



## 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)

## 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 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.

### SECTION 1: Project Details

Project Address:

Cumulative gross floor area:	Addition	<input type="checkbox"/> ft <sup>2</sup>	New Building:	<input type="checkbox"/> ft <sup>2</sup>
		<input type="checkbox"/> m <sup>2</sup>		<input type="checkbox"/> m <sup>2</sup>
New dwelling units created:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, number of new dwelling units:		

### SECTION 2: 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) showing:
  - Site from front and rear
  - One adjoining parcel on either side of the subject site
  - Unique features and aspects of significance to development of the parcel
  - Details of curbs, driveways, sidewalks, garbage enclosures and overhead poles

Optional: **Color rendering, elevation, or streetscape** to appear on Notice Posting. For more information go to [calgary.ca/noticposting](http://calgary.ca/noticposting)

- 5  Emailed to [notices@calgary.ca](mailto:notices@calgary.ca)\* with following size requirements:  
 Small: 1560 pixels x 789 pixels, landscape view  
 Large: 2431 pixels x 2243 pixels, landscape view  
*\*must be identified with project address in email*
- Or the following requirements if submitted in printed form:  
 Small: 8.55"x16", landscape view, minimum 300 DPI Large: 26"x21", landscape view, minimum 300 DPI

6 Development Permit fee ([Fee Schedule](#))

7 Residential Grades fee, where applicable

8 Completed [Site Contamination Statement](#)

9 Completed [Public Tree Disclosure Statement](#)  
 If public trees are identified one additional site plan may be required

10 Completed [Abandoned Well Declaration](#)

11 Completed [Climate Resilience Inventory](#) form

**Plans**

12 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**
- Include a legend showing:**
  - Parcel area in square metres labelled
  - Calculate areas of all buildings (include all covered structures)
  - Calculate parcel coverage (total area of footprint, divided by parcel area)
- Plot and dimension property lines and building setbacks:**
  - Dimension front, side and rear building setbacks from property lines
  - Draw, label, and dimension require setback areas
- Corner parcels only:**
  - Outline and dimension corner visibility triangle
- Geodetic datum points/contours:**
  - Label existing (if applicable) and proposed geodetic datum points
  - At the corners of the parcel
  - To demonstrate lot drainage to the street or lane
  - To detail slope of the concrete drainage swale
  - At the primary corners of the building
  - Main floor and roof peak of the building

<p><b>Easements, Utility Rights-Of-Way, Utilities on and adjoining the parcel</b></p> <ul style="list-style-type: none"> <li>▪ Dimension (width, depth and location)</li> <li>▪ Label type of easement and registration number</li> <li>▪ Include any proposed overland drainage easements when overland drainage will cross existing or proposed property lines</li> <li>▪ Water, storm and sanitary sewer</li> <li>▪ Gas, electrical, cable and telephone</li> <li>▪ Utility poles</li> <li>▪ Guy wires/pole anchors</li> <li>▪ Hydrants, utility fixtures or boxes</li> </ul>
<p><b>If an abandoned gas or oil well is identified on the site, indicate the necessary setback area for each well</b></p>
<p><b>Plot Rights-of-Way setback lines required in Section 53, Table 1:</b></p> <ul style="list-style-type: none"> <li>▪ Dimension depth of Rights-of-Way</li> <li>▪ Dimension distance from Rights-of-Way to building</li> </ul>
<p><b>Floodway, Flood Fringe and Overland Flow:</b></p> <ul style="list-style-type: none"> <li>▪ Indicated on the Floodway/Flood Fringe maps [Section 3 (c) &amp; (d)]</li> <li>▪ Dimension distance to buildings and structures</li> </ul>
<p><b>Adjacent to parcel:</b></p> <ul style="list-style-type: none"> <li>▪ City streets, label street names</li> <li>▪ Sidewalks, City and public paths (Regional Pathway System)</li> <li>▪ Curb cuts, medians and breaks in medians</li> <li>▪ Pedestrian crosswalks, bus zones and bus shelters</li> <li>▪ Light standards, utility poles</li> </ul>
<p><b>Dimension to property line:</b></p> <ul style="list-style-type: none"> <li>▪ Back of sidewalk and curb</li> <li>▪ Lip of gutter</li> </ul>
<p><b>Setbacks:</b></p> <ul style="list-style-type: none"> <li>▪ Dimension front, side and rear building setbacks from property lines</li> <li>▪ Draw, label and dimension required setback areas (as prescribed in the Land Use Bylaw)</li> </ul>
<p><b>Outline and dimension buildings:</b></p> <ul style="list-style-type: none"> <li>▪ Projections and structures (bay windows, cantilevers, deck, window wells)</li> <li>▪ Detached buildings and structures (sheds, garages)</li> <li>▪ Mechanical equipment (parkade vents, air conditioners)</li> <li>▪ Location of all openings (windows, doors, overhead doors)</li> </ul>
<p><b>Driveways &amp; parking areas:</b></p> <ul style="list-style-type: none"> <li>▪ Label surface material</li> <li>▪ Dimension length from back of curb or sidewalk</li> <li>▪ Dimension width of driveway at throat and flare (adjacent to street)</li> <li>▪ Dimension distance to adjoining driveways</li> </ul>
<p><b>For R-G, and R-Gm districts, please indicate the outdoor private amenity space, along with the dimensions and total area.</b></p>
<p><b>Retaining walls:</b></p> <ul style="list-style-type: none"> <li>▪ Label height (provide height of fences on top of wall)</li> <li>▪ Cross reference to elevation (for each wall)</li> <li>▪ Provide geodetic datum points at top and bottom of wall</li> <li>▪ Provide geodetic datum points of grade on each side of the wall (<b>NOTE:</b> height of retaining wall measured as the vertical difference between the ground levels on each side of the wall)</li> </ul>
<p><b>13 One (1) copy of Floor Plan(s)</b> (preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")</p>
<p><b>Municipal address</b> (i.e. street address) and legal address (i.e. plan/block/lot)</p>

	All elements labelled as <b>existing or proposed</b>
	<p><b>Outline and dimension walls:</b></p> <ul style="list-style-type: none"> <li>▪ Interior and exterior (dimension to centre line of common walls)</li> <li>▪ Plot location of interior and exterior openings (windows, doors, overhead doors)</li> <li>▪ Label the purpose of spaces (i.e. Kitchen, living room, bathroom)</li> </ul>
<b>14</b>	<p>One (1) copy of <b>Elevation(s)</b> (preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")</p>
	Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
	All elements of plan labelled as <b>existing or proposed</b>
	<p><b>Include elevations for:</b></p> <ul style="list-style-type: none"> <li>▪ Dwelling and accessory residential buildings (e.g detached garage)</li> <li>▪ Privacy screens and retaining walls (retaining walls must be less than 1.2 meters)</li> </ul>
	<p><b>Include on elevations:</b></p> <ul style="list-style-type: none"> <li>▪ Decks, balconies, and decorative elements</li> </ul>
	<p><b>Grade:</b></p> <ul style="list-style-type: none"> <li>▪ Plot existing (if applicable) and proposed grade extending to property lines</li> <li>▪ Plot property lines (extending vertically)</li> <li>▪ Plot all geodetic datum points required on Site Plan</li> </ul>
	<p><b>Building height (indicate on all elevations):</b></p> <ul style="list-style-type: none"> <li>▪ Plot line for main floor</li> <li>▪ Dimension height (vertically) of building from existing and proposed grade</li> <li>▪ Dimension height of structures (fences, retaining walls) from existing and proposed grade</li> </ul>
<b>15</b>	<p>One (1) copy of <b>Cross-sections</b>, including: (preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")</p>
	<p><b>Cross-section of driveways</b></p> <ul style="list-style-type: none"> <li>▪ Indicate slope and include transition lengths</li> <li>▪ Provide geodetic datum points at transition points in ramp (including top and bottom)</li> </ul>
<b>Supporting Information</b>	
	<p><b>If the application is being submitted concurrently with an existing Land Use Amendment, a completed <a href="#">Concurrent Submission Declaration Form</a> is required.</b></p>
<b>16</b>	<p><input type="checkbox"/> Yes, this application is being submitted concurrently with a Land Use Amendment, LOC20__ - _____</p> <p><input type="checkbox"/> No, this application is not being submitted concurrently with a Land Use Amendment</p>
<b>17</b>	<p><b>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.</b></p> <p>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.</p>

**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.

Applicant's Signature	Date:
(confirming that all required information has been provided and is correct)	
Screened by	Date:
Planning Services Technician	Date:
Senior Services Technician	

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

**Contact Us**

Phone: 403 268 5311 Chat: <a href="https://calgary.ca/livechat">Calgary.ca/livechat</a> 8:00 a.m. to 4:15 p.m. Monday – Friday	<b>In Person</b> 3rd floor, Calgary Municipal Building 800 Macleod Trail SE, Calgary, Alberta 8:00 a.m. to 4:15 p.m. Monday – Friday	<b>Mail</b> The City of Calgary Planning & Development (#8108) 800 Macleod Trail SE, Calgary, Alberta T2P 2M5
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