



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 Application Requirement List

Outdoor Cafe

(includes roof-top patio & sidewalk patio)

The following development permit 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. All plans must be clear of any previous approval stamps and/or notations.

Plans submitted must be to a professional drafting standard and include the following:

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.

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 of the building where the outdoor café is to be placed (minimum of four different views, label and identify each photograph)
<input type="radio"/>	<input type="radio"/>	5. Development Permit fee (Fee Schedule)
<input type="radio"/>	<input type="radio"/>	6. Completed Public Tree Disclosure Statement
<input type="checkbox"/>	<input type="checkbox"/>	If public trees are identified, one additional site plan is required
<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, including: <i>(1:100 metric scale recommended)</i>
<input type="checkbox"/>	<input type="checkbox"/>	north arrow, pointing to top or left of page
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	property lines
<input type="checkbox"/>	<input type="checkbox"/>	all elements of plan labelled as existing or proposed
<input type="checkbox"/>	<input type="checkbox"/>	Land uses adjacent to the site, including City parks
<input type="checkbox"/>	<input type="checkbox"/>	Bus zones, parking meter posts, sign posts, street lamps, and any other permanent features, if abutting a street
<input type="checkbox"/>	<input type="checkbox"/>	Location of Outdoor Cafe (fully dimensioned)
<input type="checkbox"/>	<input type="checkbox"/>	Parking areas, drive aisles and circulation roads
<input type="checkbox"/>	<input type="checkbox"/>	Motor vehicle parking stalls:
<input type="checkbox"/>	<input type="checkbox"/>	label as Commercial, Dwelling, Live/Work or Visitor
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of loading stalls
<input type="checkbox"/>	<input type="checkbox"/>	Location of bicycle parking stalls – class 1 (secure) and class 2 (un-secure) (only required to be indicated for buildings approved after June 1, 2008)
<input type="checkbox"/>	<input type="checkbox"/>	Building entrance and exit locations
<input type="checkbox"/>	<input type="checkbox"/>	Easements, Utility Rights-of-Way:
<input type="checkbox"/>	<input type="checkbox"/>	dimension (width, depth and location)
<input type="checkbox"/>	<input type="checkbox"/>	label type of easement and registration number
<input type="checkbox"/>	<input type="checkbox"/>	Plot Rights-of-Way setback lines required in Section 53, Table 1
<input type="checkbox"/>	<input type="checkbox"/>	dimension depth of Rights-of-Way
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance from Rights-of-Way to building

<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"/>	sidewalks, City and public paths (Regional Pathway System)
<input type="checkbox"/>	<input type="checkbox"/>	curb cuts, medians and breaks in medians
<input type="checkbox"/>	<input type="checkbox"/>	If the proposed café is to be placed on existing parking or landscaping, indicate how these areas will be replaced or relocated
<input type="checkbox"/>	<input type="checkbox"/>	If trees are existing on public lands adjacent to the site:
<input type="checkbox"/>	<input type="checkbox"/>	specify 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.
<input type="checkbox"/>	<input type="checkbox"/>	diameter of each tree, measured at a height of 1.4 meters above the ground
<input type="checkbox"/>	<input type="checkbox"/>	estimated mature height of each tree (eg, less than 3 metres, 3-6 metres, 6-9 metres, etc)
<input type="checkbox"/>	<input type="checkbox"/>	location of the centre point of the trunk of each tree
<input type="checkbox"/>	<input type="checkbox"/>	outline of the “drip line” of each tree (ie, the outline of the outer reach of the branches of the tree)
<input type="radio"/>	<input type="radio"/>	9. One (1) copy of outdoor café floor plan, including: <i>(minimum 1:100 or imperial scale, minimum 3/16"=1')</i>
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	location of outdoor café (fully dimensioned)
<input type="checkbox"/>	<input type="checkbox"/>	access from outdoor café to existing establishment
<input type="checkbox"/>	<input type="checkbox"/>	perimeter fencing or other barriers (i.e planters)
<input type="checkbox"/>	<input type="checkbox"/>	perimeter fencing entrance and exit points – dimension the opening widths
<input type="checkbox"/>	<input type="checkbox"/>	proposed seating arrangement
<input type="checkbox"/>	<input type="checkbox"/>	location and details of any outdoor speakers, gas heaters, and exterior lights
<input type="checkbox"/>	<input type="checkbox"/>	all elements of plan labelled as existing or proposed
<input type="radio"/>	<input type="radio"/>	10. One (1) copy of elevation drawings, including: <i>(minimum 1:100 or imperial scale, minimum 1/8"=1')</i>
<input type="checkbox"/>	<input type="checkbox"/>	exterior elevations of the areas affected by the outdoor café, if changes proposed (e.g. windows replaced by doors)
<input type="checkbox"/>	<input type="checkbox"/>	height and material details of proposed screen or fence; include railings and stairs
<input type="checkbox"/>	<input type="checkbox"/>	all elements of plan labelled as existing or proposed
<input type="radio"/>	<input type="radio"/>	11. 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.

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

(confirming that all required information has been provided and is correct)

Date

Screened by

Planning Services Technician

Date

Phone: 403-268-5311

Web: 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 (#8108)

800 Macleod Trail SE, Calgary, Alberta T2P 2M5