



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)



LUD	_____
PST	_____

Development Permit Complete Application Requirement List

Renewal of Existing Downtown Temporary Surface Parking Lot

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 the Land Use Bylaw 1P2007). All terms of reference are based on the defined terms in the Land Use Bylaw 1P2007.

completed by applicant	office use only	Required Items
<input type="radio"/>	<input type="radio"/>	1. A copy of the current Certificate(s) of Title
<input type="radio"/>	<input type="radio"/>	2. Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats registered on the Title(s)
<input type="radio"/>	<input type="radio"/>	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
<input type="radio"/>	<input type="radio"/>	4. Colour Photographs (minimum of four different views, label and identify each photograph) showing:
<input type="checkbox"/>	<input type="checkbox"/>	parcel from front and rear
<input type="checkbox"/>	<input type="checkbox"/>	unique features and aspects of significance to development of the parcel
<input type="checkbox"/>	<input type="checkbox"/>	details of curbs, driveways, sidewalks, garbage enclosures and overhead poles
<input type="checkbox"/>	<input type="checkbox"/>	indicate on a key plan or the parcel plan, the direction and location of photos
<input type="radio"/>	<input type="radio"/>	5. Development Permit fee (See Fee Schedule)
<input type="radio"/>	<input type="radio"/>	6. Completed Site Contamination Statement
<input type="radio"/>	<input type="radio"/>	7. Completed Public Tree Disclosure Statement
<input type="checkbox"/>	<input type="checkbox"/>	If Public Trees are identified, one additional Site Plan may be required.
<input type="radio"/>	<input type="radio"/>	8. When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a written planning rationale in support of the deficiencies.
<input type="radio"/>	<input type="radio"/>	9. One (1) copy of Site Plan(s) (1:100 metric scale recommended, include scale bar) showing:
<input type="checkbox"/>	<input type="checkbox"/>	north arrow, pointing to top or left of page
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (ie, street address) and legal address (ie, plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	all elements of plan labelled as existing or proposed
<input type="checkbox"/>	<input type="checkbox"/>	property lines
<input type="checkbox"/>	<input type="checkbox"/>	easements, utility rights-of-way, right-of-way setback lines
<input type="checkbox"/>	<input type="checkbox"/>	side setback and rear setback dimensions
<input type="checkbox"/>	<input type="checkbox"/>	corner cuts on corner parcels
<input type="checkbox"/>	<input type="checkbox"/>	outline of any proposed buildings and/or structures on the parcel
<input type="checkbox"/>	<input type="checkbox"/>	layout of parking areas, showing dimensioned depth and width of stalls, handicapped stalls, aisle dimensions, angle of the parking stall, and number of stalls
<input type="checkbox"/>	<input type="checkbox"/>	road dimensions of any on-parcel circulation roads (indicate one-ways when applicable)
<input type="checkbox"/>	<input type="checkbox"/>	location and dimension of driveway accesses, show the angle of the driveway flare where the driveway meets the carriageway of any City street
<input type="checkbox"/>	<input type="checkbox"/>	location of any proposed wheel stops, speed bumps
<input type="checkbox"/>	<input type="checkbox"/>	where freestanding signs are proposed include signs height, area, location and distance to closest:
<input type="checkbox"/>	<input type="checkbox"/>	existing building on the parcel
<input type="checkbox"/>	<input type="checkbox"/>	sidewalks and/or curbs
<input type="checkbox"/>	<input type="checkbox"/>	utility poles and guy wires
<input type="checkbox"/>	<input type="checkbox"/>	existing signs on the parcel
<input type="checkbox"/>	<input type="checkbox"/>	location of all lighting and light standards, catch basins, utility poles, hydrants and utility fixtures
<input type="checkbox"/>	<input type="checkbox"/>	information on the level of illumination, showing where lighting may affect neighbouring uses (e.g. residential), or where lighting is required to facilitate surveillance for security purposes
<input type="checkbox"/>	<input type="checkbox"/>	location of all existing and proposed fencing; cross-referenced to fence elevation if more

than one fence elevation is to be used

10. One (1) copy of Landscaping Plan(s) (1:100 metric scale recommended, include scale bar) showing:

(landscaping plans and site plan may be combined if the site plan doesn't become cluttered)

- north arrow, pointing to top or left of page
- municipal address (ie, street address) and legal address (ie, plan/block/lot)
- all elements of plan labelled as **existing** or **proposed**
- surface treatment of all soft landscaped areas (e.g., grass, shrubs)
- total landscaped area (square metres)
- number and location of all trees:
- type (deciduous, coniferous, or ornamental)
- size (caliper for deciduous; height for coniferous)
- show Chinook-hardy species by symbol
- proposed berming for parcel

If trees are existing on public lands adjacent to the parcel, the following information is required:

- specific 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 3-1-1 to obtain additional information.
- diameter of each tree, measured at a height of 1.4 meters above the ground
- estimated mature height of each tree (eg, less than 3 metres, 3-6 metres, 6-9 metres, etc)
- the location of the centre point of the trunk of each tree
- outline of the "drip line" of each tree (ie, the outline of the outer reach of the branches of the tree)

11. One (1) copy of Elevation Drawings (1:100 metric scale recommended, include scale bar)

- municipal address (ie, street address) and legal address (ie, plan/block/lot)
- all elements of plan labelled as **existing** or **proposed**
- exterior of attendant booth; include exterior materials and dimensions
- freestanding signs (include directional signage). Include relevant dimensions; details on any read-o-graph; and changeable copy area on the sign
- all proposed fences and walls, as well as, retaining walls over 600 mm in height at any point; include dimensions

Supporting Information:

12. Information on how on-parcel storm water and runoff will be managed

13. Bus zones and bus shelters adjacent to the parcel

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

Chat: 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