



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)



Updated May 2020

LUD _____
PST _____

Development Permit Complete Application Requirement List

Green Roof Renovation

(including changes inside a building, changes to roof plans, and exterior renovations)

In any Land Use District

ADVISORY NOTE: Green Roof installations are currently not able to meet Alberta Building Code Classifications for roof coverings (Alberta Building Code Articles 3.1.15.1 and 3.1.15.2.), and will require an alternative solution application at the time of the Building Permit application.

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 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) showing
<input type="checkbox"/>	<input type="checkbox"/>	area of roof renovation/construction
<input type="checkbox"/>	<input type="checkbox"/>	exterior where building elevation will be changed
<input type="checkbox"/>	<input type="checkbox"/>	label and identify each photograph (ie, North, East, South, West and the location of the proposed Green Roof)
<input type="radio"/>	<input type="radio"/>	5. Fee (See Fee Schedule)
		Applicable Fees (project specific)
		<ul style="list-style-type: none"> • Renovations to Single Detached, Semi-detached & Duplex Dwellings in the Developed Area • Renovations to Multi-residential Development, Townhouses and Rowhouses • Exterior Renovations (non-residential)
<input type="radio"/>	<input type="radio"/>	6. Type of proposed Green Roof
		Indicate whether or not the proposed green roof will be accessible to building occupants during normal operating hours.
		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="radio"/>	<input type="radio"/>	7. 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"/>	8. One (1) copy of Site Plan(s) (1:100 metric scale recommended) 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"/>	Plot and dimension property lines
<input type="checkbox"/>	<input type="checkbox"/>	Adjacent to parcel:
<input type="checkbox"/>	<input type="checkbox"/>	City streets, label street names
<input type="checkbox"/>	<input type="checkbox"/>	Outline and dimension buildings:
<input type="checkbox"/>	<input type="checkbox"/>	projections and structures (bay windows, cantilevers, window wells)
<input type="checkbox"/>	<input type="checkbox"/>	detached buildings and structures (sheds, garages)

<input type="checkbox"/>	<input type="checkbox"/>	use area within the building (tenant locations)
<input type="checkbox"/>	<input type="checkbox"/>	label uses to be located in each use area (see uses listed under Use CARL)
<input type="checkbox"/>	<input type="checkbox"/>	label existing buildings
<input type="checkbox"/>	<input type="checkbox"/>	location of all openings (windows, doors)
<input type="checkbox"/>	<input type="checkbox"/>	dimension front, side and rear building setbacks from property lines
<input type="checkbox"/>	<input type="checkbox"/>	Motor vehicle parking/loading stalls:
<input type="checkbox"/>	<input type="checkbox"/>	show existing parking/loading stalls on site
<input type="checkbox"/>	<input type="checkbox"/>	Location of driveways
<input type="radio"/>	<input type="radio"/>	9. One (1) copy of the existing Roof Plan showing:
<input type="checkbox"/>	<input type="checkbox"/>	existing roof material
<input type="radio"/>	<input type="radio"/>	10. One (1) copy of the Proposed Roof Plan/Detailed Landscape Plan
<input type="checkbox"/>	<input type="checkbox"/>	Trees and shrubs:
<input type="checkbox"/>	<input type="checkbox"/>	plot location of trees by symbol (each symbol should be unique to size and type of tree)
<input type="checkbox"/>	<input type="checkbox"/>	plot shrubbed areas
<input type="checkbox"/>	<input type="checkbox"/>	label number of shrubs in each shrubbed area
<input type="checkbox"/>	<input type="checkbox"/>	soil depth and growing medium
<input type="checkbox"/>	<input type="checkbox"/>	Landscape legend:
<input type="checkbox"/>	<input type="checkbox"/>	label by symbol (each symbol should be unique to size and type of tree and shrub)
<input type="checkbox"/>	<input type="checkbox"/>	provide species
<input type="checkbox"/>	<input type="checkbox"/>	provide caliper of deciduous trees
<input type="checkbox"/>	<input type="checkbox"/>	provide height of coniferous trees
<input type="checkbox"/>	<input type="checkbox"/>	provide height and spread of shrubs (greater than 0.6 metres)
<input type="checkbox"/>	<input type="checkbox"/>	Landscaped area:
<input type="checkbox"/>	<input type="checkbox"/>	surface treatment of all soft surfaced landscaped areas (ie, grass, plant cover)
<input type="checkbox"/>	<input type="checkbox"/>	surface treatment of all hard surfaced landscaped areas (ie, decorative pavers, brick, stamped concrete)
<input type="checkbox"/>	<input type="checkbox"/>	curb details to separate landscaping
<input type="checkbox"/>	<input type="checkbox"/>	Irrigation:
<input type="checkbox"/>	<input type="checkbox"/>	method of irrigation (should be direct to root, ie, drip)
<input type="checkbox"/>	<input type="checkbox"/>	retaining walls (over 0.5 metres in height)
<input type="checkbox"/>	<input type="checkbox"/>	Amenity space (Accessible Roof only):
<input type="checkbox"/>	<input type="checkbox"/>	amenity space area/walkway design
<input type="checkbox"/>	<input type="checkbox"/>	tables, benches and/or seating
<input type="checkbox"/>	<input type="checkbox"/>	Lighting:
<input type="checkbox"/>	<input type="checkbox"/>	accent lighting (freestanding or wall mounted)
		NOTE: Lighting must be in compliance with Part 3, Division 4 of Bylaw 1P2007 and may be requested during the review of this application
<input type="radio"/>	<input type="radio"/>	11. One (1) copy of Floor Plans (minimum 1:100 or imperial scale, minimum 3/16"=1') showing:
<input type="checkbox"/>	<input type="checkbox"/>	north arrow, point to top or left of page
<input type="checkbox"/>	<input type="checkbox"/>	all elements of plan labelled as existing or proposed
<input type="checkbox"/>	<input type="checkbox"/>	Outline and dimension walls:
<input type="checkbox"/>	<input type="checkbox"/>	interior and exterior (dimension to centre line of common walls)
<input type="checkbox"/>	<input type="checkbox"/>	plot location of interior and exterior openings (windows, doors, overhead doors)
<input type="checkbox"/>	<input type="checkbox"/>	internal motor vehicle and bicycle parking, loading and garbage collection facilities (see site

<input type="checkbox"/>	<input type="checkbox"/>	plan requirements)
<input type="checkbox"/>	<input type="checkbox"/>	label the purpose of spaces (eg, kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms, laundry facilities)
<input type="radio"/>	<input type="radio"/>	12. One (1) copy of Elevation Drawings (for roofs with a slope of 1:12 or greater only OR where roof slopes or parapets have changed from their original approved design) (1:100 metric scale recommended) showing:
<input type="checkbox"/>	<input type="checkbox"/>	cross reference with the roof plan for renovation location, where applicable
<input type="checkbox"/>	<input type="checkbox"/>	doors, windows, overhead doors
<input type="checkbox"/>	<input type="checkbox"/>	projections and decorative elements
<input type="checkbox"/>	<input type="checkbox"/>	Label finishing materials:
<input type="checkbox"/>	<input type="checkbox"/>	existing materials (brick, stucco, vinyl siding)
<input type="checkbox"/>	<input type="checkbox"/>	Building height (indicate on all elevations):
<input type="checkbox"/>	<input type="checkbox"/>	if applicable, plot line for roof when concealed by parapet

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.

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
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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