



## 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

# Changes outside a Building (including Changes inside a Building, Exterior Renovations and Minor Changes to site Plan):

### In any 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.

**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).

### 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.

### SECTION 1: Required Items

- 1 A copy of the current **Certificate(s) of Title**
- 2 Current copies of any **Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats** registered on the Title(s)
- 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 may 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:
  - Site from front and rear
  - Interior where new floor area is being added
  - Unique features and aspects of significance to development of the parcel
  - Details of curbs, driveways, sidewalks, waste enclosures and overhead poles
- 5 Development Permit fee ([Fee Schedule](#))
- 6 Completed [Site Contamination Statement](#)

7	Completed <a href="#">Public Tree Disclosure Statement</a> If public trees are identified <b>one additional site plan</b> may be required
8	When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a <b>written planning rationale</b> in support of the deficiencies.
9	Completed <a href="#">Climate Resilience Inventory</a> form
<b>Plans</b>	
10	One (1) copy of a <b>Site Plan</b> , including: (preferred scale is Metric 1:100 or Imperial ¼" = 1'0")
	<b>North arrow</b> , pointing to top or left of page
	<b>Municipal address</b> (i.e. street address) and legal address (i.e. plan/block/lot)
	All elements of plan labelled as <b>existing</b> or <b>proposed</b>
	<b>Plot and dimension property lines:</b> <ul style="list-style-type: none"> <li>▪ Label existing and proposed</li> <li>▪ Label parcel area in square meters</li> </ul>
	<b>Easements, Utility Rights-Of-Way:</b> <ul style="list-style-type: none"> <li>▪ Dimension (width, depth and location)</li> <li>▪ Label type of easement and registration number)</li> </ul>
	<b>Plot Rights-of-Way setback lines required in Section 53, Table 1:</b> <ul style="list-style-type: none"> <li>▪ Dimension depth of Rights-of-Way</li> <li>▪ Dimension distance from Rights-of-Way to building</li> </ul>
	<b>Adjacent to parcel:</b> <ul style="list-style-type: none"> <li>▪ City streets, label street names</li> <li>▪ Sidewalks, City and public paths (Regional Pathway System)</li> <li>▪ Curb cuts, medians and breaks in medians</li> </ul>
	<b>Dimension to property line:</b> <ul style="list-style-type: none"> <li>▪ Back of sidewalk and curb</li> <li>▪ Lip of gutter</li> <li>▪ Width of sidewalk and public paths (Regional Pathway System)</li> </ul>
	<b>Corner parcels only:</b> <ul style="list-style-type: none"> <li>▪ Outline and dimension corner visibility triangle</li> </ul>
	<b>Setbacks:</b> <ul style="list-style-type: none"> <li>▪ Dimension front, side and rear building setbacks from property lines</li> <li>▪ Draw, label and dimension required setback areas (as prescribed in the Land Use Bylaw)</li> </ul>
	<b>Outline and dimension buildings:</b> <ul style="list-style-type: none"> <li>▪ Projections and structures (bay windows, cantilevers, deck, window wells)</li> <li>▪ Detached buildings and structures (sheds,garages)</li> <li>▪ Location of all openings (windows, doors, overhead doors)</li> <li>▪ Label use area within the building (tenant locations)</li> <li>▪ Label uses to be located in each use area (see uses listed under Use CARLs)</li> </ul>
	<b>Parking areas, drive aisles and circulation roads:</b> <ul style="list-style-type: none"> <li>▪ Label all surface material of areas accessible by motor vehicles</li> <li>▪ Dimension widths of all aisles and roads</li> <li>▪ Provide details on vehicle circulation (direction of travel, signage and fire lanes)</li> </ul>

**Waste and collection and loading areas:**

- Enclosure location
- Enclosure dimensions
- Geodetic elevations at all corners of the enclosure
- Grades of the collection area
- Sweep paths for collection vehicles and dimensions of clearance
- Vehicle weight supported in collection area (minimum 25,000kg)
- Method of collection (e.g. individual pick-up or dumpster pick-up)
- Identification of garbage, recycling, and organics containers for the three streams of waste
- Types of waste containers within the enclosure or on site
- Volume of waste containers
- Refer to the [Development Reviews Design Standards for the Storage and Collection of Waste](#)

**Firefighting Access**

- Sweep paths for the firefighting vehicle access route and dimensions of clearance
- Indication that the fire access route is designed to a 12.0 metre centerline of the roadway turning radius
- Vehicle weight supported in firefighting vehicle access route (minimum 38,556kg (85,000 lbs))
- Grades of the firefighting vehicle access route
- Indication that the access is designed to support the NFPA 1901 point load of 517kPa (75 psi) over a 24" by 24" area which corresponds to the outrigger pad size
- Any lockbox location, firefighting service connection, and alarm panel locations
- Refer to the [Fire Department Access Standard](#)

**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

**Location of driveways****Bicycle parking:**

- Location of bicycle parking stall - class 1 (secure) and class 2 (un-secure)
- Total each type of bicycle parking stall (class 1 or class 2)
- Calculate bicycle parking stall requirement

**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:** Site lighting plan, showing compliance with Part 3, Division 4 of Bylaw 1P2007, may be 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, obtain the appropriate requirement list for that sign)
- 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 and sidewalks (dimension width)**

11	Include the following additional information on all Site Plans when changes are being made impacting the parking, loading or storage area:
<p><b>Location of all:</b></p> <ul style="list-style-type: none"> <li>▪ Catch basins</li> <li>▪ Utility poles</li> <li>▪ Guy wires/pole anchors</li> <li>▪ Hydrants, utility fixtures or boxes</li> </ul>	
<p><b>Parking areas, drive aisle and circulation roads:</b></p> <ul style="list-style-type: none"> <li>▪ Include curbs and sidewalks</li> <li>▪ Crosswalks (provide detail if raised)</li> <li>▪ Speed bumps (provide detail)</li> <li>▪ Label all surface material of areas accessible by motor vehicles</li> <li>▪ Dimension widths of all aisles and roads</li> <li>▪ Provide details on vehicle circulation (direction of travel, signage and firelanes)</li> </ul>	
<p><b>Motor vehicle parking stalls:</b></p> <ul style="list-style-type: none"> <li>▪ Dimension overhead clearance</li> <li>▪ Dimension column size and distance between columns</li> <li>▪ Dimension angle or parking stall (if less than 90 degrees)</li> <li>▪ Location and size of wheel stop (provide next to sidewalk)</li> </ul>	
<p><b>Loading stalls:</b></p> <ul style="list-style-type: none"> <li>▪ Dimension overhead clearance</li> <li>▪ Turning radius (sweep path) for large vehicle access to drive aisles, waste and loading areas</li> </ul>	
<p><b>Driveways:</b></p> <ul style="list-style-type: none"> <li>▪ Label proposed or existing</li> <li>▪ Label curb cuts to be removed and rehabilitated</li> <li>▪ Dimension length from back of curb or sidewalk</li> <li>▪ Dimension width of driveway at throat and flare (adjacent to street)</li> <li>▪ Dimension distance to adjoining driveways</li> </ul>	
<p><b>Parking and loading area geodetic grades:</b></p> <ul style="list-style-type: none"> <li>▪ Driveway grades and parkade ramp grades</li> <li>▪ Detail any areas over 2 per cent slope</li> <li>▪ Dimension width of driveway at throat and flare (adjacent to street)</li> <li>▪ Dimension distance to adjoining driveways</li> </ul>	
<p><b>Bicycle parking:</b></p> <ul style="list-style-type: none"> <li>▪ Label surface material of bicycle parking stalls</li> <li>▪ Dimension separation to surrounding structures</li> <li>▪ Dimension separation of devices (bike racks) and rows of devices</li> <li>▪ Dimension of bicycle parking area</li> <li>▪ Location of signage related to bicycle parking</li> <li>▪ Cross reference to a detailed drawing (for each type of parking device)</li> </ul>	
<p>For parcels 2.0 hectares or larger, provide a <b>Storm Water Management Report</b></p>	
12	Include the following additional information on all Site Plans when changes are being made that will impact the landscaped areas:
<p>Label surface and material of <b>internal sidewalks</b></p>	

	<p><b>Retaining walls:</b></p> <ul style="list-style-type: none"> <li>▪ Label height (provide height of fences on top of wall)</li> <li>▪ Provide geodetic datum points at top and bottom of wall</li> <li>▪ Cross reference to elevation (for each wall)</li> <li>▪ If one metre in height or higher, provide engineered, stamped structural design drawings, including cross-sections</li> <li>▪ Provide geodetic datum points of grade on each side of the wall (<b>NOTE:</b> height of retaining wall measured as the vertical difference between the ground levels on each side of the wall)</li> </ul>
	<p><b>Geodetic datum points/contours:</b></p> <ul style="list-style-type: none"> <li>▪ All the corners of the parcel</li> <li>▪ At the back of sidewalk or curb</li> <li>▪ At primary corners of the building</li> <li>▪ Geodetic contours at 0.5 metres intervals including berming for site</li> <li>▪ Label existing and proposed geodetic datum points</li> </ul>
	<p><b>Plot and label:</b></p> <ul style="list-style-type: none"> <li>▪ Fencing, retaining walls, sidewalks (dimension width)</li> </ul>
	<p><b>Trees and shrubs</b></p> <ul style="list-style-type: none"> <li>▪ Plot location of trees by symbol (each symbol should be unique to size and type of tree)</li> <li>▪ Plot shrubbed areas</li> <li>▪ Label number of shrubs in each shrubbed area (only include shrubs greater than 0.6 metres in height or spread)</li> <li>▪ Indicate trees and shrubs to be added, removed or retained</li> </ul>
	<p><b>Landscape legend:</b></p> <ul style="list-style-type: none"> <li>▪ Label by symbol (each symbol should be unique to size and type of tree and shrub)</li> <li>▪ Provide species</li> <li>▪ Provide caliper of deciduous trees</li> <li>▪ Provide height of coniferous trees</li> <li>▪ Provide height and spread of shrubs (greater than 0.6 metres)</li> <li>▪ Provide total of each type of tree and shrub (by height and size)</li> </ul>
	<p><b>Landscaped area:</b></p> <ul style="list-style-type: none"> <li>▪ Surface treatment of all soft surfaced landscaped areas (i.e. grass, plant cover)</li> <li>▪ Surface treatment of all hard surfaced landscaped areas (i.e. decorative pavers, brick, stamped concrete)</li> <li>▪ Label surface material of bicycle parking area</li> <li>▪ Curb details to separate landscaping</li> <li>▪ Label new landscaped areas and areas to be retained</li> </ul>
	<p><b>Irrigation:</b></p> <ul style="list-style-type: none"> <li>▪ Method of irrigation (specify if using Low Water Irrigation System)</li> <li>▪ Label all soft surface landscaping to be irrigated or plot specific areas (zones)</li> </ul>
	<p><b>If trees are existing on public lands adjacent to the site:</b></p> <ul style="list-style-type: none"> <li>▪ Specify the species of each tree (e.g. Green Ash, Colorado blue spruce, American Elm). Note that identification of deciduous or coniferous is not sufficient. If you require assistance in identifying the species of a tree, call 311 to obtain additional information.</li> <li>▪ Diameter of each tree, measured at a height of 1.4 metres above the ground</li> <li>▪ Estimated mature height of each tree (e.g. less than 3 metres, 3-6 metres, 6-9 metres, etc.)</li> <li>▪ Location of the centre point of the trunk of each tree</li> <li>▪ Outline of the “drip line” of each tree (i.e. the outline of the outer reach of the branches of the tree)</li> </ul>
<p><b>13</b></p>	<p><b>One (1) copy of Floor Plan(s)</b> (preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")</p>
	<p><b>Municipal address</b> (i.e. street address) and legal address (i.e. plan/block/lot)</p>
	<p>All elements of plan labelled as <b>existing</b> or <b>proposed</b></p>

**Outline and dimension walls:**

- Include exterior dimensions (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)
- Label use in each use area (tenant space)
- Label the purpose of spaces (e.g. Kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms, laundry facilities)
- Label existing and proposed rooms

**14 One (1) copy of Elevation(s)**

(preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")

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:**

- Buildings
- Fences
- Retaining walls (over 0.6 metres in height)
- 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, service meters, decorative elements, rooftop equipment
- Screening (e.g. Service meters, rooftop equipment, privacy screens)
- 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)
- Colours of all major exterior materials

**Lighting:**

- Plot location of light fixtures
- Plot 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
- Plot property lines (extending vertically)
- Plot all geodetic datum points required on site plan
- Dimension all doors, windows and overhead doors

**Building height (indicate on all elevations):**

- Plot line for main floor
- Plot line for roof when concealed by parapet
- Dimension height of building from existing and proposed grade
- Dimension height of main floor from existing and proposed grade
- Dimension height of structures (fences, retaining walls) from existing and proposed grade

**Signage (where appropriate, provide separate sign elevation):**

- Label materials, lettering 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 exterior lighting, label if internally illuminated

**15 One (1) copy of Cross-sections, including:**

(preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")

	<b>Label width</b> of any roof structure, mechanical rooms, projections
	<b>Dimension</b> to outermost limits of the cross-section
	<b>Cross-section of sloping driveways and parkade ramps</b> <ul style="list-style-type: none"> <li>▪ Indicate slope and include transition lengths</li> <li>▪ Provide geodetic datum points at transition points in ramp (including top and bottom)</li> <li>▪ Dimension overhead clearance</li> </ul>
	<b>Cross-sections may be required if there are retaining walls on the parcel that are 1.2 metre or higher, or to provide more information on the impact of the proposed building on the adjacent properties, showing:</b> <ul style="list-style-type: none"> <li>▪ Existing and proposed grade of parcel</li> <li>▪ Grade of adjacent parcels and city streets</li> <li>▪ Cross-sectional outline of the building</li> <li>▪ Geodetic datum points</li> </ul>
<b>Supporting Information</b>	
16	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.
17	<p>If the application is being submitted concurrently with an existing Land Use Amendment, a completed <a href="#">Concurrent Submission Declaration Form</a> is required.</p> <input type="checkbox"/> Yes, this application is being submitted concurrently with a Land Use Amendment, LOC20__ - _____ <input type="checkbox"/> No, this application is not being submitted concurrently with a Land Use Amendment
<b>Use Application Requirement Lists</b>	
18	<p>Use CARLs. Check beside one or more Uses proposed as part of the Development Permit application. Attach one or more Use Related CARLs when indicated in brackets beside the use group (see following pages).</p> <p>The definitions of these uses are located in Part 4 of the Land Use Bylaw 1P2007, available online at <a href="http://www.calgary.ca/landusebylaw">www.calgary.ca/landusebylaw</a>. If required, ask for assistance at time of application.</p>
<b>AGRICULTURE AND ANIMAL GROUP</b> ( <a href="#">Use CARL – Agriculture and Animal</a> )	
<input type="checkbox"/> Extensive Agriculture <input type="checkbox"/> Kennel <input type="checkbox"/> Veterinary Clinic	
<b>AUTOMOTIVE SERVICE GROUP</b> ( <a href="#">Use CARL – Automotive</a> )	
<input type="checkbox"/> Auto Body and Paint Shop <input type="checkbox"/> Car Wash—Single Vehicle <input type="checkbox"/> Auto Service – Major <input type="checkbox"/> Fleet Service <input type="checkbox"/> Auto Service – Minor <input type="checkbox"/> Gas Bar <input type="checkbox"/> Bulk Fuel Sales Depot <input type="checkbox"/> Large Vehicle Service <input type="checkbox"/> Car Wash – Multi-Vehicle <input type="checkbox"/> Large Vehicle Wash <input type="checkbox"/> Recreational Vehicle Service	
<b>CULTRE AND LEISURE GROUP</b> ( <a href="#">Use CARL – Commercial</a> )	
<input type="checkbox"/> Amusement Arcade <input type="checkbox"/> Motion Picture Filming Location	



- Billard Parlour
- Cinema
- Community Recreation Facility
- Computer Games Facility
- Fitness Centre
- Gaming Establishment—Bingo
- Indoor Recreation Facility
- Library

- Museum
- Outdoor Recreation Area
- Performance 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 ([Use CARL – Commercial](#))
- Campground
- Emergency Center ([Use CARL - Residential, Care & Health](#))
- Fertilizer Plant ([Use CARL – Industrial](#))
- Firing Range
- Gaming Establishment – Casino
- Hide Processing Plant
- Intensive Agriculture ([Use CARL – Agriculture and Animal](#))
- Inter-City Bus Terminal
- Jail
- Motorized Recreation
- Natural Resource Extraction
- Pits and Quarries
- Power Generation Facility – Large ([Use CARL – Industrial](#))
- Race Track
- Refinery
- Salvage Processing – Heat and Chemicals
- Saw Mill
- Slaughter House
- Stock Yard
- Tire Recycling
- Zoo

#### EATING AND DRINKING GROUP ([Use CARL - Eating and Drinking](#))

- Catering Service – Major
- Catering Service – Minor
- Dinner Theatre
- Drinking Establishment – Large
- Drinking Establishment – Medium
- Drinking Establishment – Small
- Night Club
- Restaurant: Food Service Only – Large
- Restaurant: Food Service Only – Medium
- Restaurant: Food Service Only – Small
- Restaurant: Licenced – Large
- Restaurant: Licenced – Medium

<input type="checkbox"/> Food Kiosk	<input type="checkbox"/> Restaurant: Licenced – Small
	<input type="checkbox"/> Take Out Food Service
<b>GENERAL INDUSTRIAL</b> ( <a href="#">Use CARL – Industrial</a> )	
<input type="checkbox"/> Asphalt, Aggregate and Concrete Plant	<input type="checkbox"/> General Industrial – Medium
<input type="checkbox"/> Dry-cleaning and Fabric Care Plant	<input type="checkbox"/> General Industrial – Light
<input type="checkbox"/> General Industrial – Heavy	<input type="checkbox"/> Printing, Publishing and Distributing
	<input type="checkbox"/> Specialized Industrial
<b>INDUSTRIAL SUPPORT GROUP</b> ( <a href="#">Use CARL – Industrial</a> )	
<input type="checkbox"/> Artist’s Studio	<input type="checkbox"/> Health Services Laboratory –Without Clients
<input type="checkbox"/> Beverage Container Drop-Off Depot	<input type="checkbox"/> Motion Picture Production Facility
<input type="checkbox"/> Building Supply Centre	<input type="checkbox"/> Specialty Food Store
<b>INFRASTRUCTURE GROUP</b>	
<input type="checkbox"/> Airport	<input type="checkbox"/> Power Generation Facility – Medium (Use CARL – Industrial)
<input type="checkbox"/> Cemetery	<input type="checkbox"/> Power Generation Facility – Small (Use CARL – Industrial)
<input type="checkbox"/> Crematorium	<input type="checkbox"/> Protective and Emergency Service
<input type="checkbox"/> Military Base	<input type="checkbox"/> Public Transit System
<input type="checkbox"/> Municipal Works Depot ( <a href="#">Use CARL – Industrial</a> )	<input type="checkbox"/> Rail Line
<input type="checkbox"/> Natural Area	<input type="checkbox"/> Sewage Treatment Plant
<input type="checkbox"/> Park	<input type="checkbox"/> Utilities
<input type="checkbox"/> Parking Lot – Grade	<input type="checkbox"/> Utilities – Linear
<input type="checkbox"/> Parking Lot – Structure	<input type="checkbox"/> Utility Building
<input type="checkbox"/> Park Maintenance Facility – Large (Use CARL – Industrial)	<input type="checkbox"/> Waste Disposal and Treatment Facility (Use CARL – Industrial)
<input type="checkbox"/> Park Maintenance Facility – Small (Use CARL – Industrial)	<input type="checkbox"/> Water Treatment Plant (Use CARL – Industrial)
<b>OFFICE GROUP</b>	
<input type="checkbox"/> Counselling Service ( <a href="#">Use CARL - Residential, Care &amp; Health</a> )	<input type="checkbox"/> Service Organization (Use CARL - Residential, Care & Health)
<input type="checkbox"/> Office	
<b>PERSONAL SERVICE GROUP</b>	
<input type="checkbox"/> Funeral Home ( <a href="#">Use CARL - Commercial</a> )	<input type="checkbox"/> Pet Care Services

Information and Service Provider

Print Centre

### RESIDENTIAL GROUP

Assisted Living ([Use CARL - Residential, Care & Health](#))

Hotel (Use CARL - Residential, Care & Health)

Dwelling Unit

Live Work Unit (Use CARL - Residential, Care & Health)

Temporary Shelter (Use CARL - Residential, Care & Health)

### SALES GROUP

Auction Market – Other Goods ([Use CARL - Commercial](#))

Restored Building Products Sales Yard (Use CARL - Commercial)

Auction Market – Vehicles and Equipment (Use CARL - Commercial)

Retail Garden Centre (Use CARL - Commercial)

Convenience Food Store (Use CARL - Commercial)

Retail and Consumer Service (Use CARL - Commercial)

Financial Institution (Use CARL - Commercial)

Supermarket (Use CARL - Commercial)

Large Vehicle and Equipment Sales ([Use CARL - Automotive](#))

Temporary Residential Sales Centre

Liquor Store ([Use CARL - Eating and Drinking](#))

Vehicle Rental – Major (Use CARL - Automotive)

Market (Use CARL - Commercial)

Vehicle Rental – Minor (Use CARL - Automotive)

Pawn Shop (Use CARL - Commercial)

Vehicle Sales – Major (Use CARL - Automotive)

Recreational Vehicle Sales (Use CARL - Automotive)

Vehicle Sales – Minor (Use CARL - Automotive)

### STORAGE GROUP ([Use CARL - Industrial](#))

Distribution Centre

Recyclable Construction Material Collection Depot

Equipment Yard

Salvage Yard

Freight Yard

Self-Storage Facility

Storage Yard

### SUBORDINATE USE GROUP

Accessory Food Service

Drive Through

Accessory Liquor Service ([Use CARL - Commercial](#))

Outdoor Café ([Use CARL - Eating and Drinking](#))

Bed and Breakfast

Seasonal Sales Area (Use CARL - Commercial)

Columbarium

Special Function Tent – Commercial

Custodial Quarters

Special Function Tent – Recreational

### TEACHING AND LEARNING GROUP

<input type="checkbox"/> Instructional Facility ( <a href="#">Use CARL - Residential, Care &amp; Health</a> )	<input type="checkbox"/> School Authority – School ( <a href="#">Use CARL - Residential, Care &amp; Health</a> )
<input type="checkbox"/> Post-Secondary Learning Institution	<input type="checkbox"/> School Authority – Major
<input type="checkbox"/> School – Private (Use CARL - Residential, Care & Health)	<input type="checkbox"/> School Authority – Minor

For further information regarding parking relaxations for existing buildings in commercial districts, please refer to the City of Calgary’s [Planning Policy for Parking Relaxations](#).

**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 Services Technician	

Checklists are updated periodically. Please ensure you have the most recent edition.		
<b>Contact Us</b>		
Phone: 403 268 5311	<b>In Person</b> 3rd floor, Calgary Municipal Building 800 Macleod Trail SE, Calgary, Alberta	<b>Mail</b> The City of Calgary Planning & Development (#8108) 800 Macleod Trail SE, Calgary, Alberta T2P 2M5
Chat: <a href="#">Calgary.ca/livechat</a>		
8:00 a.m. to 4:15 p.m. Monday – Friday	8:00 a.m. to 4:15 p.m. Monday – Friday	