



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 _____

Development Permit Complete Application Requirement List

Riverbank Erosion Protection

Ancillary to Single-Detached Dwelling(s)

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="checkbox"/>	<input type="checkbox"/>	If the development will be on a common property line, or will span multiple properties, an authorization letter from each affected property owner is required.
<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"/>	site 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="checkbox"/>	<input type="checkbox"/>	details of curbs, driveways, sidewalks, garbage enclosures and overhead poles
<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. Applicant's Submission Planning Analysis The purpose of the Planning Analysis is to provide key information about the project; information that cannot be communicated in a set of plans (ie, the thought process behind the proposal). This information will reduce the number of conditions in the first Detailed Team Review form and speed up the application processing time. Where relevant, the Planning Analysis will be circulated to the Community Association for comment as part of the development permit circulation process. While this is not a mandatory requirement , we strongly encourage applicants to provide this key information.
<input type="checkbox"/>	<input type="checkbox"/>	provide an explanation of the proposal/project and how it fits with the surrounding context
<input type="checkbox"/>	<input type="checkbox"/>	identify and provide rationale for any variation from the relevant City of Calgary policies
<input type="checkbox"/>	<input type="checkbox"/>	identify and provide rationale for any proposed relaxations to the Land Use Bylaw
<input type="radio"/>	<input type="radio"/>	9. One (1) copy of Site Plan(s) (1:100 metric scale recommended) 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"/>	Plot and dimension all property lines and buildings:
<input type="checkbox"/>	<input type="checkbox"/>	label existing and proposed
<input type="checkbox"/>	<input type="checkbox"/>	label parcel area in square metres
<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"/>	Utilities on and adjoining the parcel (deep, shallow and overhead):
<input type="checkbox"/>	<input type="checkbox"/>	water, storm and sanitary sewer
<input type="checkbox"/>	<input type="checkbox"/>	gas
<input type="checkbox"/>	<input type="checkbox"/>	electrical
<input type="checkbox"/>	<input type="checkbox"/>	cable, telephone
<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"/>	Floodway, Flood Fringe and Overland Flow:
<input type="checkbox"/>	<input type="checkbox"/>	indicated on the Floodway/Flood Fringe maps [Section 3 (c) & (d)]
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance to buildings and structures
<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, curb cuts, and City and public paths (Regional Pathway System)
<input type="checkbox"/>	<input type="checkbox"/>	Dimension to property line:
<input type="checkbox"/>	<input type="checkbox"/>	back of sidewalk and curb
<input type="checkbox"/>	<input type="checkbox"/>	lip of gutter
<input type="checkbox"/>	<input type="checkbox"/>	width of sidewalk and public paths (Regional Pathway System)
<input type="checkbox"/>	<input type="checkbox"/>	Outline and dimension buildings:
<input type="checkbox"/>	<input type="checkbox"/>	projections and structures (bay windows, cantilevers, window wells)
<input type="checkbox"/>	<input type="checkbox"/>	detached buildings and structures (sheds, garages)
<input type="checkbox"/>	<input type="checkbox"/>	mechanical equipment (air conditioners)
<input type="checkbox"/>	<input type="checkbox"/>	label projections and structures (2 nd floor cantilever, deck)
<input type="checkbox"/>	<input type="checkbox"/>	location of all openings (windows, doors, overhead doors)
<input type="checkbox"/>	<input type="checkbox"/>	Setbacks:
<input type="checkbox"/>	<input type="checkbox"/>	outline and dimension front, side and rear setbacks for all buildings on subject and adjacent parcels
<input type="checkbox"/>	<input type="checkbox"/>	draw, label and dimension required setback areas (as prescribed in Bylaw 1P2007)
<input type="checkbox"/>	<input type="checkbox"/>	Parcel and building coverage:
<input type="checkbox"/>	<input type="checkbox"/>	calculate areas of all buildings (include all covered structures)
<input type="checkbox"/>	<input type="checkbox"/>	calculate parcel coverage (total area of footprint, divided by Parcel Area)
<input type="checkbox"/>	<input type="checkbox"/>	Location of all:
<input type="checkbox"/>	<input type="checkbox"/>	utility poles
<input type="checkbox"/>	<input type="checkbox"/>	guy wires/pole anchors
<input type="checkbox"/>	<input type="checkbox"/>	hydrants, utility fixtures or boxes
<input type="checkbox"/>	<input type="checkbox"/>	On corner parcels, outline and dimension corner visibility triangle
<input type="checkbox"/>	<input type="checkbox"/>	Geodetic datum points:
<input type="checkbox"/>	<input type="checkbox"/>	at the corners of the parcel
<input type="checkbox"/>	<input type="checkbox"/>	at the back of sidewalk or curb
<input type="checkbox"/>	<input type="checkbox"/>	at primary corners of the building
<input type="checkbox"/>	<input type="checkbox"/>	label existing and proposed geodetic datum points
<input type="checkbox"/>	<input type="checkbox"/>	Geodetic datum points for Direct Control Sites prior to Land Use Bylaw 1P2007:
<input type="checkbox"/>	<input type="checkbox"/>	at the corners of the parcel
<input type="checkbox"/>	<input type="checkbox"/>	at the back of sidewalk or curb
<input type="checkbox"/>	<input type="checkbox"/>	on the side property line, 6.0 metres from the front property line
<input type="checkbox"/>	<input type="checkbox"/>	on the side property line, 12.0 metres from the rear property line
<input type="checkbox"/>	<input type="checkbox"/>	Driveways & parking areas:
<input type="checkbox"/>	<input type="checkbox"/>	label surface material

<input type="checkbox"/>	<input type="checkbox"/>	label curb cuts to be removed and rehabilitated
<input type="checkbox"/>	<input type="checkbox"/>	dimension length from back of curb or sidewalk
<input type="checkbox"/>	<input type="checkbox"/>	dimension width of driveway at throat and flare (adjacent to street)
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance to adjoining driveways
<input type="checkbox"/>	<input type="checkbox"/>	Fencing:
<input type="checkbox"/>	<input type="checkbox"/>	label height (include height of retaining walls)
<input type="checkbox"/>	<input type="checkbox"/>	cross reference to an elevation (for each type of fence)
<input type="checkbox"/>	<input type="checkbox"/>	Retaining walls:
<input type="checkbox"/>	<input type="checkbox"/>	label height (provide height of fences on top of wall)
<input type="checkbox"/>	<input type="checkbox"/>	provide geodetic datum points at top and bottom of wall
<input type="checkbox"/>	<input type="checkbox"/>	cross reference to elevation (for each wall)
<input type="checkbox"/>	<input type="checkbox"/>	if one metre in height or higher, provide engineered, stamped structural design drawings, including cross-sections
<input type="checkbox"/>	<input type="checkbox"/>	provide geodetic datum points of grade on each side of the wall (NOTE: Height of the retaining wall is measured as the vertical difference between the ground levels on each side of the wall)
<input type="checkbox"/>	<input type="checkbox"/>	Remediation Area:
<input type="checkbox"/>	<input type="checkbox"/>	outline and dimension remediation subject area
<input type="checkbox"/>	<input type="checkbox"/>	identify remediation subject area in red
<input type="checkbox"/>	<input type="checkbox"/>	If trees are existing on provincial or municipal 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 metres 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"/>	10. One (1) copy of Block Plan(s) (minimum 1:100 or 3/16” scale) 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"/>	label all elements of plan as existing or proposed
<input type="checkbox"/>	<input type="checkbox"/>	Adjacent parcels:
<input type="checkbox"/>	<input type="checkbox"/>	City streets, label street names and addresses
<input type="checkbox"/>	<input type="checkbox"/>	indicate one parcel on either side of the subject parcel that are located on the same block face (total of two parcels)
<input type="checkbox"/>	<input type="checkbox"/>	if there are fewer than two parcels on either side of the subject parcel, provide all the parcels on the block face
<input type="checkbox"/>	<input type="checkbox"/>	if there are no buildings located on the parcels adjoining the subject parcel, plot all parcels to the closest two parcels with buildings contained in the block face (including the parcels containing the buildings)
<input type="checkbox"/>	<input type="checkbox"/>	Plot and dimension all property lines:
<input type="checkbox"/>	<input type="checkbox"/>	dimension front, side and rear building setbacks from property lines
<input type="checkbox"/>	<input type="checkbox"/>	outline subject parcel
<input type="checkbox"/>	<input type="checkbox"/>	Outline and dimension all buildings on subject and adjacent parcels:
<input type="checkbox"/>	<input type="checkbox"/>	outline eave and include eave depth
<input type="checkbox"/>	<input type="checkbox"/>	porches and other projections
<input type="checkbox"/>	<input type="checkbox"/>	plot location of exterior openings of subject house and houses across shared property lines (windows, doors, overhead doors)

<input type="radio"/>	<input type="radio"/>	11. One (1) copy of Cross Sections (minimum 1:100 or 3/16" scale) showing:
<input type="checkbox"/>	<input type="checkbox"/>	existing and proposed grade of parcel
<input type="checkbox"/>	<input type="checkbox"/>	grade of adjacent parcels and City streets
<input type="checkbox"/>	<input type="checkbox"/>	floodway line
<input type="checkbox"/>	<input type="checkbox"/>	geodetic datum points
		Supporting Information:
<input type="radio"/>	<input type="radio"/>	12. When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a written planning rationale in support of such deficiencies.
<input type="radio"/>	<input type="radio"/>	13. Slope Stability Report where:
<input type="checkbox"/>	<input type="checkbox"/>	slope across the property is fifteen (15) per cent or greater; and/or
<input type="checkbox"/>	<input type="checkbox"/>	development is to be located within a zone where an imaginary line, drawn from the toe to the top of an embankment, exceeds a slope of one in three; and
<input type="checkbox"/>	<input type="checkbox"/>	required by City Engineer
<input type="radio"/>	<input type="radio"/>	14. Riverbank Erosion Protection Agreement
<input type="radio"/>	<input type="radio"/>	15. Hydraulic Assessment from an accredited professional that demonstrates the following:
<input type="checkbox"/>	<input type="checkbox"/>	the performance/stability of the design (i.e. will it wash out?)
<input type="checkbox"/>	<input type="checkbox"/>	potential obstructions to the floodway
<input type="checkbox"/>	<input type="checkbox"/>	impact of the design on local flow velocity and water levels (modeled)
<input type="checkbox"/>	<input type="checkbox"/>	impacts of any proposed design of protection works on upstream and downstream lands or development
Initial by applicant: _____		If parcel is located within the area governed by the Airport Vicinity Protection Act (AVPA) clearly label the NEF layer to which the parcel is located. AVPA calculations will be required at time of Building Permit application. If you are uncertain as to the location within the AVPA phone 403-268-5311.

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.

For more information, view the [Riverbank Erosion Protection](#) brochure.

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.

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

Date

Safety Codes Officer

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