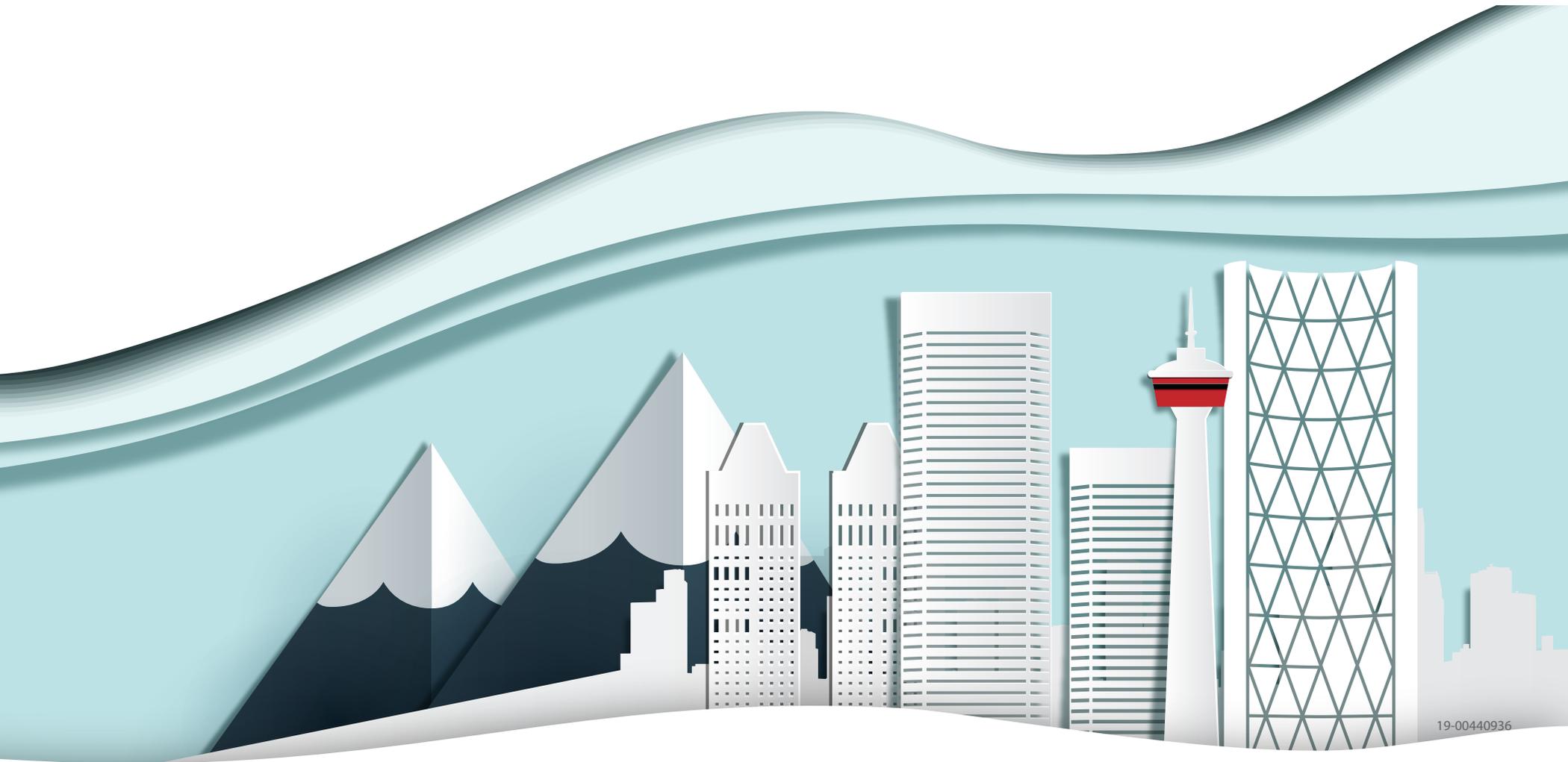


How to Respond to a Development Application





Communities are constantly changing and growing. As redevelopment occurs, it is important to The City of Calgary that this change meets the needs of both current and future residents and reflects important community values. This guide provides an overview on how citizens can respond to development applications in their community, whether they be land use applications or development permits. Navigating the planning process can be complicated and the objective of this guide is to provide you with a better understanding of when and why The City asks for

feedback and how you can effectively share your thoughts with the right people at the right point in the planning process.

If you would like to know more about land use planning and city planning in general, there are many resources available at calgary.ca/planningoutreach. The Federation of Calgary Communities in partnership with The City of Calgary also offers a series of courses through Partners in Planning, you can learn more at calgarycommunities.com.



Development applications in your community

As City Planners, City decision makers, community members, business owners, builders and developers, we are all interested, invested and involved in creating great communities and building a great city. We all play a role in creating great communities and when we work together to share information, we can help support decision-making by City Council that best balances sustainable growth in Calgary as a whole.

Planning and development decisions happen at different scales across the city. It can be comprehensive and involve input from citizens across the entire city,

such as our Municipal Development Plan or Land Use Bylaw, or it can be very localized and involve what might be built right next door to your home. This guide will focus on the latter and provide you with information on land use redesignation (rezoning) applications and development permits and how you can get involved.

If you are interested in getting involved in broader city or community-wide planning policies, visit engage.calgary.ca, to see what projects are currently active.



Being informed

Have you seen a sign, received a letter, postcard or been notified of development application in your community? Your comments, thoughts and opinions are important and will be considered in The City's review of the proposed development application. The applicant may also be undertaking community outreach to inform their proposal.

The first step to responding to a development application is to consider what is being proposed and understand the details. The following checklist will help you review and comment on development proposal.

Step 1 – Review the notice.

Notices for proposed development applications might be shared with the community by The City through a number of different channels, this includes:

- Postcards or letters mailed to nearby residents
- Notification to the community or resident associations
- Signs posted on impacted lots
- Posting online at calgary.ca/development

Once The City has received an application notices are created. The notice will tell you what is proposed for a site and the name of the applicant. Not every application will be shared using the same methods, or using all the methods listed above.

Different types of proposed redevelopments are communicated in different ways. The standards for notification are set out in Calgary's Land Use Bylaw, as well as in the Municipal Government Act which is the legislative framework under which all municipalities in Alberta operate.

It is also important to note that, applicants may lead outreach efforts on their proposal (prior to submission or during City review) and may use a variety of tactics to notify and/or involve the community beyond what is listed above.

Step 2 – Familiarize yourself with what is being proposed

When getting involved in a development application, it is important to take a moment to familiarize yourself with the type of application being proposed. The feedback The City is looking for may be different depending on what is being proposed. Understanding the type of application will help you formulate relevant comments, at the right point in the process and enable you to respond in the most appropriate way to The City for what is being proposed.

Application for land use redesignation

What is a land use redesignation application?

A land use redesignation application proposes to change the land use district of a property to allow for a different set of uses than currently allowed. This can also be referred to as rezoning. The City of Calgary's Land Use Bylaw (LUB) regulates the design, location and use of buildings/structures on private property. It is Calgary's equivalent of a zoning bylaw. Every property is assigned a land use district (e.g. Residential – One / Two Dwelling District or R-2 District for short is mostly to allow residential uses) which includes a set of rules relating to items such as building type, height, setback, number of parking stalls, etc. If a desired development is not allowed by the LUB for that parcel, a redesignation application can be made, and the land use district may be changed. Any site owner or their authorized agent may apply to have the land use designation changed through a land use redesignation application. Council is responsible for approving or refusing proposed land use redesignations.

What is considered at this stage?

- Types of uses allowed
- Allowable density
- Parcel width, depth, area and coverage
- Building setbacks
- Building heights
- Floor area ratio or units per hectare
- Amenity space provisions
- Building orientation
- Landscaping requirements
- Minimum parking requirements
- Transportation impacts

Not all land use applications will look at all of the above. The relevant aspects can vary based on the district type being considered (i.e. low density residential, multi-residential, mixed-use, commercial, industrial, special purpose and Direct Control). These details are outlined in the Land Use Bylaw. Some land use applications also require amendments to an associated local area plan.

Application for a development permit

What is a development permit?

A development permit is an application to seek authorization from The City of Calgary for a proposed development including the design, location and use of a building or structure. Not all projects require a development permit. The Land Use Bylaw lists the projects that do not require a development permit. Projects not included in the list of exemptions require a development permit because they pose a change to the property or are outside the standard rules established for that district. Most development permits will also require a building permit, which looks at ensuring the proposed development will meet the various provincial or federal building and safety codes.

What is considered at this stage?

- Site access (vehicle and pedestrian)
- Building height
- Privacy and safety considerations
- Shadowing
- Phasing plans
- Accessibility
- Garbage and recycling facility locations
- Parking or loading zones
- Building massing and articulation
- Building design and finishing materials
- Landscaping plans
- Site layout
- Signage
- Relaxations or variances

What is out-of-scope?

There are some matters that can't be contemplated through either application stage. These include: commenting on:

- The characteristics of people who may use the proposed development (e.g., renter vs. owner). Comments must address the land uses, not the land users.
- Disputes between private property owners (such as property damage, removal of private trees and shared amenities). These are more typically dealt with through 311 or civil court cases.
- The economic benefits or losses (e.g., increasing tax revenue to The City and property values).
- Precedence. Each application must be considered on its own merits.
- Business competition.

Step 3 – Visit Calgary.ca

There are a number of City policies, bylaws and plans that might influence the application that is being considered. Guidelines and parameters for individual development may already be outlined through existing policy and bylaws and it is important to have an understanding about the role they play in your community context and where Calgary is headed. Here are some examples to get you started:

- The City's Municipal Development Plan including its Guidebooks for Developed Areas, New Communities and Centre City
- Your community's local area plan
- Development design guidelines (Infill Guidelines or other policies, etc.)
- The Land Use Bylaw
- Your community vision document - if your community has one!

Visit maps.calgary.ca/policyplans to find any policy and plans that might affect the site and learn more about the different policies and land use districts that are applicable.

Visit calgary.ca/myproperty to see what specific plans or zoning might apply to the specific site.

To find more about a particular land use district and the types of buildings and uses it allows, please visit the Land Use Bylaw at calgary.ca/LandUseBylaw.

Step 4 – Still have questions?

If you would like more information, you can contact The City at (403) 268 - 5311. Contact information for the individual File Manager of the application is also available on the application page at calgary.ca/development. Ensure you note the application number you are referencing (i.e. LOC20xx-xxx or DP20xxx-xxx)

If the applicant has reached out prior to submitting an application with The City we encourage you to contact the applicant directly using the contact details provided on the notice you may have received.

What do you think?

Now that you understand what is proposed and have familiarized yourself with the applicable policies, bylaws and plans, it is time to determine what you think about the application. Some questions to consider include:

- How will the proposal impact the immediate surroundings? These impacts are somewhat easier to quantify, and they can affect neighbours' quality of life both positively and negatively.
- Does the application affect the use, and enjoyment of your property? If so, how?
- Does the application fit with the broader community and overall City goals?
- Does the proposal align with City policy and comply with the Land Use Bylaw?
- Are there reasons variances from Land Use Bylaw requirements are appropriate or not?
- What changes might help the application to better address the situation and what suggestions do you have to address your concerns?

Municipal Development Plan (MDP) Goals:



Prosperous economy



Connecting the city



Great communities



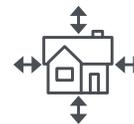
Compact city



Good urban design



Greening the city



Managing growth and change

Sharing your thoughts

There are six main ways to share your thoughts about a development application with The City. Not every method will be available for every development application.



- 1. Provide comments online or contact The City directly via mail, email or phone**
 - a. You can contact The City at (403) 268 - 5311 or find contact information for the File Manager on Development Map at calgary.ca/development.
 - b. The online Development Map, lists land use and development permits by location, and provides opportunity to send comments and view supporting policy. Comments must be provided before the indicated deadline online.
- 2. Participate in applicant-led outreach**
 - a. Applicants may lead outreach before application submission or during the application review. Watch for notices in your community.
- 3. Speak directly with your community association**
 - a. The community association is circulated on most applications and is provided an opportunity to comment. Your community association is interested in hearing the opinions of residents as they formulate their response.
- 4. Speak directly with your Ward Councillor**
 - a. You can connect with your City Councillor in a variety of ways, including by telephone, email and through the City website. Please visit calgary.ca/council to find the best way to contact your Councillor.
- 5. Writing to City Clerks**
 - a. You can provide correspondence to Council on public hearing matters to City Clerks for inclusion in Council agenda packages. These must be received in the City Clerk's Office prior to 10 a.m. on the second Thursday prior to the Public Hearing Meeting date. Email cityclerk@calgary.ca.
- 6. Attend the Public Hearing of Council**
 - a. Land use redesignation applications are decided upon by City Council and involve a public hearing. Committee and Council meetings are open to the Public. Members of the public are permitted to speak to Agenda items at Special Policy Committee Meetings and at Council's Public Hearings. More information on how to participate can be found at calgary.ca/council You can find out when an item is being discussed at City Council or a Committee of Council by checking the agenda at calgary.ca/agenda.

What happens next?

All factors will be considered when reviewing the application and making a final recommendation to the decision-making authority.

Your comments will be considered in the review of the development application. Sometimes The City receives a lot of feedback, and sometimes there is very little or none. Often feedback can be contradictory: some people are in support, others are not. Calgarians have many different opinions and viewpoints. There are many considerations that need to be balanced and addressed through the review of an application, citizen input is an important piece but it is one many factors that goes into a decision. Other factors considered include professional expertise, City policy and market viability.

The Land Use Bylaw and all City policies and guidelines for the area or type of development will also be considered. The City will also consider technical feasibility through the provision of additional studies and the technical comments received from other City service groups and reviewing agencies (such as Enmax, school boards etc).

What is considered as decisions are made?

Information, input and direction provided from each of the following areas is considered as a proposal is created:



Who makes the final decision?

Formalized decision making bodies connected to land use amendment and development applications include:

- City Administration
- Calgary Planning Commission
- Special Policy Committee on Planning & Urban Development
- City Council
- Subdivision Development Appeal Board (does not consider land use amendment applications)

At The City, decisions can be made at different levels. Sometimes a City Planner has the authority to make decisions on certain development permits. In other cases, recommendations need to be made to Committees such as Calgary Planning Commission or the Special Policy Committee on Planning & Urban Development. Land Use Applications are ultimately decided upon by City Council.

Land Use Redesignations

Recommendation & Review

- City Administration
- Calgary Planning Commission

Decision maker

- City Council

Development Permits

Recommendation & Review

- City Administration

Decision maker

- City Administration
- Calgary Planning Commission, or
- Subdivision Development Appeal Board
- Municipal Government Board

What if I don't agree with the outcome?

If you are not satisfied with the outcome of a development permit or subdivision decision, you can contact the Subdivision and Development Appeal Board (SDAB) or the Municipal Government Board (MGB) to learn whether you have the right to appeal.

The SDAB and the MGB are independent, quasi-judicial bodies that were created by the Provincial Government. After holding a hearing, the SDAB or MGB may confirm, revoke or vary the decision of the Development Authority or the Subdivision Authority. Visit calgarysdab.ca or alberta.ca/municipal-government-board-overview.aspx for more information.