



LUD _____
PST _____

Development Permit Complete Application Requirement List

Recreational Vehicle in Actual Front Setback Area

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 and include the following:

- **contain a title block with information such as:**
 - address and legal description (plan; block; lot)
 - uses, project name
- **be sorted into sets:**
 - sets should be folded to a size no larger than 8-½” x 14” (21.5 x 35.5 cm)
 - each set must be stapled or taped together
 - sets may be accordion-pleated, provided they can be hole punched in the top left-hand corner
- **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)
- **be clear of any previous approval stamps and/or notations:**

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.

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"/>	<p>1. A Letter of Authorization* from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.</p> <p>*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</p>
<input type="radio"/>	<input type="radio"/>	<p>2. Colour Photographs (minimum of two different views, label and identify each photograph) showing:</p>
<input type="checkbox"/>	<input type="checkbox"/>	illustrating the location and relationship of the RV to the adjacent properties and where the vehicle is to be parked on the property
<input type="checkbox"/>	<input type="checkbox"/>	unique features and aspects of significance to development of the parcel
<input type="radio"/>	<input type="radio"/>	3. Development Permit fee (See Fee Schedule)
<input type="radio"/>	<input type="radio"/>	4. Completed Parking Recreational Vehicle in Front Setback Information Form (attached)
<input type="radio"/>	<input type="radio"/>	<p>5. One (1) copy of a Site Plan (1:100 metric scale recommended) showing:</p>
<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"/>	utility rights-of-way
<input type="checkbox"/>	<input type="checkbox"/>	foundation outline of dwelling and of all cantilevers, decks and other projections
<input type="checkbox"/>	<input type="checkbox"/>	front setback dimensions, measured from the front property line
<input type="checkbox"/>	<input type="checkbox"/>	side setback dimensions
<input type="checkbox"/>	<input type="checkbox"/>	existing landscaping and fence locations
<input type="checkbox"/>	<input type="checkbox"/>	where the recreation vehicle is to be stored

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.

NOTE: A Development Permit application for this use does **NOT** guarantee approval.

Date

Applicant's Signature

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

Screened by

Planning Services Technician

Date

Date

Senior Planning Technician

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

For Further Information:

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

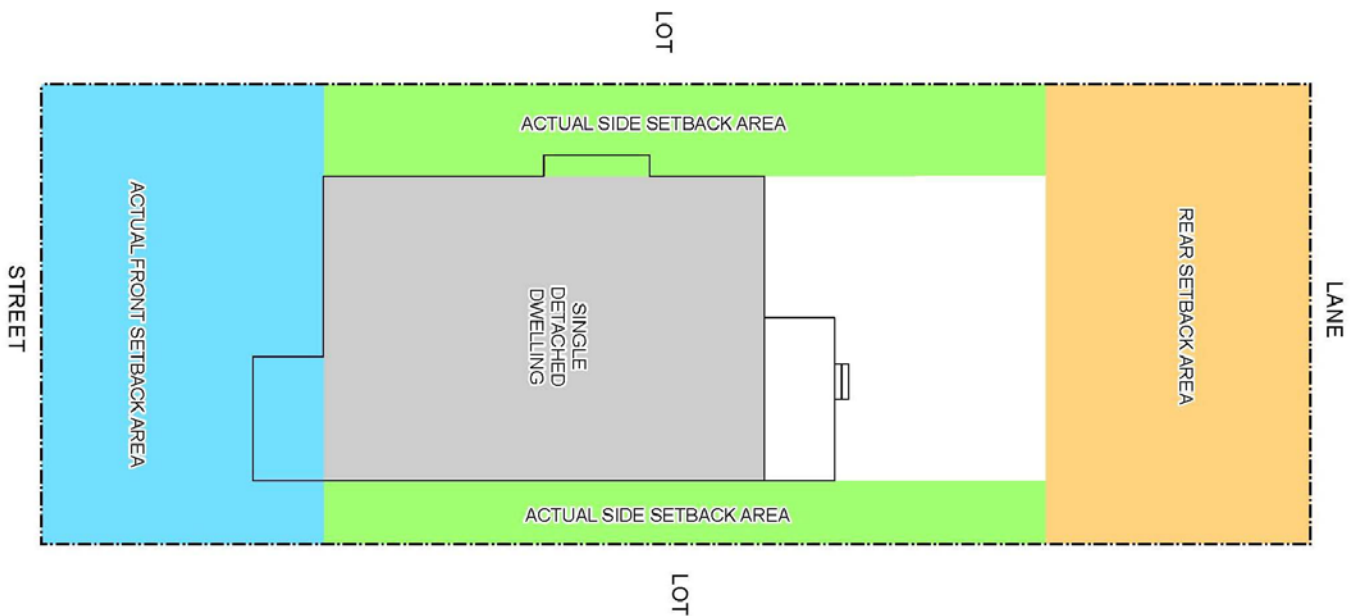
Section 344(1) of The Calgary Land Use Bylaw states:

A **recreational vehicle** must not remain in an **actual front setback area** for longer than 24 hours.

The Development Permit process provides an opportunity to evaluate the impact of a recreational vehicle and allows other affected parties an opportunity to submit comments. Each application is considered on its own merits. The criteria used to evaluate the application include, but is not limited to, the following:

1. The proposed location of the RV on the parcel
2. Impact on immediate neighbours
3. Visibility of the RV
4. Size of Actual Front Setback and driveway
5. Availability of alternative locations on the parcel
6. Other land use requirements

Example of Actual Front Setback Area



Parking Recreational Vehicle in Actual Front Setback Information Form

Address vehicle is to be stored at:

Type of Recreational Vehicle:

- holiday trailer
- tent trailer
- motor home
- boat
- other _____

Recreational Vehicle make _____ Year _____

Recreational Vehicle Dimensions:

Length _____

Width _____

Height _____

Explain why the application should be approved despite the bylaw standard that prohibits parking a Recreational Vehicle in the Actual Front Setback Area:

If this form is not fully completed, the processing of the application may be delayed.

Applicant's Signature

Date