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

Temporary Structure
In a Commercial, Industrial or Special Land Use District

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 on the last page 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).
<table>
<thead>
<tr>
<th>Required Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A copy of the current <strong>Certificate(s) of Title</strong></td>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>4. <strong>Colour Photographs</strong> (minimum of four different views, label and identify each photograph) showing:</td>
</tr>
<tr>
<td>- site from front and rear</td>
</tr>
<tr>
<td>- two adjoining parcels on either side</td>
</tr>
<tr>
<td>- unique features and aspects of significance to development of the parcel</td>
</tr>
<tr>
<td>- details of curbs, driveways, sidewalks, waste enclosures and overhead poles</td>
</tr>
<tr>
<td>5. Development Permit fee (<a href="#">Fee Schedule</a>)</td>
</tr>
<tr>
<td>6. Completed <strong>Site Contamination Statement</strong></td>
</tr>
<tr>
<td>7. Completed <strong>Abandoned Well Declaration Form</strong></td>
</tr>
<tr>
<td>8. Completed <strong>Use Questionnaire</strong></td>
</tr>
<tr>
<td><em>This is only required if there is a Commercial, Industrial or Special Land Use proposed within the Temporary Structure</em></td>
</tr>
<tr>
<td>9. When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a <strong>written planning rationale</strong> in support of the deficiencies.</td>
</tr>
<tr>
<td>10. <strong>One (1) copy of Site Plan(s)</strong>, including:</td>
</tr>
<tr>
<td><em>(1:100 metric scale recommended, include scale bar)</em></td>
</tr>
<tr>
<td>- north arrow, pointing to top or left of page</td>
</tr>
<tr>
<td>- municipal address (i.e. street address) and legal address (i.e. plan/block/lot)</td>
</tr>
<tr>
<td>- all elements of plan labelled as <strong>existing</strong> or <strong>proposed</strong></td>
</tr>
<tr>
<td>- <strong>Plot and dimension property lines:</strong></td>
</tr>
<tr>
<td>- label parcel area in square metres</td>
</tr>
<tr>
<td>- <strong>Easements, Utility Rights-of-Way, Utilities on and abutting the parcel (deep, shallow and overhead):</strong></td>
</tr>
<tr>
<td>- dimension (width, depth and location)</td>
</tr>
<tr>
<td>- label type of easement and registration number</td>
</tr>
<tr>
<td>- <strong>Plot Rights-of-Way setback lines required in Land Use Bylaw Section 53, Table 1</strong></td>
</tr>
<tr>
<td>- dimension depth of Rights-of-Way</td>
</tr>
<tr>
<td>- dimension distance from Rights-of-Way to building</td>
</tr>
<tr>
<td>- <strong>Adjacent to parcel:</strong></td>
</tr>
<tr>
<td>- City streets, label street names</td>
</tr>
<tr>
<td>- sidewalks, City and public paths (Regional Pathway System)</td>
</tr>
<tr>
<td>- curb cuts, medians and breaks in medians</td>
</tr>
<tr>
<td>- existing and proposed pedestrian crosswalks</td>
</tr>
<tr>
<td>- <strong>Setbacks:</strong></td>
</tr>
<tr>
<td>- dimension front, side and rear building setbacks from property line</td>
</tr>
</tbody>
</table>
Outline and dimension buildings:
- projections and structures (bay windows, cantilevers, window wells)
- detached buildings and structures (sheds, garages)
- mechanical equipment (parkade vents, air conditioners)
- indicate the defined use of each area within the building (tenant locations). See Part 4 of Land Use Bylaw 1P2007 for more information on defined uses.
- label the define uses that will be located in each area (see page 5, item #14 for a listing of the applicable uses)
- label projections and structures (2nd floor cantilever, deck)
- label existing and proposed buildings or portions of buildings
- location of all openings (windows, doors, overhead doors)

Waste collection and loading areas:
- plot location
- interior dimensions of enclosures or buildings
- method of collection (i.e. individual pick-up or dumpster pick-up) in accordance with Waste & Recycling Services

Parking areas, drive aisles and circulation roads:
- label all surface material of areas accessible by motor vehicles
- dimension widths of all aisles and roads
- provide details on vehicle circulation (direction of travel, signage and firelanes)

Motor vehicle parking stalls:
- label as Commercial, Dwelling, Live/Work or Visitor
- total each type of motor vehicle parking stall by use
- dimension width and depth
- provide calculations for motor vehicle parking stall requirement by use

Loading stalls:
- dimension width and depth
- label surface material of loading areas

Driveways and parking areas:
- 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

Bicycle parking:
- location of bicycle parking stall – class 1 (secure) and class 2 (un-secure)
- total each type of bicycle stall (class 1 or class 2)
- calculate bicycle parking stall requirement

Internal sidewalks:
- label surface material
- dimension height from grade or parking areas
- dimension width

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

Lighting:
- plot locations of light fixtures and light standards
- plot maximum wattage of fixtures
- provide detail of light fixtures (drawing or specification)

NOTE: A Site Lighting Plan, showing compliance with Part 3, Division 4 of Land Use Bylaw 1P2007, maybe requested during the review of this application
Signage:
- Outline and label the location of all proposed canopy, fascia, and freestanding signage (for all other types of signage, complete the appropriate requirement list, found at [calgary.ca/requirementlist](http://calgary.ca/requirementlist)).
- Label the source of power for the signage (underground, etc).
- Plot location of all existing signage on the parcel.
- Dimension distance from property lines to signage.
- Dimension distance to all freestanding signs on the parcel or within 30 metres of the parcel.

Plot and label:
- Retaining walls.
- Sidewalks (dimension width).

Provide land use designation of adjacent parcels:
Land use designations can be found at [calgary.ca/myproperty](http://calgary.ca/myproperty).

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

**11. One (1) copy of Floor Plans, including:**
*(1:100 metric scale recommended)*

- 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 (dimension to centre line of common walls).
- Plot location of interior and exterior openings (windows, doors, overhead doors).
- Internal motor vehicle and bicycle parking, loading and waste collection facilities (see site plan requirements, item #9).
- Label the defined uses to be located in each area *(see page 5, item #14 for a listing of the applicable uses)*.
- Label the purpose of spaces (e.g. kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms).
- Label existing and proposed rooms and portions of the building.

**12. One (1) copy of Elevation Drawings, including:**
*(1:100 metric scale recommended)*

- 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:
- Temporary structure.
- Fences.
- Waste collection facilities.
- Screening (e.g. service meters, privacy screens, mechanical equipment).
- Additional walls or structures (e.g. exhaust fan shed).
- Cross reference with other plans, where applicable.

Include on elevations:
- Doors, windows, overhead doors.
- Projections and decorative elements.
- Screening (e.g. mechanical equipment, service meters).
- 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.
Lighting:
- details on each exterior light fixture
- plot location of light fixtures
- indicate direction of illumination (vertical, horizontal)
- dimension height of fixtures from grade to bottom of fixture

Grade:
- plot existing and proposed grade extending to property lines

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

Signage (where appropriate, provide separate sign elevation):
- label materials, letting details, copy and colours
- dimension sign and signable area
- dimension distance from grade to bottom of sign
- label means of supporting sign (structures, guy wires, brackets, bracing)
- label physical form of sign (cabinet, box, individual letters)
- provide details on external lighting; label if internally illuminated

Supporting Information Required:

13. If the site is within the Airport Vicinity Protection Area (AVPA), please note that additional copies of plans may be required during the review of this application.

14. When a change is likely to affect the adequacy of hard services for the site, include utilities on and adjoining the parcel (deep, shallow and overhead):
- water, storm, and sanitary sewer
- gas, electrical
- cable, telephone

Application Requirement Lists for Defined Uses

15. Please check beside all defined uses, listed below, that are being proposed as part of the development permit application. Attach the completed requirement list for the defined use(s) to this application. If you have any questions on what use(s) relate to your application, please contact the Planning Services Centre at 403-268-5311.

Definitions of the uses are located in Part 4 of Land Use Bylaw 1P2007, available at calgary.ca/landusebylaw.

AGRICULTURE AND ANIMAL GROUP
Requirement list for agriculture animal uses
- Extensive Agriculture
- Kennel
- Tree Farm
- Veterinary Clinic

AUTOMOTIVE SERVICE GROUP
Requirement list for automotive uses
- Auto Body and Paint Shop
- Auto Service – Major
- Auto Service – Minor
- Bulk Fuel Sales Depot
- Car Wash – Multi-Vehicle
- Car Wash – Single Vehicle
- Fleet Service
- Gas Bar
- Large Vehicle Service
- Large Vehicle Wash
- Recreational Vehicle Service
RESIDENTIAL CARE AND HEALTH GROUP
Requirement list for residential care and health uses
- Addiction Treatment
- Child Care Service
- Custodial Care
- Health Services Laboratory – With Clients
- Hospital
- Medical Clinic
- Residential Care

CULTURE AND LEISURE GROUP
Requirement list for commercial uses
- Amusement Arcade
- Billiard Parlour
- Cinema
- Community Recreation Facility
- Computer Games Facility
- Fitness Centre
- Gaming Establishment – Bingo
- Indoor Recreation Facility
- Library
- Motion Picture Filming Location
- Museum
- Outdoor Recreation Area
- Performing Arts Centre
- Place of Worship – Large
- Place of Worship – Medium
- Place of Worship – Small
- Radio and Television Studio
- Social Organization
- Spectator Sports Facility

DIRECT CONTROL USES
- Adult Mini-Theatre
- Campground
- Emergency Shelter
- Fertilizer Plant
- Firing Range
- Gaming Establishment – Casino
- Hide Processing Plant
- Intensive Agriculture
- Inter-City Bus Terminal
- Jail
- Motorized Recreation
- Natural Resource Extraction
- Pits and Quarries
- Power Generation Facility – Large
- Race Track
- Refinery
- Salvage Processing – Heat and Chemicals
- Saw Mill
- Slaughter House
- Stock Yard
- Tire Recycling
- Zoo

EATING AND DRINKING GROUP
Requirement list for eating and drinking uses
- Catering Service – Major
- Catering Service – Minor
- Dinner Theatre
- Drinking Establishment – Large
- Drinking Establishment – Medium
- Drinking Establishment – Small
- Food Kiosk
- Night Club
- Restaurant: Food Service Only – Large
- Restaurant: Food Service Only – Medium
- Restaurant: Food Service Only – Small
- Restaurant: Licensed – Large
- Restaurant: Licensed – Medium
- Restaurant: Licensed – Small
- Take Out Food Service

GENERAL INDUSTRIAL GROUP
Requirement list for industrial uses
- Asphalt, Aggregate and Concrete Plant
- Dry-cleaning and Fabric Care Plant
- General Industrial – Heavy
- General Industrial – Medium
- General Industrial – Light
- Printing, Publishing, and Distributing
- Specialized Industrial

INDUSTRIAL SUPPORT GROUP
Requirement list for industrial uses
- Artist’s Studio
- Beverage Container Drop-Off Depot
- Building Supply Centre
- Health Services Laboratory – Without Clients
- Motion Picture Production Facility
- Specialty Food Store

INFRASTRUCTURE GROUP
Requirement list for industrial uses
- Airport
- Cemetery
- Power Generation Facility – Medium
- Power Generation Facility – Small
<table>
<thead>
<tr>
<th>OFFICE GROUP</th>
<th>Requirement list for residential care and health uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Counselling Service</td>
<td></td>
</tr>
<tr>
<td>□ Office</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSONAL SERVICE GROUP</th>
<th>Requirement list for commercial uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Funeral Home</td>
<td></td>
</tr>
<tr>
<td>□ Information and Service Provider</td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>RESIDENTIAL GROUP</th>
<th>Requirement list for residential care and health uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Assisted Living</td>
<td></td>
</tr>
<tr>
<td>□ Dwelling Unit</td>
<td></td>
</tr>
<tr>
<td>□ Hotel</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>SALES GROUP</th>
<th>Requirement list for commercial uses</th>
</tr>
</thead>
</table>
|  □ Auction Market – Other Goods  
Requirement list for commercial uses |
|  □ Auction Market – Vehicles and Equipment  
Requirement list for commercial uses |
|  □ Convenience Food Store  
Requirement list for commercial uses |
|  □ Financial Institution  
Requirement list for commercial uses |
|  □ Large Vehicle and Equipment Sales  
Requirement list for automotive uses |
|  □ Liquor Store  
Requirement list for eating and drinking uses |
|  □ Market  
Requirement list for commercial uses |
|  □ Pawn Shop  
Requirement list for commercial uses |
|  □ Recreational Vehicle Sales  
Requirement list for automotive uses |

<table>
<thead>
<tr>
<th>SIGNS GROUP</th>
<th>Requirement list for commercial uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Community Entrance Feature</td>
<td></td>
</tr>
<tr>
<td>□ Sign - Class A</td>
<td></td>
</tr>
<tr>
<td>□ Sign - Class B</td>
<td></td>
</tr>
<tr>
<td>□ Fascia Identification Sign</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>STORAGE GROUP</th>
<th>Requirement list for commercial uses</th>
</tr>
</thead>
</table>
|  □ Distribution Centre  
Requirement list for industrial uses |
|  □ Equipment Yard  
Requirement list for industrial uses |
|  □ Freight Yard  
Requirement list for industrial uses |
|  □ Recyclable Construction Material Collection Depot  
Requirement list for industrial uses |
|  □ Salvage Yard  
Requirement list for industrial uses |

|  □ Protective and Emergency Service |
|  □ Public Transit System |
|  □ Rail Line |
|  □ Sewage Treatment Plant |
|  □ Utilities |
|  □ Utilities – Linear |
|  □ Utility Building |
|  □ Waste Disposal and Treatment Facility |
|  □ Water Treatment Plant |

|  □ Service Organization |
|  □ Pet Care Service |
|  □ Print Centre |

|  □ Live Work Unit |
|  □ Temporary Shelter |

|  □ Restored Building Products Sales Yard  
Requirement list for commercial uses |
|  □ Retail Garden Centre  
Requirement list for commercial uses |
|  □ Retail and Consumer Service  
Requirement list for commercial uses |
|  □ Supermarket  
Requirement list for commercial uses |
|  □ Temporary Residential Sales Centre  
Requirement list for commercial uses |
|  □ Vehicle Rental – Major  
Requirement list for automotive uses |
|  □ Vehicle Rental – Minor  
Requirement list for automotive uses |
|  □ Vehicle Sales – Major  
Requirement list for automotive uses |
|  □ Vehicle Sales – Minor  
Requirement list for automotive uses |

|  □ Sign - Class C |
|  □ Freestanding Identification |
|  □ Sign - Class D |
|  □ Canopy, Projecting Identification Sign |

|  □ Self Storage Facility  
Requirement list for industrial uses |
|  □ Storage Yard  
Requirement list for industrial uses |
|  □ Vehicle Storage – Large Vehicle  
Requirement list for automotive uses |
|  □ Vehicle Storage – Passenger Vehicle  
Requirement list for automotive uses |
|  □ Vehicle Storage – Recreational  
Requirement list for automotive uses |

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SUBORDINATE USE GROUP

☐ Accessory Food Service
☐ Accessory Liquor Service
☐ Columbarium
☐ Custodial Quarters
☐ Drive Through

☐ Outdoor Café
☐ Seasonal Sales Area
☐ Special Function Tent – Commercial
☐ Special Function Tent – Recreational

TEACHING AND LEARNING GROUP

Requirement list for commercial uses

☐ Columbarium
☐ Custodial Quarters
☐ Drive Through

Requirements for eating and drinking uses

☐ Outdoor Café
☐ Seasonal Sales Area
☐ Special Function Tent – Commercial
☐ Special Function Tent – Recreational

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.

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.

Applicant’s Signature

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

Screened by

Planning Services Technician

Date

Senior Planning Technician

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

Phone: 403-268-5311
Chat: calgary.ca/livechat
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 (#8108)
800 Macleod Trail SE, Calgary, Alberta T2P 2M5