



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)



Updated May 2020

LUD _____
PST _____

Application Requirement List

Revised Plan

(for minor plan revisions after release of Development Permit)

Refer to [Revised Plan Guidelines](#) to determine if you can submit a Revised Plan application or if you are required to apply for a new Development Permit for your proposed changes. This information is provided as a guideline only and The City of Calgary reserves the right to deviate from it without notice. Your application will take longer to review if the proper process is not followed.

Address of development: _____

Legal address of development: _____

Original Development Permit application number: _____

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, staff is instructed to accept only complete applications which include plans prepared to professional drafting standards.

- drawings must be contained on each page (one plan should not span two pages)

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.

completed by applicant	office use only	Required Items
<input type="radio"/>	<input type="radio"/>	1. One (1) set of plan(s) - submit only those plans that are affected by the changes. All revisions circled in RED pen on all drawings with each change numbered on the plan.
<input type="radio"/>	<input type="radio"/>	2. A separate itemized description of all the changes and the reasons for the proposed changes. All revisions are to be listed numerically with the numbers corresponding to the circled revisions on the submitted plans.
<input type="radio"/>	<input type="radio"/>	3. Fee (see Fee Schedule)

Upon review of the Revised Plan application, a new Development Permit may be required in order to review and assess the proposed revisions. There will be no refund or transfer of application fees.

Applicant’s Name: _____

Phone No.: _____ Fax: _____ Email Address: _____

Applicant’s Address: _____ Postal Code: _____

FOIP DISCLAIMER: The personal information on this form is being collected under the authority of The Municipal Government Act, Section 640, and The City of Calgary Land Use Bylaw 1P2007 (Part 2) and amendments thereto. It will be used for the permit review and inspection processes. It may also be used to conduct ongoing evaluations of services received from Planning, Development & Assessment. The name of the applicant and the nature of the permit will be available to the public. Please send inquiries by mail to the FOIP Program Administrator, Planning, Development & Assessment, PO Box 2100, Station M, Calgary, AB T2P 2M5 or contact us by phone at 311.

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

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

Phone: 403-268-5311 Chat: 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
---	---	---