



Complete Application Requirements List

Legal Plans for Endorsement ePlans (Electronic Submission of Plans)

To submit Plans for Endorsement (Legal Plans) online, applicants must become a registered user in order to log onto The City of Calgary's website – **VISTA**. To request an account and ID, visit calgary.ca/vista. One account/ID will be assigned per organization.

Applicants must accept the terms of the Legal Plan Authorization outlined on the online application form and provide all required data on the online application forms.

Help resources:

- The City of Calgary [ePlans](#)
- Service [Alberta Plan Registration](#)

To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, staff have been instructed to accept only complete applications which include plans prepared to professional drafting standards.

All forms and plans must be submitted in PDF format.

Required Items

- 1. Attach copy of the approved **Calgary Automated Survey Plan Evaluation and Reporting (CASPER)** report via VISTA portal (link to CASPER tool is available in the menu once logged onto VISTA)
- 2. Legal Plan – both PDF and DWG formats. Plan must:
 - be prepared by an Alberta Land Surveyor;
 - match the approved subdivision plan; and
 - be to [Alberta Land Titles Office](#) standards.
- 3. Fee ([Subdivision Fee Schedule](#))
- 4. **Addressing Plan** (copy of the legal subdivision plan with the dimensions layer turned off) – PDF format
- 5. Other Plans that may be required with the Legal Plan for Endorsement application (both PDF and DWG formats) including: Utility Right-of-Way, Road Widening, Access Easement, and Overland Drainage.
- 6. **Other information** that may be required with the Legal Plan for Endorsement application according to the Conditions of Approval.
- 7. **Subdivision Authority approval form** in **Word** format (SAA form). (Contact the File Manager, listed on the Conditions of Approval of the subdivision application if necessary).
- 8. **Surveyor's Affidavits**. If this is not available at the time of Legal Plan submission, it must be provided prior to the plan being endorsed.

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

Phone: 403-268-5311
Web: calgary.ca

In Person:
3rd floor, Calgary Municipal Building
800 Macleod Trail SE, Calgary, Alberta

8:00 a.m. to 4:30 p.m. Monday – Friday