Development Permit Complete Application Requirement List

Recreational Vehicle in Actual Front Setback 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.
### Required Items

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| 1. | **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* |
| 2. | **Colour Photographs** (minimum of two different views, label and identify each photograph) showing:  
   illustrating the location and relationship of the RV to the adjacent properties and where the vehicle is to be parked on the property  
   unique features and aspects of significance to development of the parcel |
| 3. | **Development Permit fee** (See [Fee Schedule](#)) |
| 4. | **Completed Parking Recreational Vehicle in Front Setback Information Form** (attached) |
| 5. | **One (1) copy of a Site Plan** (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*  
   property lines  
   utility rights-of-way  
   foundation outline of dwelling and of all cantilevers, decks and other projections  
   front setback dimensions, measured from the front property line  
   side setback dimensions  
   existing landscaping and fence locations  
   where the recreation vehicle is to be stored |

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.

**NOTE:** A Development Permit application for this use does **NOT** guarantee approval.

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**Applicant’s Signature**

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

**Screened by**  
Planning Services Technician  
**Date**

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**Screened by**  
Senior Planning Technician  
**Date**

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

For Further Information:  
**Phone:** 403-268-5311  
**Web:** [calgary.ca](http://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
Section 344(1) of The Calgary Land Use Bylaw states:

A **recreational vehicle** must not remain in an **actual front setback area** for longer than 24 hours.

The Development Permit process provides an opportunity to evaluate the impact of a recreational vehicle and allows other affected parties an opportunity to submit comments. Each application is considered on its own merits. The criteria used to evaluate the application include, but is not limited to, the following:

1. The proposed location of the RV on the parcel
2. Impact on immediate neighbours
3. Visibility of the RV
4. Size of Actual Front Setback and driveway
5. Availability of alternative locations on the parcel
6. Other land use requirements

**Example of Actual Front Setback Area**
Parking Recreational Vehicle in Actual Front Setback
Information Form

Address vehicle is to be stored at:
______________________________________________________________________________________

Type of Recreational Vehicle:

- holiday trailer
- tent trailer
- motor home
- boat
- other ________________________________________________

Recreational Vehicle make ____________________________________________ Year ______________

Recreational Vehicle Dimensions:

Length _______________________
Width _______________________
Height _______________________

Explain why the application should be approved despite the bylaw standard that prohibits parking a Recreational Vehicle in the Actual Front Setback Area:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

If this form is not fully completed, the processing of the application may be delayed.

_________________________________________   __________________________
Applicant’s Signature Date