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

Stripping and Grading

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 Land Use Bylaw 1P2007).
A development permit for stripping and grading is **NOT** required if:

1. the area concerned is less than 1,000 square metres;
2. the stripping or excavation is part of a development for which a development permit has been issued;
3. the applicant has already signed a development agreement with The City for the area concerned; or
4. the conditions of section 24 of Land Use Bylaw 1P2007 are met.

Otherwise, the following information shall be provided for a development permit application for stripping and grading of land.

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<table>
<thead>
<tr>
<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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<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  
  - details of curbs, driveways, sidewalks, garbage enclosures and overhead poles |
| 5. **Development permit fee** ([Fee Schedule](#)) |
| 6. Completed **Site Contamination Statement** |
| 7. One (1) copies of **Site Plan(s)**, including:  
  - (1:100 metric scale recommended, include scale bar)  
  - 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  
  - existing survey control stations and markers  
  - details of loam stockpiles; include height, width, length, and volumes  
  - easements, utility rights-of-way, right-of-way setback lines  
  - location of all existing and proposed shallow and deep utilities (e.g. water, sewers, gas, electrical, cable, telephone, either underground or overhead)  
  - the means by which all storm water in and from the subject lands will be controlled and disposed of, including how drainage from its natural route will be controlled  
  - any intended stripping and grading on adjacent lands, including details of edge conditions, back sloping requirements, and areas to be reloamed or seeded and maintained until natural conditions are restored  
  - any unusual parcel conditions (features of archaeological value, etc.)  
  - existing trees and major vegetation on the parcel; what is to remain and what is to be removed |
| 8. One (1) copy of an **Area Map**, including:  
  - (8.5” x 11” – 21.5cm x 35.5cm)  
  - area to be stripped and rough graded, outlined in **red** |
locations of any stockpiles of stripped loam, outlined in green

9. One (1) copy of Cut/Fill Plan(s):
cut/fill plans are required for every stripping and grading application
NOTE: Cut/fill plans are also required when no cut/fill is proposed on the application. This is to provide documented confirmation that no cut/fill activity will take place.

10. One (1) copy of Phasing Plan(s):
indicating areas expected to be developed during the current year
type of soil stabilization proposed for areas to be developed in following years

11. One (1) copy of Deep Fills Report. Required when fill is being proposed for depths greater than two metres.

12. One (1) copy of Erosion & Sediment Control (ESC) Report
Documents submitted shall conform to the requirements detailed in the current edition of The City of Calgary Guidelines for Erosion and Sediment Control and shall be prepared by a qualified consultant or certified professional specializing in ESC.

13. If the application is being submitted concurrently with an existing Land Use Amendment, a completed Concurrent Submission Declaration form is required. Please select:

- Yes, this application is being submitted concurrently with a Land Use Amendment, LOC20 - ________
- No, this application is not being submitted concurrently with a Land Use Amendment

14. Supporting Information, required depending on site conditions:

Cross-sections may be required to provide more information on the impact of the proposed stripping and grading on adjacent properties. Cross-section should show the existing grade of the parcel, proposed grade for the parcel, grade of adjacent parcels, and grade of adjacent City streets. Datum points are required to ensure accuracy.

Revised site plan showing fencing, including the snow fence required at the boundary of any environmental reserve land.

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

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 to Friday | Mail: The City of Calgary Planning & Development (8108), 800 Macleod Trail SE, Calgary, Alberta T2P 2M5 |
| Chat: [calgary.ca](https://calgary.ca) |  |  |

The City of Calgary | P.O. Box 2100 Stn. M | Calgary, AB, Canada T2P 2M5 | [calgary.ca](https://calgary.ca)