Development Permit Complete Application Requirement List

New Rowhouse, or Addition to Existing Rowhouse:

In the Developed 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. All plans must be clear of any previous approval stamps and/or notations. Please review the **Processing Times and Deemed Refusal** section.

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 Bylaw1P2007).

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.

SECTION 1: Applicant Details

☐ Property Owner ☐ Representing Owner

Applicant's Name:	Company Name (if applicable):
Applicant's Email:	Applicant's Phone Number (during business hours):

NOTE: Correspondence and approval notification will be sent to only the applicant

SECTION 2: Project Details

Project Address:

Cumulative gross floor area:	Addition	☐ ft^2 ☐ m^2	New Building:	☐ ft^2 ☐ m^2
New dwelling units created:	☐ Yes	If yes, number of new dwelling units:		

SECTION 3: Required Items

1	A copy of the current **Certificate(s) of Title**
2	Current copies of any **Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats** registered on the Title(s)

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 may 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
4	**Colour Photographs** (minimum of four different views, label and identify each photograph) ▪ Site from front and rear ▪ Two adjoining parcels on either side ▪ Unique features and aspects of significance to development of the parcel ▪ Details of curbs, driveways, sidewalks, waste enclosures and overhead poles ▪ Indicate on a key plan or the site plan, the direction and location of photos
5	Development Permit fee (Fee Schedule)
6	Residential Grades fee, where applicable
7	Completed Site Contamination Statement
8	Completed Public Tree Disclosure Statement If public trees are identified one additional site plan may be required
9	Completed Abandoned Well Declaration
10	Completed Use Questionnaire *This is only required if there is a Commercial Use being proposed within the building or addition
11	Completed Climate Resilience Inventory form
12	**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 (i.e. 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. ▪ Provide an explanation of the proposal/project and how it fits with the surrounding context ▪ Identify and provide rationale for any variation from the relevant City of Calgary policies ▪ identify and provide rationale for any proposed relaxations to the Land Use Bylaw
Renderings	
13	**Rendering or Elevation for Notice Posting** At least one (1) **rendering** matching the specifications below, **OR** one (1) **elevation** of the proposed development **Note:** the purpose of this is to include a visual for the notice posting and is encouraged. This is discretionary upon discussions between the file manager and the applicant.

Perspective:
- For single-building projects, the view must be:
  - From the perspective of the sidewalk across the street from the subject site's primary frontage;
  - From the perspective of the midpoint of the subject site's primary street frontage;
  - At a 90-degree angle, perpendicular to the sidewalk; and
  - From the perspective of 1.5 metres (average human eye-level) above the sidewalk; OR
- For multiple building projects, the rendering:
  - Should be from an aerial angle; and
  - Must show the entire project area.

Depiction must:
- Match site plans, landscape plans, and elevations with no removed nor additional items;
- Depict the exterior finishing materials of all parts of proposed and existing neighbouring buildings depicted accurately, including freestanding signs, and retaining walls visible in the frame;
  - Views through clear windows for proposed buildings may depict interiors, blinds, or curtains;
  - Views through clear windows for neighbouring buildings must be of blinds or curtains;
- Depict the landscaping and paving materials of all landscaped and paved areas visible in the frame;
- Depict trees and shrubs;
- Not depict people nor vehicles; and
- Have the lighting of September 21 at 4:00pm.

Technical Requirements:
- Be 2431 pixels in width by 2243 pixels in height, landscape view; and
- Be a Portable Graphics (.PNG) file.

Plans

14 One (1) copy of a **Site Plan**, including:
(preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

North arrow, pointing to top or left of page

Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)

All elements of plan labelled as **existing** or **proposed**

Plot and dimension property lines:
- Label existing and proposed
- Label parcel area in square meters

Easements, Utility Rights-Of-Way:
- Dimension (width, depth and location)
- Label type of easement and registration number)

Utilities on and adjoining the parcel (deep, shallow and overhead):
- Water, storm and sanitary sewer
- Gas
- Electrical
- Cable, telephone

If an abandoned gas or oil well is identified on the site, indicate the necessary setback area for each well

Plot Rights-of-Way setback lines required in Section 53, Table 1:
- Dimension depth of Rights-of-Way
- Dimension distance from Rights-of-Way to building

Floodway, Flood Fringe and Overland Flow:
- Indicated on the Floodway/Flood Fringe maps [Section 3 (c) & (d)]
- Dimension distance to buildings and structures

Adjacent to parcel:
- City streets, label street names
- Sidewalks, City and public paths (Regional Pathway System)
- Curb cuts, medians and breaks in medians
- Existing and proposed pedestrian crosswalks
- Bus zones and bus shelters (including signage & route number)
- Light standards, utility poles, street signage, street furniture
- Paid parking equipment (parking meters, ticket dispensers, Pay-and-Display)

Dimension to property line:
- Back of sidewalk and curb
- Lip of gutter
- Width of sidewalk and public paths (Regional Pathway System)

Setbacks:
- Dimension front, side and rear building setbacks from property lines
- Draw, label and dimension required setback areas (as prescribed in the Land Use Bylaw)

Parcel and building coverage:
- Calculate area of each building (include all covered structures)

Location of all:
- Catch basins
- Utility poles
- Guy wires/pole anchors
- Hydrants, utility fixtures or boxes

Corner parcels only:
- Outline and dimension corner visibility triangle

Geodetic datum points/contours:
- All the corners of the parcel
- At the back of sidewalk or curb
- At primary corners of the building
- geodetic contours at 0.5 metres intervals including berming for site
- label existing and proposed geodetic datum points

Outline and dimension buildings:
- Projections and structures (bay windows, cantilevers, deck, window wells)
- Detached buildings and structures (sheds, garages)
- Mechanical equipment (parkade vents, air conditioners)
- Label existing and proposed buildings (or portions of buildings)
- Location of all openings (windows, doors, overhead doors)
- Label use area within the building (tenant locations)
- Label uses to be located in each use area (see uses listed under Use CARLs)

Gross Floor Areas (GFA is the total area of all above-grade floors) of:
- Proposed and existing buildings
- Each distinct use area in buildings (tenant location)
- Calculate Floor Area Ratio (FAR) (GFA divided by Parcel Area)

Density:
- Calculate number of existing and proposed units
- Calculate the density in units per hectare (UPH) (Units divided by Parcel Area)

Parking areas, drive aisles and circulation roads:

- Include curbs and sidewalks
- Crosswalks (provide detail if raised)
- Speed bumps (provide detail)
- Label all surface material of areas accessible by motor vehicles
- Dimension widths of all aisles and roads
- Provide details on vehicle circulation (direction of travel, signage and fire lanes)

Motor vehicle parking stalls:

- Dimension width and depth
- Dimension column size and distance between columns
- Dimension angle or parking stall (if less than 90 degrees)
- Location and size of wheel stop (provide next to sidewalk)

Driveways:

- Label proposed or existing
- Label curb cuts to be removed and rehabilitated
- Dimension length from back of curb or sidewalk
- Dimension width of driveway at throat and flare (adjacent to street)
- Dimension distance to adjoining driveways

Parking and loading area geodetic grades:

- Driveways grades and parkade ramp grades
- Detail any areas over 2 per cent slope

Internal sidewalks:

- Label surface material
- Dimension height from grade or parking areas
- Dimension width

Fencing:

- Label height (include height of retaining walls)
- Cross reference to an elevation (for each type of fence)

Retaining walls:

- Label height (provide height of fences on top of wall)
- Provide geodetic datum points at top and bottom of wall
- Cross reference to elevation (for each wall)
- If one metre in height or higher, provide engineered, stamped structural design drawings, including cross-sections
- Provide geodetic datum points of grade on each side of the wall (**NOTE**: height of retaining wall measured as the vertical difference between the ground levels on each side of the wall)

If trees are existing on public lands adjacent to the site:

- Specify the 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 311 to obtain additional information.
- Diameter of each tree, measured at a height of 1.4 metres above the ground
- Estimated mature height of each tree (e.g. less than 3 metres, 3-6 metres, 6-9 metres, etc.)
- Location of the centre point of the trunk of each tree
- Outline of the "drip line" of each tree (i.e. the outline of the outer reach of the branches of the tree)

For R-CG districts only:

- indicate the outdoor private amenity space, along with the dimensions and total area.

Phasing for multi-building developments must be included:

- Outline areas encompassed by each phase
- Label the sequence of phasing

15	**One (1) copy of Block Plan(s) including:** (preferred scale is Metric 1:100 ; *block plan and site plan may be combined if the site plan does not become cluttered)*
	North arrow, pointing to top or left of page
	Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
	All elements of plan labelled as **existing** or **proposed**
	Plot and dimension property lines
	Outline subject parcel
	Draw, label and dimension required setbacks
	Outline and dimension all buildings: ▪ Eaves, porches, projections and exterior walls ▪ Plot location of exterior openings (windows, doors, overhead doors) ▪ Label geodetic datum of roof peak of adjacent buildings
	Adjacent parcels: ▪ Indicate two parcels on either side of the subject parcel that are located on the same block face (total of four parcels) ▪ If there are fewer than two parcels on either side of the subject parcel, provide all the parcels on the block face ▪ Where a building is on a corner parcel, the block plan should extend to include the parcels on both streets within the block. ▪ 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)
16	One (1) copy of **Floor Plan(s)** (preferred scale is Metric 1:100 or Imperial scale, minimum 3/16″=1″)
	Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
	All elements of plan labelled as **existing** or **proposed**
	Outline and dimension walls: ▪ Include exterior dimensions (dimension to centre line of common walls) ▪ Plot location of interior and exterior openings (windows, doors, overhead doors) ▪ Internal motor vehicle and bicycle parking, loading and waste collection facilities (see site plan requirements) ▪ Label use in each use area (tenant space) ▪ Label the purpose of spaces (e.g. Kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms, laundry facilities) ▪ Label existing and proposed rooms and portions of the building ▪ Label units as dwelling units or live/work units
17	One (1) copy of **Elevation(s)** (preferred scale is Metric 1:100 or Imperial scale, minimum 3/16″=1″)
	Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
	All elements of plan labelled as **existing** or **proposed**

	Include elevations for: ▪ Buildings ▪ Fences ▪ Retaining walls (over 0.6 metres in height) ▪ Waste collection facilities ▪ Screening (e.g. Service meters, privacy screens, mechanical equipment) ▪ Additional walls or structures (e.g. Exhaust fan shed) ▪ Cross reference with other plans, where applicable
	Include on elevations: ▪ Doors, windows, overhead doors ▪ Projections, service meters, decorative elements, rooftop equipment ▪ Screening (e.g. Service meters, rooftop equipment, privacy screens) ▪ Dimension all doors, windows and overhead doors
	Label finishing materials: ▪ Exterior materials (brick, stucco, vinyl siding, metal siding) ▪ Roof materials (asphalt, cedar shakes, concrete tile) ▪ Colours of all major exterior materials
	Grade: ▪ Plot existing and proposed grade extending to property lines ▪ Plot property lines (extending vertically) ▪ Plot all geodetic datum points required on site plan
	Building height (indicate on all elevations): ▪ Plot line for main floor ▪ Plot line for roof when concealed by parapet ▪ Dimension height of building from existing and proposed grade ▪ Dimension height of main floor from existing and proposed grade ▪ Dimension height of structures (fences, retaining walls) from existing and proposed grade
18	One (1) copy of **Cross-sections**, including: (preferred scale is Metric 1:100 or Imperial scale, minimum 3/16″=1″)
	If the parcel is designated M-CG, M-C1 or M-C2, provide two (2) horizontal cross-sections at the distances above average grade prescribed by the Building Height Rule.
	Label width of any roof structure, mechanical rooms, projections
	Dimension to outermost limits of the cross-section
	Calculate the area of the cross-section, including all elements of buildings
	Cross-section of sloping driveways and parkade ramps ▪ Indicate slope and include transition lengths ▪ Provide geodetic datum points at transition points in ramp (including top and bottom) ▪ Dimension overhead clearance

SECTION 4: Supporting Information

19	**If the site is within the Airport Vicinity Protection Area (AVPA),** please note that additional copies of plans may be required during the review of this application.
20	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.

21	**If the application is being submitted concurrently with an existing Land Use Amendment, a completed Concurrent Submission Declaration Form is required.**	
	☐	Yes, this application is being submitted concurrently with a Land Use Amendment, LOC20___ -_____
	☐	No, this application is not being submitted concurrently with a Land UseAmendment
22	When proposed development is to be phased (e.g. portions are to be occupied prior to the completion of the entire development), include a phasing plan showing the sequence of the phases and the area encompassed by each phase ▪ include information detailing how the site will function throughout the phasing; detailssuch as access to waste facilities	
23	**Off-site Levy Bylaw** Review the Off-site Levy Bylaw at calgary.ca/offsitelevy to determine if additional chargesare applicable to the application.	
24	**Energy Code Compliance Declaration** By submitting this application, the applicant acknowledges that the proposed development willbe designed to comply with either NECB or Alberta Building Code Section 9.36 for energy efficiency as required. This compliance will be verified as a condition of Building Permit issuance. At the time of application for the Building Permit, the applicant will declare a compliance path as described on the appropriate Building Permit requirementlist.	

SECTION 5: Applicant's Declaration

☐ The City of Calgary (the "City") acknowledges that application materials may contain private and copyrighted information. By submitting this application, I understand and acknowledge that, as part of the City's process in processing and evaluating this application, the City will circulate hard or electronic copies of my application materials to members of City Administration, members of the public, and to relevant Community Associations. The City will also make my application materials available for public viewing through its website, www.calgary.ca and through its Property Research service for public informational purposes. I hereby consent to the City's copying and circulation of any and all of the application materials for the aforesaid purposes.

If you do not want to make your application materials available online for public viewing you must send an email to planninghelp@calgary.ca within 48 hours of submitting you application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not the have their application materials online for public viewing.

The personal information on this form is being collected under the authority of The Calgary Building Permit Bylaw 64M94 (Section 5) and amendments thereto, as well as section 4(c) of the Protection of Privacy Act (**POPA**)(Protection of Privacy Act | Alberta.ca). This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning & Development. The name of the applicant and the nature of the permit will be available to the public through general inquiries, paid subscription reports for permit data and resources found online, as authorized by the Access to Information Act (**ATIA**)(Access to Information Act (ATIA) | Alberta.ca), unless exempted under the Act's disclosure provisions. You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE, Calgary, Alberta, in relation to this program by contacting the Access Privacy Protection Administrator for Planning and Development by telephone at (403)268-5311 or by using the live chat services provided on our websites.

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.

Need help or have questions? Contact the Planning Services Centre.

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