



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)



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 Bylaw1P2007).

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: Applicant Details	
<input type="checkbox"/> Property Owner <input type="checkbox"/> Representing Owner	
Applicant’s Name:	Company Name (if applicable):
Applicant’s Email:	Applicant’s Phone Number (during business hours):

NOTE: Correspondence and approval notification will be sent to only the applicant

SECTION 2: Project Details
Project Address:

SECTION 3: Required Items	
1	A copy of the current Certificate(s) of Title
2	Current copies of any Restrictive Covenant, Utility Right-of-Way, Easement, or City Caveat 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) <ul style="list-style-type: none"> ▪ Exterior of building ▪ Unique features and aspects of significance to development of parcel
5	Completed Public Tree Disclosure Statement
6	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	
7	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 existing and proposed ▪ Label parcel area in square meters 	
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 ▪ Bus zones, parking meter posts, sign posts, street lamps, and any other permanent features, if abutting a street. ▪ Land uses adjacent to site, including City parks 	
Outline and dimension building and outdoor cafe: <ul style="list-style-type: none"> ▪ Location of outdoor café (fully dimensioned) ▪ Building entrance and exit locations ▪ If the proposed care is to be placed on existing parking or landscaping, indicate how these areas will be replaced or relocated 	
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) 	
Easements, Utility Rights-of-Way: <ul style="list-style-type: none"> ▪ Dimension (width, depth and location) ▪ Dimension distance from Rights-of-Way to building 	
Motor vehicle parking stalls: <ul style="list-style-type: none"> ▪ 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 	
Bicycle parking: <ul style="list-style-type: none"> ▪ 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 	

Trees:

- Label species of each tree (e.g. Green Ash, Colorado Blue Spruce, American Elm) existing on public land adjacent to the site. Note the identification of deciduous or coniferous is not sufficient. If you require assistance in identifying the species of 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 (e.g. less than 3 meters, 6-9 meters, 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 edge of the branches of the tree)

8 One (1) copy of **Floor Plan(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**

Location and details of any outdoor speakers, gas heaters, and exterior lights

Outline and dimension walls and fencing:

- Include exterior dimensions (dimension to centre line of common walls)
- Plot location of interior and exterior openings (windows, doors, overhead doors)
- Perimeter fencing of other barriers (i.e. planters)
- Perimeter fencing entrance and exit points – dimension the opening widths
- Proposed seating arrangement
- Location of outdoor café (fully dimensioned)
- Access from outdoor café to existing establishment

9 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**

Outline and Dimension:

- Exterior elevations of the areas affected by the outdoor café, if changes proposed (e.g. windows replaced by doors)
- Height and material details of proposed screen or fence; include railings and stairs

SECTION 4: Supporting Information

10 A Licence of Occupation/Commercial Use of Public Easement Agreement may be required if the café is located on public property or public access easement. If this agreement is required, there is an annual fee for the use of space based on the square footage occupied.

SECTION 5: Use Application Requirement Lists

Please **list all Uses*** that are being proposed as part of the Development Permit application below. A list of Uses, and their definitions, are available online under [Schedule A](#) at calgary.ca/landusebylaw.

11 Proposed or Existing Use(s):

*If the use being proposed is listed below, a completed additional information form is required at the time of application.

- [Agriculture and Animal - Use](#)
- [Automotive Use](#)
- [Eating and Drinking Use](#)
- [Residential, Care and Health Use](#)
- [Commercial Use](#)
- [Commercial Multi-Residential Uses](#)
- [Industrial Use](#)
- [Care Facility Information Form](#)
- [Child Care Service Information Form](#)
- [Instructional Facility Information Form](#)
- [Medical Treatment Letter of Intent](#)
- [Payday Loan /Pawn Shop Information Form](#)
- [Public School Information Form](#)

SECTION 6: Applicant's Declaration

By submitting this application to The City of Calgary (the "City"), I understand and acknowledge that, as part of the City's process in reviewing, evaluating, and processing this application, the City will be required to circulate hard or electronic copies of my application materials to members of City Administration, members of the public who may be affected by the application's approval, and to relevant Community Associations' Boards of Directors, including their Planning Committees. The City will also make my application materials available online for public viewing through its website, www.calgary.ca. I hereby consent to the City's copying of these application materials, solely for the purposes of such circulation, dissemination and online viewing as aforesaid, provided that those parties to whom the copies are circulated or made available online are made aware that their use of the copies is specific and limited to providing input on my application and that any further reproduction and distribution of the plans is strictly prohibited.

If you do not want to make your application materials available online for public viewing you must send an email to planninghelp@calgary.ca within 48 hours of submitting your application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not to have their application materials online for public viewing.

The personal information on this form is being collected under the authority of The Calgary Building Permit Bylaw 64M94 (Section 5) and amendments thereto, as well as section 33(c) of the [FOIP Act](#). This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning & Development. **The name of the applicant and the nature of the permit will be available to the public through general inquiries, paid subscription reports for permit data and resources found online, as authorized by the FOIP Act.** You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE Calgary, Alberta in relation to this program by contacting the FOIP Program Administrator for Planning and Development through telephone at 403-268-5480 or by writing to PO Box 2100, Station M, Calgary, AB T2P 2M5.

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.

Need help or have questions? Contact the [Planning Services Centre](#).

Checklists are updated periodically. Please ensure you have the most recent edition.