Use - Complete Application Requirement List

Eating and Drinking

The following Use-Related Complete Application Requirement List is only applicable when it is listed on a Development Permit Complete Application Requirement List. This information is necessary to evaluate and provide a timely decision on your application. Please ensure all Required Items are provided on all sets of required plans.

Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible and precise. We are currently unable to accept digital applications. Thank you for your co-operation.

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.

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<tr>
<th>completed by applicant</th>
<th>office use only</th>
<th>Required Items</th>
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<tr>
<td></td>
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<td>1. All copies of Site Plan must show:</td>
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<td>Outdoor Café:</td>
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<td></td>
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<td>provide dimension to adjacent residential districts</td>
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<td>Liquor stores within 300 metres of other Liquor Stores:</td>
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<td>indicate all other Liquor Stores located within 300 metres of proposed Liquor Store, when measured from the closest point of the proposed liquor store to the closest point of another liquor store</td>
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<td>Liquor Stores within 150 metres of Schools:</td>
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<td>indicate all parcels that contain a School – Private or a School Authority – School, within 150 metres of the closest point of a Liquor Store</td>
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<td>Drive Through details:</td>
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<td>plot location(s) of any Drive Through facilities</td>
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<td>label vehicle stacking spaces per order board, ordering window or automated bank teller and direction of vehicular travel</td>
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<td>plot locations of Drive Through signage (eg, entrance, exit, customer courtesy and menu board signs)</td>
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<td>plot location(s) of screening between Drive Through and adjacent residential parcels</td>
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<td>Outdoor speaker system:</td>
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<td>plot locations of outdoor speaker system or label &quot;no outdoor speakers&quot;</td>
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<td>dimension to adjacent residential districts</td>
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Updated 2016 February 26
2. All copies of Floor Plans must show:

- Areas for the consumption of food/beverages:
  - plot and label public areas where food will be served or consumed
  - include a seating plan that clearly indicates the area to which the public will have access
  - plot and label areas where entertainment is provided to patrons, in the form of a dance floor, live music stage, live performances, or recorded music
- Outdoor Café:
  - if an outdoor speaker system is proposed, indicate location(s)
  - location and details of any outdoor speakers, gas heaters, and exterior lights
  - proposed seating arrangement
  - location of Outdoor Café (fully dimensioned)
  - access from Outdoor Café to existing establishment
- Gaming/Amusement:
  - indicate the total number of mechanical or electronic games that are kept for the purpose of furnishing entertainment or amusement to the public for a fee

3. All copies of Elevation Plans must show:

- Outdoor Café:
  - exterior elevations of the areas affected by the Outdoor Café (eg, windows replaced by doors)
  - height and material details of proposed screen or fence; include railings and stairs

4. Additional information required:

- if a Drinking Establishment or Restaurant, provide a Letter of Intent that states provincial licence intentions (ie, will minors be allowed; will the restaurant have liquor licence; and/or will it include VLTs)

Applicant’s Signature ___________________________ Date ___________________________
(Confirming that all required information has been provided and is correct)

Screened by ___________________________ Date ___________________________

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

For Further Information:
Phone: 403-268-5311
Web: 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

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Planning, Development & Assessment (#8108)
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