plotted on each elevation</td>
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<tr>
<td>dimensioned height from the grade on each elevation, measured from where the difference between the grade and the top of the roof is greatest</td>
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<tr>
<td>dimensioned height to top of power generation facility, from grade</td>
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<tr>
<td>12. One (1) copy of Streetscape Drawing(s) (minimum 1:100 or imperial scale, minimum 3/16”=1’) showing:</td>
<td>A Streetscape Drawing is used in the assessment of compatibility of scale and design with the existing neighbouring houses. If the power generation facility will be visible from the street, provide municipal address (ie, street address) and legal address (ie, plan/block/lot)</td>
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<tr>
<td>the front façade of the existing house and the existing houses on either side</td>
<td>where the house is located on a corner parcel, provide those houses immediately adjacent.</td>
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<td>Supporting Information:</td>
<td></td>
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<td>13. Existing and proposed parcel grades, contours and any special topographical features or parcel conditions (e.g. escarpments, break-of-slope, and unstable areas).</td>
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<tr>
<td>14. If the parcel is located within the Land Use Bylaw’s floodway, flood fringe or overland flow areas (eg, river valley), these areas must be plotted precisely on the parcel plan.</td>
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<tr>
<td>15. If the site is within the Airport Vicinity Protection Area (AVPA), please note that additional copies of plans may be requested during the review of this application.</td>
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<td>16. Cross-sections (if the site is sloping): cross-sections may be required to provide more information on the impact of the proposed power generation facility on adjacent properties. Cross-sections should show the existing grade of the parcel, proposed grade for the parcel, grade of adjacent parcels, grade of adjacent City streets, and cross-sectional outline of the buildings (on and off the parcel).</td>
<td>Datum points are required to ensure accuracy.</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.

**Applicant’s Signature**

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

**Screened by**

Planning Services Technician

**Date**

Senior Planning Technician

**Date**
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.

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

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