Residential Grades Complete Application Requirement List

Residential Grades

The following Residential Grades Complete Application Requirement List outlines all of the information necessary to evaluate and provide a timely decision on your application. **One grade slip will be issued per development.**

**Only applications that are complete will be accepted.** Applications and documentation submitted must be clear, legible and precise. Plans submitted should be to a professional drafting standard. 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.

<table>
<thead>
<tr>
<th>completed by applicant</th>
<th>office use only</th>
<th>Required Items</th>
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</table>
|                        |                | 1. **One (1) copy of Site Plan showing:**  
|                        |                | - plans to metric scale, minimum 1:100, all elevations in metric are Geodetic Datum  
|                        |                | - north arrow, pointing to top or left of page  
|                        |                | - municipal address (street address) and legal address (plan/block/lot)  
|                        |                | - label city streets, lanes, sidewalks and pathways adjacent to parcel  
|                        |                | - easements, utility rights-of-way on parcel  
|                        |                | - label all elements of plan as **existing** or **proposed**  
|                        |                | **Utilities**  
|                        |                | - label and dimension proposed sanitary / storm / water service locations  
|                        |                | **Location of all potential conflicts with Servicing Location**  
|                        |                | - hydrants, catch basins, light standards, utility poles, utility fixtures, or boxes  
|                        |                | - show all existing trees on public land adjacent to the site, specify if tree is to be retained or removed (at owner’s expense)  
|                        |                | **Plot and dimension property lines**  
|                        |                | - indicate elevations at back of sidewalk – at property line corners and Vertical Points of Intersection (VPIs)  
|                        |                | **Outline buildings**  
|                        |                | - proposed dwelling unit(s) at foundation / grade level  
|                        |                | - detached buildings and structures (e.g., sheds, garages)  
|                        |                | - driveways and parking areas  
|                        |                | 2. **Application Fee**  
|                        |                | - Residential $472  
|                        |                | - Lane Grades $291  
|                        |                | 3. **If reapplying for grade slip**  
|                        |                | - copy of existing / expired grade slip  
|                        |                | - indicate if services are to remain the same or if changes are being made  

Updated 2016 February 09
Site Grades Request Form

Application # ____________________
Fee ______________________

Address

Legal Description
(ensure the legal description correctly describes the lot)

Type of Development
□ Single Family  □ Garage  □ Duplex / Semi-detached

Applicant:

Name

Address

Postal Code

Phone #(s)

Fax# 

Email

Please provide any additional information:

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Applicant’s Signature __________________________

Date __________________________

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

Screened by __________________________

Date __________________________

Planning Services Technician

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

Mail:

The City of Calgary
Planning, Development & Assessment (#8108)
800 Macleod Trail SE, Calgary, Alberta T2P 2M5

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