



## Land Use Redesignation (Secondary Suites) – Application Requirement List

The following land use redesignation (secondary suites) 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 should be to a professional drafting standard. If you have any questions, contact the Planning Services Centre at (403) 268-5311.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 16(4) of Land Use Bylaw 1P2007).

**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.

completed by applicant	office use only	Required Items
<input type="radio"/>	<input type="radio"/>	1. Completed <a href="#">Application Form</a>
<input type="radio"/>	<input type="radio"/>	2. Current copy of <b>Certificate(s) of Title</b> (searched within 30 days)
<input type="radio"/>	<input type="radio"/>	3. Copies of any <b>Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats</b> registered on the Title(s)
<input type="radio"/>	<input type="radio"/>	4. <b>Letter of Authorization</b> from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel. This <a href="#">sample letter of authorization template</a> may be used or you can provide your own letter but it must contain all information indicated on the sample letter.
<input type="checkbox"/>	<input type="checkbox"/>	<i>provide the names of the directors if the parcel is owned by an numbered company</i>
<input type="radio"/>	<input type="radio"/>	5. <b>Fee</b> ( <a href="#">Land Use Amendment Fee Schedule</a> )
<input type="radio"/>	<input type="radio"/>	6. <b>Colour Photographs</b> of the parcel(s) that provide a comprehensive account of the site and adjacent area (min. of four different views). Photos may be any size that will fit into 8.5 x 14 inch file
<input type="radio"/>	<input type="radio"/>	7. Completed <a href="#">Site Contamination Statement</a>
<input type="radio"/>	<input type="radio"/>	8. Completed <a href="#">Abandoned Well Declaration Form</a>
<input type="checkbox"/>	<input type="checkbox"/>	<i>provide Presence or Absence of Abandoned Wells Map (see #1 of form)</i>
<input type="radio"/>	<input type="radio"/>	9. Completed <a href="#">Applicant’s Submission Form</a> . The form will be included in a report presented to Calgary Planning Commission and to City Council at a Public Hearing.

**Applicant’s Signature** \_\_\_\_\_

*(confirming that all requirements have been read, and information has been correctly provided)*

**Date** \_\_\_\_\_

**Screened by** \_\_\_\_\_

**Date** \_\_\_\_\_