



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

Temporary Structure

In a Commercial, Industrial or Special Land Use District

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 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"/>	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, waste enclosures and overhead poles
<input type="radio"/>	<input type="radio"/>	5. Development Permit fee (Fee Schedule)
<input type="radio"/>	<input type="radio"/>	6. Completed Site Contamination Statement
<input type="radio"/>	<input type="radio"/>	7. Completed Abandoned Well Declaration Form
<input type="radio"/>	<input type="radio"/>	8. Completed Use Questionnaire *This is only required if there is a Commercial, Industrial or Special Land Use proposed within the Temporary Structure
<input type="radio"/>	<input type="radio"/>	9. 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"/>	10. One (1) copy of Site Plan(s), including: <i>(1:100 metric scale recommended, include scale bar)</i>
<input type="checkbox"/>	<input type="checkbox"/>	north arrow, pointing to top or left of page
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (i.e. street address) and legal address (i.e. 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 parcel area in square metres
<input type="checkbox"/>	<input type="checkbox"/>	Easements, Utility Rights-of-Way, Utilities on and abutting the parcel (deep, shallow and overhead):
<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"/>	Plot Rights-of-Way setback lines required in Land Use Bylaw 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"/>	Adjacent to parcel:
<input type="checkbox"/>	<input type="checkbox"/>	City streets, label street names
<input type="checkbox"/>	<input type="checkbox"/>	sidewalks, City and public paths (Regional Pathway System)
<input type="checkbox"/>	<input type="checkbox"/>	curb cuts, medians and breaks in medians
<input type="checkbox"/>	<input type="checkbox"/>	existing and proposed pedestrian crosswalks
<input type="checkbox"/>	<input type="checkbox"/>	Setbacks:
<input type="checkbox"/>	<input type="checkbox"/>	dimension front, side and rear building setbacks from property line

- | | | |
|--------------------------|--------------------------|---|
| <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 (parkade vents, air conditioners) |
| <input type="checkbox"/> | <input type="checkbox"/> | indicate the defined use of each area within the building (tenant locations). See Part 4 of Land Use Bylaw 1P2007 for more information on defined uses. |
| <input type="checkbox"/> | <input type="checkbox"/> | label the define uses that will be located in each area (<i>see page 5, item #14 for a listing of the applicable uses</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | label projections and structures (2 nd floor cantilever, deck) |
| <input type="checkbox"/> | <input type="checkbox"/> | label existing and proposed buildings or portions of buildings |
| <input type="checkbox"/> | <input type="checkbox"/> | location of all openings (windows, doors, overhead doors) |
| <input type="checkbox"/> | <input type="checkbox"/> | Waste collection and loading areas: |
| <input type="checkbox"/> | <input type="checkbox"/> | plot location |
| <input type="checkbox"/> | <input type="checkbox"/> | interior dimensions of enclosures or buildings |
| <input type="checkbox"/> | <input type="checkbox"/> | method of collection (i.e. individual pick-up or dumpster pick-up) in accordance with Waste & Recycling Services |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking areas, drive aisles and circulation roads: |
| <input type="checkbox"/> | <input type="checkbox"/> | label all surface material of areas accessible by motor vehicles |
| <input type="checkbox"/> | <input type="checkbox"/> | dimension widths of all aisles and roads |
| <input type="checkbox"/> | <input type="checkbox"/> | provide details on vehicle circulation (direction of travel, signage and firelanes) |
| <input type="checkbox"/> | <input type="checkbox"/> | Motor vehicle parking stalls: |
| <input type="checkbox"/> | <input type="checkbox"/> | label as Commercial, Dwelling, Live/Work or Visitor |
| <input type="checkbox"/> | <input type="checkbox"/> | total each type of motor vehicle parking stall by use |
| <input type="checkbox"/> | <input type="checkbox"/> | dimension width and depth |
| <input type="checkbox"/> | <input type="checkbox"/> | provide calculations for motor vehicle parking stall requirement by use |
| <input type="checkbox"/> | <input type="checkbox"/> | Loading stalls: |
| <input type="checkbox"/> | <input type="checkbox"/> | dimension width and depth |
| <input type="checkbox"/> | <input type="checkbox"/> | label surface material of loading areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Driveways and parking areas: |
| <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"/> | Bicycle parking: |
| <input type="checkbox"/> | <input type="checkbox"/> | location of bicycle parking stall – class 1 (secure) and class 2 (un-secure) |
| <input type="checkbox"/> | <input type="checkbox"/> | total each type of bicycle stall (class 1 or class 2) |
| <input type="checkbox"/> | <input type="checkbox"/> | calculate bicycle parking stall requirement |
| <input type="checkbox"/> | <input type="checkbox"/> | Internal sidewalks: |
| <input type="checkbox"/> | <input type="checkbox"/> | label surface material |
| <input type="checkbox"/> | <input type="checkbox"/> | dimension height from grade or parking areas |
| <input type="checkbox"/> | <input type="checkbox"/> | dimension width |
| <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"/> | Lighting: |
| <input type="checkbox"/> | <input type="checkbox"/> | plot locations of light fixtures and light standards |
| <input type="checkbox"/> | <input type="checkbox"/> | plot maximum wattage of fixtures |
| <input type="checkbox"/> | <input type="checkbox"/> | provide detail of light fixtures (drawing or specification) |

NOTE: A Site Lighting Plan, showing compliance with Part 3, Division 4 of Land Use Bylaw 1P2007, maybe requested during the review of this application

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Signage: |
| <input type="checkbox"/> | <input type="checkbox"/> | outline and label the location of all proposed canopy, fascia, and freestanding signage (for all other types of signage, complete the appropriate requirement list, found at calgary.ca/requirementlist) |
| <input type="checkbox"/> | <input type="checkbox"/> | label the source of power for the signage (underground, etc) |
| <input type="checkbox"/> | <input type="checkbox"/> | plot location of all existing signage on the parcel |
| <input type="checkbox"/> | <input type="checkbox"/> | dimension distance from property lines to signage |
| <input type="checkbox"/> | <input type="checkbox"/> | dimension distance to all freestanding signs on the parcel or within 30 metres of the parcel |
| <input type="checkbox"/> | <input type="checkbox"/> | Plot and label: |
| <input type="checkbox"/> | <input type="checkbox"/> | retaining walls |
| <input type="checkbox"/> | <input type="checkbox"/> | sidewalks (dimension width) |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide land use designation of adjacent parcels: |
| | | Land use designations can be found at calgary.ca/myproperty |
| <input type="checkbox"/> | <input type="checkbox"/> | If an abandoned gas or oil well is identified on the site, indicate the necessary setback area for each well |
| <input type="radio"/> | <input type="radio"/> | 11. One (1) copy of Floor Plans, including:
<i>(1:100 metric scale recommended)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | municipal address (i.e. street address) and legal address (i.e. 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"/> | internal motor vehicle and bicycle parking, loading and waste collection facilities (see site plan requirements, item # 9) |
| <input type="checkbox"/> | <input type="checkbox"/> | label the defined uses to be located in each area (<i>see page 5, item #14 for a listing of the applicable uses</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | label the purpose of spaces (e.g. kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms) |
| <input type="checkbox"/> | <input type="checkbox"/> | label existing and proposed rooms and portions of the building |
| <input type="radio"/> | <input type="radio"/> | 12. One (1) copy of Elevation Drawings, including:
<i>(1:100 metric scale recommended)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | municipal address (i.e. street address) and legal address (i.e. 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"/> | temporary structure |
| <input type="checkbox"/> | <input type="checkbox"/> | fences |
| <input type="checkbox"/> | <input type="checkbox"/> | waste collection facilities |
| <input type="checkbox"/> | <input type="checkbox"/> | screening (e.g. service meters, privacy screens, mechanical equipment) |
| <input type="checkbox"/> | <input type="checkbox"/> | additional walls or structures (e.g. exhaust fan shed) |
| <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"/> | screening (e.g. mechanical equipment, service meters) |
| <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"/> | Lighting: |
| <input type="checkbox"/> | <input type="checkbox"/> | details on each exterior light fixture |
| <input type="checkbox"/> | <input type="checkbox"/> | plot location of light fixtures |
| <input type="checkbox"/> | <input type="checkbox"/> | indicate direction of illumination (vertical, horizontal) |
| <input type="checkbox"/> | <input type="checkbox"/> | dimension height of fixtures from grade to bottom of fixture |
| <input type="checkbox"/> | <input type="checkbox"/> | Grade: |
| <input type="checkbox"/> | <input type="checkbox"/> | plot existing and proposed grade extending to property lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Building height (indicate on all elevations): |
| <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="checkbox"/> | <input type="checkbox"/> | Signage (where appropriate, provide separate sign elevation): |
| <input type="checkbox"/> | <input type="checkbox"/> | label materials, letting details, copy and colours |
| <input type="checkbox"/> | <input type="checkbox"/> | dimension sign and signable area |
| <input type="checkbox"/> | <input type="checkbox"/> | dimension distance from grade to bottom of sign |
| <input type="checkbox"/> | <input type="checkbox"/> | label means of supporting sign (structures, guy wires, brackets, bracing) |
| <input type="checkbox"/> | <input type="checkbox"/> | label physical form of sign (cabinet, box, individual letters) |
| <input type="checkbox"/> | <input type="checkbox"/> | provide details on external lighting; label if internally illuminated |
| Supporting Information Required: | | |
| <input type="radio"/> | <input type="radio"/> | 13. 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. |
| <input type="radio"/> | <input type="radio"/> | 14. When a change is likely to affect the adequacy of hard services for the site, include 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, electrical |
| <input type="checkbox"/> | <input type="checkbox"/> | cable, telephone |

Application Requirement Lists for Defined Uses

- | | | |
|---|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | 15. Please check beside all defined uses, listed below, that are being proposed as part of the development permit application. Attach the completed requirement list for the defined use(s) to this application. If you have any questions on what use(s) relate to your application, please contact the Planning Services Centre at 403-268-5311. |
| <p>Definitions of the uses are located in Part 4 of Land Use Bylaw 1P2007, available at calgary.ca/landusebylaw.</p> | | |

AGRICULTURE AND ANIMAL GROUP

[Requirement list for agriculture animal uses](#)

- | | |
|--|--|
| <input type="checkbox"/> Extensive Agriculture | <input type="checkbox"/> Tree Farm |
| <input type="checkbox"/> Kennel | <input type="checkbox"/> Veterinary Clinic |

AUTOMOTIVE SERVICE GROUP

[Requirement list for automotive uses](#)

- | | |
|---|---|
| <input type="checkbox"/> Auto Body and Paint Shop | <input type="checkbox"/> Car Wash – Single Vehicle |
| <input type="checkbox"/> Auto Service – Major | <input type="checkbox"/> Fleet Service |
| <input type="checkbox"/> Auto Service – Minor | <input type="checkbox"/> Gas Bar |
| <input type="checkbox"/> Bulk Fuel Sales Depot | <input type="checkbox"/> Large Vehicle Service |
| <input type="checkbox"/> Car Wash – Multi-Vehicle | <input type="checkbox"/> Large Vehicle Wash |
| | <input type="checkbox"/> Recreational Vehicle Service |

RESIDENTIAL CARE AND HEALTH GROUP

[Requirement list for residential care and health uses](#)

- Addiction Treatment
- Child Care Service
- Custodial Care
- Health Services Laboratory – With Clients
- Hospital
- Medical Clinic
- Residential Care

CULTURE AND LEISURE GROUP

[Requirement list for commercial uses](#)

- Amusement Arcade
- Billiard Parlour
- Cinema
- Community Recreation Facility
- Computer Games Facility
- Fitness Centre
- Gaming Establishment – Bingo
- Indoor Recreation Facility
- Library
- Motion Picture Filming Location
- Museum
- Outdoor Recreation Area
- Performing Arts Centre
- Place of Worship – Large
- Place of Worship – Medium
- Place of Worship – Small
- Radio and Television Studio
- Social Organization
- Spectator Sports Facility

DIRECT CONTROL USES

- Adult Mini-Theatre
- Campground
- Emergency Shelter
- Fertilizer Plant
- Firing Range
- Gaming Establishment – Casino
- Hide Processing Plant
- Intensive Agriculture
- Inter-City Bus Terminal
- Jail
- Motorized Recreation
- Natural Resource Extraction
- Pits and Quarries
- Power Generation Facility – Large
- Race Track
- Refinery
- Salvage Processing – Heat and Chemicals
- Saw Mill
- Slaughter House
- Stock Yard
- Tire Recycling
- Zoo

EATING AND DRINKING GROUP

[Requirement list for eating and drinking uses](#)

- Catering Service – Major
- Catering Service – Minor
- Dinner Theatre
- Drinking Establishment – Large
- Drinking Establishment – Medium
- Drinking Establishment – Small
- Food Kiosk
- Night Club
- Restaurant: Food Service Only – Large
- Restaurant: Food Service Only – Medium
- Restaurant: Food Service Only – Small
- Restaurant: Licensed – Large
- Restaurant: Licensed – Medium
- Restaurant: Licensed – Small
- Take Out Food Service

GENERAL INDUSTRIAL GROUP

[Requirement list for industrial uses](#)

- Asphalt, Aggregate and Concrete Plant
- Dry-cleaning and Fabric Care Plant
- General Industrial – Heavy
- General Industrial – Medium
- General Industrial – Light
- Printing, Publishing, and Distributing
- Specialized Industrial

INDUSTRIAL SUPPORT GROUP

[Requirement list for industrial uses](#)

- Artist's Studio
- Beverage Container Drop-Off Depot
- Building Supply Centre
- Health Services Laboratory – Without Clients
- Motion Picture Production Facility
- Specialty Food Store

INFRASTRUCTURE GROUP

[Requirement list for industrial uses](#)

- Airport
- Cemetery
- Power Generation Facility – Medium
- Power Generation Facility – Small

- Crematorium
- Military Base
- Municipal Works Depot
- Natural Area
- Park
- Parking Lot – Grade
- Parking Lot – Structure
- Park Maintenance Facility – Large
- Park Maintenance Facility – Small

- Protective and Emergency Service
- Public Transit System
- Rail Line
- Sewage Treatment Plant
- Utilities
- Utilities – Linear
- Utility Building
- Waste Disposal and Treatment Facility
- Water Treatment Plant

OFFICE GROUP

[Requirement list for residential care and health uses](#)

- Counselling Service
- Office

- Service Organization

PERSONAL SERVICE GROUP

[Requirement list for commercial uses](#)

- Funeral Home
- Information and Service Provider

- Pet Care Service
- Print Centre

RESIDENTIAL GROUP

[Requirement list for residential care and health uses](#)

- Assisted Living
- Dwelling Unit
- Hotel

- Live Work Unit
- Temporary Shelter

SALES GROUP

- Auction Market – Other Goods
[Requirement list for commercial uses](#)
- Auction Market – Vehicles and Equipment
[Requirement list for commercial uses](#)
- Convenience Food Store
[Requirement list for commercial uses](#)
- Financial Institution
[Requirement list for commercial uses](#)
- Large Vehicle and Equipment Sales
[Requirement list for automotive uses](#)
- Liquor Store
[Requirement list for eating and drinking uses](#)
- Market
[Requirement list for commercial uses](#)
- Pawn Shop
[Requirement list for commercial uses](#)
- Recreational Vehicle Sales
[Requirement list for automotive uses](#)

- Restored Building Products Sales Yard
[Requirement list for commercial uses](#)
- Retail Garden Centre
[Requirement list for commercial uses](#)
- Retail and Consumer Service
[Requirement list for commercial uses](#)
- Supermarket
[Requirement list for commercial uses](#)
- Temporary Residential Sales Centre
[Requirement list for commercial uses](#)
- Vehicle Rental – Major
[Requirement list for automotive uses](#)
- Vehicle Rental – Minor
[Requirement list for automotive uses](#)
- Vehicle Sales – Major
[Requirement list for automotive uses](#)
- Vehicle Sales – Minor
[Requirement list for automotive uses](#)

SIGNS GROUP

- Community Entrance Feature
- Sign - Class A
- Sign - Class B
Fascia Identification Sign

- Sign -Class C
Freestanding Identification
- Sign - Class D
Canopy, Projecting Identification Sign

STORAGE GROUP

- Distribution Centre
[Requirement list for industrial uses](#)
- Equipment Yard
[Requirement list for industrial uses](#)
- Freight Yard
[Requirement list for industrial uses](#)
- Recyclable Construction Material Collection Depot
[Requirement list for industrial uses](#)
- Salvage Yard
[Requirement list for industrial uses](#)

- Self Storage Facility
[Requirement list for industrial uses](#)
- Storage Yard
[Requirement list for industrial uses](#)
- Vehicle Storage – Large Vehicle
[Requirement list for automotive uses](#)
- Vehicle Storage – Passenger Vehicle
[Requirement list for automotive uses](#)
- Vehicle Storage – Recreational
[Requirement list for automotive uses](#)

SUBORDINATE USE GROUP

- Accessory Food Service
- Accessory Liquor Service
[Requirement list for commercial uses](#)
- Columbarium
- Custodial Quarters
- Drive Through
- Outdoor Café
[Requirement list for eating and drinking uses](#)
- Seasonal Sales Area
[Requirement list for commercial uses](#)
- Special Function Tent – Commercial
- Special Function Tent – Recreational

TEACHING AND LEARNING GROUP

[Requirement list for residential care and health uses](#)

- Instructional Facility
- Post-secondary Learning Institution
- School – Private
- School Authority – School
- School Authority Purpose – Major
- School Authority Purpose – Minor

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.

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 Planning Technician

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

Phone: 403-268-5311

Chat: calgary.ca/livechat

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 (#8108)

800 Macleod Trail SE, Calgary, Alberta T2P 2M5