



LUD _____
PST _____

Use - Complete Application Requirement List

Commercial

The following Use-Related Complete Application Requirement List is only applicable when it is listed on a Development Permit Complete Application Requirement List. This information is necessary to evaluate and provide a timely decision on your application. Please ensure all required items are provided on all sets of required plans.

Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible and precise.

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. All copies of Site Plans must show:
<input type="checkbox"/>	<input type="checkbox"/>	Storage:
<input type="checkbox"/>	<input type="checkbox"/>	plot location where goods are not fully contained within an enclosed building
<input type="checkbox"/>	<input type="checkbox"/>	provide details on screening and fencing
<input type="checkbox"/>	<input type="checkbox"/>	outline and label any parking stalls or loading areas to be added or removed
<input type="checkbox"/>	<input type="checkbox"/>	Drive through details:
<input type="checkbox"/>	<input type="checkbox"/>	plot location(s) of any Drive Through facilities
<input type="checkbox"/>	<input type="checkbox"/>	label vehicle stacking spaces per order board, ordering window or automated bank teller, and direction of vehicular travel
<input type="checkbox"/>	<input type="checkbox"/>	plot locations of Drive Through signage (e.g. entrance, exit, customer courtesy and menu board signs)
<input type="checkbox"/>	<input type="checkbox"/>	plot location(s) of screening between Drive Through and adjacent residential parcels
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor speaker system:
<input type="checkbox"/>	<input type="checkbox"/>	plot locations of outdoor speaker system or label “no outdoor speakers”
<input type="checkbox"/>	<input type="checkbox"/>	dimension to adjacent residential districts
<input type="radio"/>	<input type="radio"/>	2. All copies of Floor Plans must show:
<input type="checkbox"/>	<input type="checkbox"/>	Personal apparel service:
<input type="checkbox"/>	<input type="checkbox"/>	label areas that have a laundering facility which uses solvents or detergents
<input type="checkbox"/>	<input type="checkbox"/>	Assembly/seating areas:
<input type="checkbox"/>	<input type="checkbox"/>	label gross usable area of the largest assembly area
<input type="checkbox"/>	<input type="checkbox"/>	outline areas that have fixed seating; provide seating count or length of bench seating
<input type="checkbox"/>	<input type="checkbox"/>	dimension areas with non-fixed seating
<input type="checkbox"/>	<input type="checkbox"/>	indicate areas that have bench seating and provide linear measurement of total bench length
<input type="checkbox"/>	<input type="checkbox"/>	label maximum intended occupancy

<input type="checkbox"/>	<input type="checkbox"/>	Use of building:
<input type="checkbox"/>	<input type="checkbox"/>	plot location of mechanical and electronic games
<input type="checkbox"/>	<input type="checkbox"/>	label nature of devices (i.e. computer, arcade game, billiard table)
<input type="checkbox"/>	<input type="checkbox"/>	indicate the total number of mechanical or electronic games
<input type="checkbox"/>	<input type="checkbox"/>	provide the location of recreational equipment
<input type="checkbox"/>	<input type="checkbox"/>	Areas for the consumption of food/beverages:
<input type="checkbox"/>	<input type="checkbox"/>	plot and label public areas where food will be served or consumed
<input type="checkbox"/>	<input type="checkbox"/>	include a seating plan that clearly indicates the area to which the public will have access
<input type="checkbox"/>	<input type="checkbox"/>	plot and label areas where entertainment is provided to patrons, in the form of a dance floor, live music stage, live performances, or recorded music
<input type="checkbox"/>	<input type="checkbox"/>	plot and label areas for food preparation
<input type="radio"/>	<input type="radio"/>	3. Additional information required:
<input type="checkbox"/>	<input type="checkbox"/>	If a Drinking Establishment or Restaurant, provide a Letter of intent that states provincial licence intentions (i.e. will minors be allowed; will the restaurant have a liquor licence; an/or will it include VLTs).

Applicant's Signature _____ **Date** _____
 (confirming that all required information has been provided and is correct)

Screened by _____ **Date** _____

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