



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

Power Generation Facility – Small Including Solar Collectors (less than 1.0 megawatt)

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"/>	two adjoining parcels on either side
<input type="checkbox"/>	<input type="checkbox"/>	unique features and aspects of significance to development of the parcel
<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"/>	front setback dimensions measured from front property line
<input type="checkbox"/>	<input type="checkbox"/>	side and rear setback dimensions
<input type="checkbox"/>	<input type="checkbox"/>	easements, utility rights-of-way and right-of-way setback lines
<input type="checkbox"/>	<input type="checkbox"/>	foundation outline of dwelling and of all cantilevers, decks, and other projections
<input type="checkbox"/>	<input type="checkbox"/>	outline of any accessory buildings over 10 m ² in size (eg, detached garages, garden sheds, and other Accessory Residential Buildings); complete with dimensions
<input type="checkbox"/>	<input type="checkbox"/>	adjacent City streets, sidewalks, curb cuts and any City public pathways adjacent to the parcel, dimensioned from the property lines
<input type="checkbox"/>	<input type="checkbox"/>	total area of the parcel (square metres)
<input type="checkbox"/>	<input type="checkbox"/>	utility poles, transformer boxes, hydrants, and light standards on or adjacent to parcel
<input type="checkbox"/>	<input type="checkbox"/>	location of all existing and proposed shallow and deep utilities (eg, water, sewers, gas, electrical, cable, telephone) either underground or overhead
<input type="checkbox"/>	<input type="checkbox"/>	existing trees and major vegetation on the parcel; what is to remain and what is to be removed
<input type="checkbox"/>	<input type="checkbox"/>	location of existing or proposed retaining walls over 600 mm in height
<input type="radio"/>	<input type="radio"/>	10. One (1) copy of Block Plan(s) (1:100 metric scale recommended, include scale bar) showing: <i>A Block Plan provides a visual representation of the adjacent buildings in order to establish the context of a proposed development. The block plans and site plans may be combined if the site plan doesn't become cluttered.</i>
<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"/>	outline of two existing dwellings on either side of the parcel; dimensioned from front, rear, and side property lines
<input type="checkbox"/>	<input type="checkbox"/>	location of windows and doors of neighbouring units (include windows and doors across the shared side property line)
<input type="radio"/>	<input type="radio"/>	11. One (1) copy of Elevation Drawings (minimum 1:100 or imperial scale, minimum 3/16"=1') showing:
<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"/>	exterior elevations of the dwelling affected by the proposed power generation facility; include all windows, doors, projections, decks, cantilevers, chimneys, and chimneyflues
<input type="checkbox"/>	<input type="checkbox"/>	grade line accurately plotted on each elevation
<input type="checkbox"/>	<input type="checkbox"/>	dimensioned height from the grade on each elevation, measured from where the difference between the grade and the top of the roof is greatest
<input type="checkbox"/>	<input type="checkbox"/>	dimensioned height to top of power generation facility, from grade
<input type="radio"/>	<input type="radio"/>	12. One (1) copy of Streetscape Drawing(s) (minimum 1:100 or imperial scale, minimum 3/16"=1') showing: <i>A Streetscape Drawing is used in the assessment of compatibility of scale and design with the existing neighbouring houses. If the power generation facility will be visible from the street, provide</i>
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (ie, street address) and legal address (ie, plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	the front façade of the existing house and the existing houses on either side
<input type="checkbox"/>	<input type="checkbox"/>	where the house is located on a corner parcel, provide those houses immediately adjacent.
Supporting Information:		
<input type="radio"/>	<input type="radio"/>	13. Existing and proposed parcel grades, contours and any special topographical features or parcel conditions (e.g. escarpments, break-of-slope, and unstable areas).
<input type="radio"/>	<input type="radio"/>	14. If the parcel is located within the Land Use Bylaw's floodway, flood fringe or overland flow areas (eg, river valley), these areas must be plotted precisely on the parcel plan.
<input type="radio"/>	<input type="radio"/>	15. If the site is within the Airport Vicinity Protection Area (AVPA) , please note that additional copies of plans may be requested during the review of this application.
<input type="radio"/>	<input type="radio"/>	16. Cross-sections (if the site is sloping): cross-sections may be required to provide more information on the impact of the proposed power generation facility on adjacent properties. Cross-sections should show the existing grade of the parcel, proposed grade for the parcel, grade of adjacent parcels, grade of adjacent City streets, and cross-sectional outline of the buildings (on and off the parcel). Datum points are required to ensure accuracy.

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

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 & Assessment (#8108)
800 Macleod Trail SE, Calgary, Alberta T2P 2M5