



## 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 _____

## Application Requirement List

### Pushcart Approval

All of the following information is necessary to facilitate a through evaluate and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. We are currently unable to accept digital applications. Thank you for your co-operation.

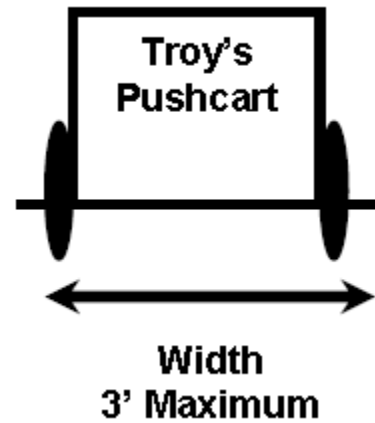
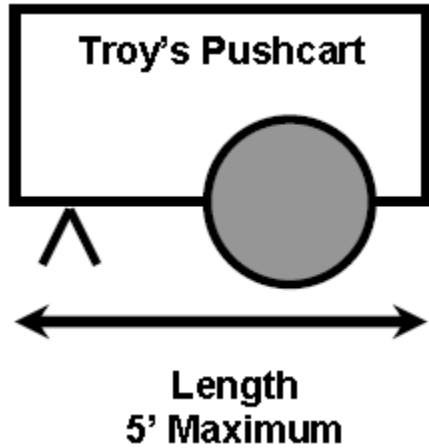
*All terms of reference are based on the defined terms in the Land Use Bylaw 1P2007.*

completed by applicant	office use only	Required Items
<input type="radio"/>	<input type="radio"/>	<p>1. An <a href="#">application for a City of Calgary Business Licence</a>. Application may be made prior to, or at the same time as the Pushcart Approval.</p> <p><b>For reference only:</b> before your Business Licence is approved, you must also provide the items listed below. You may submit/complete these items prior to, at the same time as, or after your Pushcart Approval application:</p>
<input type="checkbox"/>	<input type="checkbox"/>	proof of liability insurance in the amount of \$2,000,000
<input type="checkbox"/>	<input type="checkbox"/>	Indemnification Agreement - documents must be completed in person by the owner(s)
<input type="checkbox"/>	<input type="checkbox"/>	Statutory Declaration - documents must be completed in person by the owner(s)
<input type="checkbox"/>	<input type="checkbox"/>	Alberta Health Services inspection report
<input type="radio"/>	<input type="radio"/>	<p>2. <b>Colour Photographs</b> (minimum of two different views, label and identify each photograph) showing:</p>
<input type="checkbox"/>	<input type="checkbox"/>	cart from front, side and rear
<input type="checkbox"/>	<input type="checkbox"/>	unique features and aspects of significance
<input type="radio"/>	<input type="radio"/>	<p>3. <b>Development Permit fee</b> (see <a href="#">Fee Schedule</a>)</p>
<input type="radio"/>	<input type="radio"/>	<p>4. <b>One (1) copy of Pushcart drawings showing:</b></p>
<input type="checkbox"/>	<input type="checkbox"/>	front and side elevations of the pushcart
<input type="checkbox"/>	<input type="checkbox"/>	dimensions (width, depth and height)

**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.

Pushcart Dimensions		
Dimensions	Allowed	Provided
Length	1.5 m (5 ft)	
Width	1.0 m (3 ft)	

Sample Pushcart Drawings:



**NOTE: Trailer hitches are NOT allowed.**

**Applicant's Signature**

**Date**

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

**Screened by**

**Date**

Planning Services Technician

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

For Further Information:

**Phone:** 403-268-5311

**Web:** [calgary.ca](http://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