



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)

Minor Addition:
In a Multi-Residential 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: Project Details

Project Address:

Cumulative gross floor area: Addition ft² m² New Building: ft² m²

New dwelling units created: Yes No If yes, number of new dwelling units:

SECTION 2: 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)
 - Site from front and rear
 - Two adjoining parcels on either side
 - Unique features and aspects of significance to development of the parcel
 - Indicate on a key plan or the site plan, the direction and location of photos

5	Development Permit fee (Fee Schedule)
6	Completed Site Contamination Statement
7	Completed Public Tree Disclosure Statement If public trees are identified one additional site plan may be required
8	Completed Abandoned Well Declaration
9	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.
Plans	
10	One (1) copy of a Site Plan , including: (preferred scale is Metric 1:100 or Imperial ¼" = 1'0")
	North arrow , pointing to top or left of page
	Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
	All elements of plan labelled as existing or proposed
	Plot and dimension property lines: <ul style="list-style-type: none"> ▪ Label parcel area in square meters
	Easements, Utility Rights-Of-Way: <ul style="list-style-type: none"> ▪ Dimension (width, depth and location) ▪ Label type of easement and registration number)
	Utilities on and adjoining the parcel (deep, shallow and overhead): <ul style="list-style-type: none"> ▪ Water, storm and sanitary sewer ▪ Gas, electrical, cable, telephone
	Plot Rights-of-Way setback lines required in Section 53, Table 1: <ul style="list-style-type: none"> ▪ Dimension depth of Rights-of-Way ▪ Dimension distance from Rights-of-Way to building
	Corner parcels only , outline and dimension corner visibility triangle
	Floodway, Flood Fringe and Overland Flow: <ul style="list-style-type: none"> ▪ Indicated on the Floodway/Flood Fringe maps [Section 3 (c) & (d)] ▪ Dimension distance to buildings and structures
	Outline and dimension buildings: <ul style="list-style-type: none"> ▪ Projections and structures (bay windows, cantilevers, deck, window wells) ▪ Detached buildings and structures (sheds, garages) ▪ Mechanical equipment (parkade vents, air conditioners) ▪ Label existing and proposed buildings (or portions of buildings) ▪ Location of all openings (windows, doors, overhead doors)
	Adjacent to parcel: <ul style="list-style-type: none"> ▪ City streets, label street names ▪ Sidewalks, City and public paths (Regional Pathway System) ▪ Curb cuts, medians and breaks in medians
	Dimension to property line: <ul style="list-style-type: none"> ▪ Back of sidewalk and curb ▪ Lip of gutter ▪ Width of sidewalk and public paths (Regional Pathway System)
	Setbacks: <ul style="list-style-type: none"> ▪ Dimension front, side and rear building setbacks from property lines ▪ Draw, label and dimension required setback areas (as prescribed in the Land Use Bylaw)

Parcel and building coverage:

- Calculate area of each building (include all covered structures)

Gross Floor Areas (GFA is the total area of all above-grade floors) of:

- Proposed and existing buildings
- Calculate Floor Area Ratio (FAR) (GFA divided by Parcel Area)

Density:

- Calculate number of existing and proposed units
- Calculate the density in units per hectare (UPH) (Units divided by Parcel Area)

Parking areas, drive aisles and circulation roads:

- Include curbs and sidewalks
- Crosswalks (provide detail if raised)
- Speed bumps (provide detail)
- Label all surface material of areas accessible by motor vehicles
- Dimension widths of all aisles and roads
- Provide details on vehicle circulation (direction of travel, signage and fire lanes)

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
- Dimension overhead clearance
- Dimension column size and distance between columns
- Dimension angle or parking stall (if less than 90 degrees)
- Location and size of wheel stop (provide next to sidewalk)
- Provide calculations for motor vehicle parking stall requirement by use

Loading stalls:

- Dimension width and depth
- Dimension overhead clearance

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

If an abandoned gas or oil well is identified on the site, indicate the necessary setback area for each well.

11 One (1) copy of a **Landscaping Plan(s)**, including:
(preferred scale is Metric 1:100 or Imperial ¼" = 1'0", landscaping plan and site plan may be combined if the site plan does not become cluttered)

North arrow, pointing to top or left of page

Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)

All elements of plan labelled as **existing** or **proposed**

Plot and dimension property lines

Draw, label and dimension required setbacks

Outline and dimension buildings

Plot and label fencing, retaining walls, sidewalks (dimension width)

Corner parcels only outline and dimension corner visibility triangle

Trees and shrubs

- Plot location of trees by symbol (each symbol should be unique to size and type of tree)
- Plot shrubbed areas
- Label number of shrubs in each shrubbed area (only include shrubs greater than 0.6 metres in height or spread)
- Indicate trees and shrubs to be added, removed or retained

Landscape legend:

- Label by symbol (each symbol should be unique to size and type of tree and shrub)
- Provide species
- Provide caliper of deciduous trees
- Provide height of coniferous trees
- Provide height and spread of shrubs (greater than 0.6 metres)
- Provide total of each type of tree and shrub (by height and size)

Landscaped area:

- Surface treatment of all soft surfaced landscaped areas (i.e. grass, plant cover)
- Surface treatment of all hard surfaced landscaped areas (i.e. decorative pavers, brick, stamped concrete)
- Label surface material of bicycle parking area
- Curb details to separate landscaping
- Label new landscaped areas and areas to be retained

Irrigation:

- Method of irrigation (specify if using Low Water Irrigation System)
- Label all soft surface landscaping to be irrigated or plot specific areas (zones)

If trees are existing on public lands adjacent to the site:

- 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.
- Diameter of each tree, measured at a height of 1.4 metres above the ground
- Estimated mature height of each tree (e.g. less than 3 metres, 3-6 metres, 6-9 metres, etc.)
- Location of the centre point of the trunk of each tree
- Outline of the "drip line" of each tree (i.e. the outline of the outer reach of the branches of the tree)

12	<p>On M-CG, M-C1 and M-C2 designated parcels, provide one (1) copy of Block Plan(s) including: (preferred scale is Metric 1:100 ; <i>block plan and site plan may be combined if the site plan does not become cluttered</i>)</p>
	North arrow, pointing to top or left of page
	Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
	All elements of plan labelled as existing or proposed
	Plot and dimension property lines
	Outline subject parcel
	Draw, label and dimension required setbacks
	<p>Outline and dimension all buildings:</p> <ul style="list-style-type: none"> ▪ Eaves, porches, projections and exterior walls ▪ Plot location of exterior openings (windows, doors, overhead doors) ▪ Label geodetic datum of roof peak of adjacent buildings
	<p>Adjacent parcels:</p> <ul style="list-style-type: none"> ▪ Indicate two parcels on either side of the subject parcel that are located on the same block face (total of four parcels) ▪ If there are fewer than two parcels on either side of the subject parcel, provide all the parcels on the block face ▪ Where a building is on a corner parcel, the block plan should extend to include the parcels on both streets within the block. ▪ If there are no buildings located on the parcels adjoining the subject parcel, plot all parcels to the closest two parcels with buildings contained in the block face (including the parcels containing the buildings)
13	<p>One (1) copy of Floor Plan(s) (preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")</p>
	Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
	All elements of plan labelled as existing or proposed
	<p>Outline and dimension walls:</p> <ul style="list-style-type: none"> ▪ 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 and portions of the building ▪ Label units as dwelling units or live/work units
14	<p>One (1) copy of Elevation(s) (preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")</p>
	Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
	All elements of plan labelled as existing or proposed
	<p>Include elevations for:</p> <ul style="list-style-type: none"> ▪ 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

	<p>Include on elevations:</p> <ul style="list-style-type: none"> ▪ 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
	<p>Label finishing materials:</p> <ul style="list-style-type: none"> ▪ Exterior materials (brick, stucco, vinyl siding, metal siding) ▪ Roof materials (asphalt, cedar shakes, concrete tile) ▪ Colours of all major exterior materials
	<p>Lighting:</p> <ul style="list-style-type: none"> ▪ Plot location of light fixtures ▪ Dimension height of fixtures from grade to bottom of fixture
	<p>Grade</p>
	<p>Building height (indicate on all elevations):</p> <ul style="list-style-type: none"> ▪ 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
	<p>Signage (where appropriate, provide separate sign elevation):</p> <ul style="list-style-type: none"> ▪ 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	<p>One (1) copy of Cross-sections, including: (preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")</p>
	<p>If the parcel is designated M-CG, M-C1 or M-C2, provide two (2) horizontal cross-sections at the distances above average grade prescribed by the Building Height Rule.</p>
	<p>Label width of any roof structure, mechanical rooms, projections</p>
	<p>Dimension to outermost limits of the cross-section</p>
	<p>Calculate the area of the cross-section, including all elements of buildings</p>
	<p>For landscaped areas with building below (e.g. parkade):</p> <ul style="list-style-type: none"> ▪ Detail location of underlying slabs and abutting walls ▪ Dimension depth of the growing medium for each planting area ▪ Detail the waterproofing membranes, protection board, insulation and drainage layer
	<p>Cross-section of sloping driveways and parkade ramps</p> <ul style="list-style-type: none"> ▪ Indicate slope and include transition lengths ▪ Provide geodetic datum points at transition points in ramp (including top and bottom) ▪ Dimension overhead clearance
<p>Supporting Information</p>	
16	<p>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.</p>
17	<p>Where a residential development is adjacent to a major road, expressway, railway, LRT line, or any other transportation and/or utility corridor, information confirming the provision for sound attenuation meets The City's standards. For information on such standards, contact the Transportation Department.</p>

- 18 Off-site Levy Bylaw**
Review the Off-site Levy Bylaw at calgary.ca/offsitelevy to determine if additional charges are applicable to the application.

Use Application Requirement Lists

- 19** Please check beside all Uses, listed below, that are proposed as part of the Development Permit application. Attach all relevant Use-related requirement lists, indicated in brackets for each use group, to the complete application.

The definitions of these uses are located in Part 4 of the Land Use Bylaw 1P2007, available online at calgary.ca/landusebylaw. If required, ask for assistance at time of application.

CARE AND HEALTH GROUP ([Use CARL - Residential, Care & Health](#))

- | | |
|--|--|
| <input type="checkbox"/> Addiction Treatment | <input type="checkbox"/> Custodial Care |
| <input type="checkbox"/> Child Care Services | <input type="checkbox"/> Child Care Services |

CULTRE AND LEISURE GROUP ([Use CARL - Commercial](#))

- | | |
|--|--|
| <input type="checkbox"/> Community Recreation Facility | <input type="checkbox"/> Motion Picture Filming Location |
| <input type="checkbox"/> Indoor Recreation Facility | <input type="checkbox"/> Outdoor Recreation Area |
| <input type="checkbox"/> Library | <input type="checkbox"/> Place of Worship – Medium |
| | <input type="checkbox"/> Place of Worship – Small |

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

- | | |
|---|--|
| <input type="checkbox"/> Drinking Establishment – Small | <input type="checkbox"/> Restaurant: Food Service Only – Small |
| <input type="checkbox"/> Food Kiosk | <input type="checkbox"/> Restaurant: Licenced – Small |
| | <input type="checkbox"/> Take Out Food Service |

INFRASTRUCTURE GROUP

- | | |
|--|--|
| <input type="checkbox"/> Park | <input type="checkbox"/> Power Generation Facility – Small (Use CARL – Industrial) |
| <input type="checkbox"/> Park Maintenance Facility – Large (Use CARL – Industrial) | <input type="checkbox"/> Protective and Emergency Service |
| <input type="checkbox"/> Park Maintenance Facility – Small (Use CARL – Industrial) | <input type="checkbox"/> Utilities |
| | <input type="checkbox"/> Utility – Linear |
| | <input type="checkbox"/> Utility Building |

OFFICE GROUP

- | | |
|---------------------------------|---|
| <input type="checkbox"/> Office | <input type="checkbox"/> Service Organization (Use CARL - Residential, Care & Health) |
|---------------------------------|---|

RESIDENTIAL GROUP

- | | |
|--|--|
| <input type="checkbox"/> Assisted Living (Use CARL - Residential, Care & Health) | <input type="checkbox"/> Multi-Residential Development |
|--|--|

<input type="checkbox"/> Live Work Unit (Use CARL - Residential, Care & Health)	<input type="checkbox"/> Multi-Residential Development – Minor
SALES GROUP (Use CARL - Commercial)	
<input type="checkbox"/> Financial Institution	<input type="checkbox"/> Temporary Residential Sales Centre
<input type="checkbox"/> Retail and Consumer Service	
SIGNS GROUP	
<input type="checkbox"/> Community Entrance Feature	<input type="checkbox"/> Sign Class – C Freestanding Identification
<input type="checkbox"/> Sign Class – A	<input type="checkbox"/> Sign Class – D Canopy, Projecting Identification Sign
<input type="checkbox"/> Sign Class – B Fascia Identification Sign	
SUBORDINATE USE GROUP	
<input type="checkbox"/> Bed and Breakfast	<input type="checkbox"/> Special Function Tent – Recreational
TEACHING AND LEARNING GROUP	
<input type="checkbox"/> School – Private (Use CARL - Residential, Care & Health)	<input type="checkbox"/> School Authority – Major
<input type="checkbox"/> School Authority – School (Use CARL - Residential, Care & Health)	<input type="checkbox"/> School Authority – Minor

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.		
Contact Us		
Phone: 403 268 5311	In Person	Mail
Chat: Calgary.ca/livechat	3rd floor, Calgary Municipal Building 800 Macleod Trail SE, Calgary, Alberta	The City of Calgary Planning & Development (#8108) 800 Macleod Trail SE, Calgary, Alberta T2P 2M5
8:00 a.m. to 4:15 p.m. Monday – Friday	8:00 a.m. to 4:15 p.m. Monday – Friday	