



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

Show Home

(Temporary Residential Sales Centre)

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 on the last page 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="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"/>	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. When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a written planning rationale in support of the deficiencies.
<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 property lines:
<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 Overflow:
<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"/>	plot designated flood level
<input type="checkbox"/>	<input type="checkbox"/>	indicate method to prevent structural damage by floodwaters, if required in Section 60 & 61
<input type="checkbox"/>	<input type="checkbox"/>	plot location of mechanical and electrical equipment, electrical master switch, and sewer

back up valve, if required in Section 60 & 61

Adjacent to parcel:

City streets, label street names

sidewalks, City and public paths (Regional Pathway System)

curb cuts, medians and breaks in medians

Dimension to property line:

back of sidewalk and curb

lip of gutter

Setbacks:

dimension front, side and rear building setbacks from property lines

Parcel and building coverage:

calculate areas of all buildings (include all covered structures)

calculate parcel coverage (total area of footprint, divided by Parcel Area)

Location of all:

utility poles

guy wires/pole anchors

hydrants, utility fixtures or boxes

On corner parcels, outline and dimension corner visibility triangle

Geodetic datum points/contours:

at the corners of the parcel

main floor and roof peak of building

Outline and dimension buildings:

projections and structures (bay windows, cantilevers, window wells)

detached buildings and structures (sheds, garages)

mechanical equipment (air conditioners)

label projections and structures (2nd floor cantilever, deck)

location of all openings (windows, doors, overhead doors)

Driveways & parking areas:

label surface material

dimension length from back of curb or sidewalk

dimension width of driveway at throat and flare (adjacent to street)

Fencing:

label height (include height of retaining walls)

cross reference to an elevation (for each type of fence)

Retaining walls:

cross reference to an elevation (for each wall)

label height (provide height of fences on top of wall)

provide geodetic datum points at top and bottom of wall

provide geodetic datum points of grade on each side of the wall (height of the retaining wall is measured as the vertical difference between the ground levels on each side of the wall)

if one metre or higher, provide structural design drawings, including a cross-section

**An engineered, stamped drawing may be requested prior to approval or release of the permit

Signage (for all types of signage, complete the appropriate CARL for that type of sign)

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

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.

diameter of each tree, measured at a height of 1.4 meters 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 Floor Plans (minimum 1:100 or imperial scale, minimum 3/16”=1’) showing:
<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"/>	Outline and dimension walls:
<input type="checkbox"/>	<input type="checkbox"/>	interior and exterior (dimension to centre line of common walls)
<input type="checkbox"/>	<input type="checkbox"/>	plot location of interior and exterior openings (windows, doors, overhead doors)
<input type="checkbox"/>	<input type="checkbox"/>	label the purpose of spaces (eg, kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms)
<input type="radio"/>	<input type="radio"/>	11. One (10) copy of Elevation Drawings (minimum 1:100 or imperial scale, minimum 3/16”=1’) showing:
<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"/>	Include elevations for:
<input type="checkbox"/>	<input type="checkbox"/>	buildings
<input type="checkbox"/>	<input type="checkbox"/>	fences
<input type="checkbox"/>	<input type="checkbox"/>	retaining walls (over 0.6 metres in height)
<input type="checkbox"/>	<input type="checkbox"/>	Accessory Residential Buildings (eg, detached garages)
<input type="checkbox"/>	<input type="checkbox"/>	cross reference with other plans, where applicable
<input type="checkbox"/>	<input type="checkbox"/>	Include on elevations:
<input type="checkbox"/>	<input type="checkbox"/>	doors, windows, overhead doors
<input type="checkbox"/>	<input type="checkbox"/>	projections and decorative elements
<input type="checkbox"/>	<input type="checkbox"/>	label roof slope
<input type="checkbox"/>	<input type="checkbox"/>	screening (eg, service meters, privacy screens, mechanical equipment)
<input type="checkbox"/>	<input type="checkbox"/>	dimension all doors, windows and overhead doors
<input type="checkbox"/>	<input type="checkbox"/>	Label finishing materials:
<input type="checkbox"/>	<input type="checkbox"/>	exterior materials (brick, stucco, vinyl siding, metal siding)
<input type="checkbox"/>	<input type="checkbox"/>	roof materials (asphalt, cedar shakes, concrete tile, metal)
<input type="checkbox"/>	<input type="checkbox"/>	colours of all major exterior materials
<input type="checkbox"/>	<input type="checkbox"/>	Grade:
<input type="checkbox"/>	<input type="checkbox"/>	plot grade
<input type="checkbox"/>	<input type="checkbox"/>	plot all geodetic datum points required on Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	Building height (indicate on all elevations):
<input type="checkbox"/>	<input type="checkbox"/>	plot line for main floor
<input type="checkbox"/>	<input type="checkbox"/>	dimension height (vertically) of building from grade
<input type="checkbox"/>	<input type="checkbox"/>	dimension height of structures (fences, retaining walls) from existing and proposed grade
<input type="radio"/>	<input type="radio"/>	12. Length of time show home is required: _____

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.

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

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