



## 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)



**Before you apply:**

- Only complete applications will be accepted;
- Digital and paper applications and materials submitted must be clear and legible;
- If you had a pre-application meeting and received a Pre-Application Assessment Form (PE Form), follow the instructions and submit all required material/information as identified on the PE Form;
- Please do not include personal information on any plans;
- For more information on how to apply and the application review process, please visit [Calgary.ca/LandUseRedesignation](http://Calgary.ca/LandUseRedesignation); and
- If you have any questions, contact the Planning Services Centre at (403) 268-5311 or [calgary.ca/livechat](http://calgary.ca/livechat).

**NOTE:** Plans, drawings, and any other supplementary material submitted with this application must not include any personal information. 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 following required items are necessary in order to evaluate your application in a timely fashion:

SECTION 1: Required Items	
1	Completed <a href="#">Application Form</a>
2	A copy of the current <b>Certificate(s) of Title</b>
3	Current copies of any <b>Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats</b> registered on the Title(s)  <b>A Letter of Authorization*</b> from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.
4	Provide the names of the directors if the parcel is owned by a numbered company.  *You may use this <a href="#">sample letter of authorization template</a> or you can provide your own letter, but it must contain all information indicated on the sample letter
5	Fee ( <a href="#">Land Use Amendment Fee Schedule</a> )
6	<b>Colour Photographs</b> of the parcel(s) that provide a comprehensive visual account of the site and adjacent area (minimum of four different views). Photographs may be any size that will fit into an 8.5 x 14 inch file.
7	Completed <a href="#">Site Contamination Statement</a>
8	Completed <a href="#">Abandoned Well Declaration Form</a>  Provide Presence or Absence of Abandoned Wells Map (see #1 of form).
9	Completed <a href="#">Climate Resilience Inventory</a> form

Completed <b>Applicant Submission</b> ; a comprehensive description of the proposal, and planning justification in support of the application.	
10	You can use this <a href="#">Applicant Submission form</a> or you can provide your own letter. Please note, that the <b>Applicant Submission</b> will be circulated to all stakeholders and adjacent landowners. The <b>Applicant Submission</b> will be also included in a report presented to Calgary Planning Commission and Council. You may provide supplementary material in addition to the <b>Applicant Submission</b> .
11	One (1) copy of a <b>Site Plan</b> , showing the land involved in the application and existing land uses and development within a 90 metre radius of the site boundary. Site plan must contain:
	Scale of plans
	North arrow, pointing to top or left of page
	Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
12	Applications for a DC Direct Control District must include the following:
	An intent statement including explanation as to why none of the existing land use districts can achieve the desired outcome (per section 20 of <a href="#">Land Use Bylaw 1P2007</a> ); and
	Summary of the requested variances from the standard land use district.
13	Following the initial review of this application, additional technical information may be requested (e.g. additional plans, environmental impact analysis, transportation and parking studies, development concepts).

Applicant's Signature:	Date:
(confirming that all required information has been provided and is correct)	
Screened by:	Date:

Checklists are updated periodically. Please ensure you have the most recent edition.		
<b>Contact Us</b>		
Phone: 403 268 5311	<b>In Person</b>	<b>Mail</b>
Chat: <a href="https://calgary.ca/livechat">Calgary.ca/livechat</a>	3rd floor, Calgary Municipal Building 800 Macleod Trail SE, Calgary, Alberta	The City of Calgary Planning & Development (#8108) 800 Macleod Trail SE, Calgary, Alberta T2P2M5
8:00 a.m. to 4:15 p.m. Monday – Friday	8:00 a.m. to 4:15 p.m. Monday – Friday	