



## 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; 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	A copy of the current Certificate(s) of Title
2	Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats registered on the Title(s)
3	Completed <a href="#">Site Contamination Statement</a>
4	Completed <a href="#">Abandoned Well Declaration Form</a> Provide Presence or Absence of Abandoned Wells Map (see #1 of form)
5	Completed data sheet (see attached) in metric
6	Completed <a href="#">Climate Resilience Inventory</a> form
7	Completed <a href="#">Applicant Outreach Summary</a> form Visit our website for information about the <a href="#">outreach toolkit</a>
Plans	
8	One (1) copy of the <b>proposed outline plan</b> , including: (preferred scale is Metric 1:100 or Imperial ¼" = 1'0")
	<b>North arrow</b> , pointing to top or left of page
	<b>Municipal address</b> (i.e. street address) and legal address (i.e. plan/block/lot)
	Precise boundary of the outline plan area clearly displayed
	Precise boundaries of the ownership if different from the outline plan boundary
	<b>Key Plan(s) including:</b>
	<ul style="list-style-type: none"> <li>▪ The location of the outline plan area in relation to the City as a whole</li> <li>▪ The Area Structure Plan/Design Brief Area within which the outline plan is located adjacent land uses and major development that comes up against the outline plan area</li> <li>▪ The proposed land uses, including densities in units per hectare (uph) for residential uses</li> <li>▪ The existing contours on the site with a minimum contour interval of 1.5 m</li> <li>▪ The proposed road system, identifying all the road types (e.g. Collector, major, etc.), with all the carriageway right-of-way dimensions labeled</li> </ul>

**NOTE:** The road system shall clearly show and label:

- All proposed roads, lanes and LRT rights-of-way
- Any existing roads, lanes or rights-of-way that are to be closed and an indication of how the closed area is to be incorporated into the plan
- Any existing roads or lanes that are to be retained in the proposed road system
- All emergency and temporary access roads, including temporary turn-arounds
- Any interim intersections and the configuration of any future interchanges

All sidewalks, pathways (showing widths) and walkways within the outline plan area and all the connections to the existing pathways system

**Required post and cable fencing for:**

- All temporary dead end streets
  - Streets and lanes adjacent to major roads
  - Lanes adjacent to reserves
  - The standard corner radii and corner cuts for all roads and lanes
  - The layout of both the proposed and existing utility system, including the proposed location of any existing lines and facilities to be relocated
- NOTE:** The layout of the utility system includes high pressure gas lines, pipelines, overhead power lines, etc.
- Any easements and rights-of-way
  - The setback requirements from sour gas, gas and oil wells, waste water treatment facilities, landfills, etc., as defined in the subdivision and development regulations
  - The land purchase option agreement areas for required expressway and freeway lands, with the areas indicated in hectares
  - All proposed reserve land and the identification of type of reserve (i.e., mr, msr, sr and/or other)
  - For all MSR and/or SR sites, the relevant school board having an interest (where known)
  - The location of any proposed community association facility
  - Any specific built features that may require special attention in site design
  - Sloped lands, identifying those lands between 7% to 15% and those lands greater than 15%
  - Where applicable, backsloping requirements to determine property requirements for future intersection/interchange
  - Existing vegetation areas, stands of trees, water bodies and any special or unique topographical features or site conditions that may require special attention in site design
  - Floodway and floodplain lines, where an area is in or near the floodway/floodplain
  - Off-site infrastructure required to service and provide access to the outline plan area
  - Public facilities identified in the Area Structure Plan/Design Brief (e.g. Fire halls, libraries, etc.)
  - Fencing adjacent to municipal reserves/tot lots, located and provided to meet the standards of the Parks & Recreation Department
  - Any Noise Exposure Forecast (N.E.F.) contours affecting the outline plan area
  - A conceptual depiction of how the lands abutting the outline plan area can be subdivided in the future if the proposed outline plan is approved

**9 List of the current ownership information for all properties adjacent to the outline plan area**  
(for circulation purposes)

**10 Cross-sections including:**  
(drawn to scale)

- Existing and proposed grades, including any interim, future and ultimate road grades and proposed lot grading adjacent to major roads, expressways and the Transportation and Utility Corridor (future ring road/utility right-of-way encircling the city), dimensioned to the property lines and the lip of gutter
- For outline plans adjacent to Deerfoot Trail or adjacent to the Transportation and Utility Corridor, indicate how trucks on these roads will be screened from adjacent residential lands (must show all property lines, lot grading, road grades, backsloping and the method of visual screening, plus the existing and ultimate grades)
- Cross-sections and detailed geometric plan/profiles showing the interim and future intersections/interchanges where applicable (details to be confirmed with the Transportation Planning Division of the Transportation Department)

Other requirements	
11	<p>PDF format of the outline plan and report when the plan is accepted for circulation</p> <p><b>Comprehensive report providing a detailed explanation of:</b></p> <ul style="list-style-type: none"> <li>▪ The treatment of any unique design features of the outline plan the justification for specific land uses</li> <li>▪ The subdivision concept and any other aspects requiring explanation</li> <li>▪ Where the direct control (dc) district is used, the reason for using the dc district, including a draft of the specific dc guidelines proposed</li> <li>▪ A transit services statement/analysis</li> </ul>
12	<p>Supporting Information</p> <ul style="list-style-type: none"> <li>▪ Geotechnical and/or hydrogeological evaluation and slope stability reports, where required, and in accordance with The City's guidelines for <a href="#">Geotechnical Report Guidelines for Land Development Applications</a>.</li> <li>▪ Information on the existing edge conditions/uses that may have an influence on the plan area, including distances from any sewage treatment plants, landfill sites (includes both sanitary and "dry rubble sites"), waste disposal sites, feedlots, etc., if these uses are within the limiting distance specified in the most current version of the Provincial <a href="#">Subdivision and Development Regulations</a>.</li> <li>▪ A plan showing the location of any sour gas wells and facilities within 1.5 kilometres of the outline plan area.</li> <li>▪ A Stormwater Management Report in accordance with <a href="#">The City's Dry/Wet Pond Policy</a> and all relevant <a href="#">Industry Bulletin</a> updates. In the case of a dry pond on a joint use site, accordance with the <a href="#">Development Guidelines and Standard Specifications for Landscape Construction</a> is required.</li> <li>▪ <a href="#">Biophysical Impact Assessment (BIA) Report</a>, where required to assess the impact of the outline plan on an environmentally sensitive area (ESA) in conformance with Calgary Parks Terms of Reference.</li> <li>▪ Transportation Impact Assessment (TIA) prepared in accordance with the Terms of Reference and agreed upon by Transportation Planning.</li> <li>▪ <a href="#">Phase 1 and/or 2 Environmental Site Assessment</a>.</li> </ul>
13	<p>The following information may be required, as determined at the pre-application stage or following the initial review of this application:  <b>Note:</b> Pre-applications are strongly advised prior to Outline Plan application submissions</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Historical Resource Impact Assessment</a>.</li> <li>▪ Parks, School and Municipal Reserve Concept Plans.</li> <li>▪ Shadow Plan(s) for adjoining parcels and next phases of development.</li> <li>▪ Market Study Analysis for commercial and industrial sites.</li> <li>▪ Concept Plans for Community, Commercial, Multi-Family sites.</li> <li>▪ Natural Area Management Plan.</li> <li>▪ Ground Water Impact Analysis and Soils Study for private service</li> </ul>
14	<p>Outline Plans and Land Use Redesignation (<a href="#">Requirement List for Land Use Redesignation</a>)</p>
SECTION 2: Supporting Information	
15	<p><b>Off-site Levy Bylaw</b> Review the Off-site Levy Bylaw at <a href="#">Calgary.ca/offsitelevy</a> to determine if additional charges are applicable to the application.</p>

Please identify and provide justification for items that do not comply with Council approved policies, bylaw standards, or technical guidelines.

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**NOTE:** Once the application has been accepted for circulation, up to 80 additional copies of the proposed outline plan will be requested. The actual number of plans required will vary depending on the number of adjacent acreage landowners and other agencies that must be circulated.

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

Checklists are updated periodically. Please ensure you have the most recent edition on [Calgary.ca/carls](http://Calgary.ca/carls).

**Need help or have questions? Contact the [Planning Services Centre](#).**

## DATA SHEET FOR OUTLINE PLANS

Applicant's Name		Applicant's Address			
Property Owner's Name		Property Owner's Address			
Developer's Name		Developer's Address			
Name of Community/Area			Phase/Stage		
Legal Description		Municipal Address			
Area Structure Plan/ Design Brief/ Community Plan				<b>Hectares (ha)</b>	<b>Acres (ac)</b>
Existing Land Use Districts (Zoning)		<b>Gross Area of Plan</b>			
		<b>Less: Environmental Reserve</b>			
Proposed Land Use Districts (Zoning)		<b>Land Purchase Area</b>			
		<b>Gross Developable Area</b>			
		<b>Net Area</b>		<b>Anticipated Number of Lots</b>	<b>Maximum Number of Lots</b>
		<b>Hectares</b>	<b>Acres</b>		
<b>LOW DENSITY RESIDENTIAL</b>	R-C1L	ha	ac		
	R-C1	ha	ac		
	R-C1N	ha	ac		
	R-C2	ha	ac		
	R-1	ha	ac		
	R-1N	ha	ac		
	R-2	ha	ac		
	R-2M	ha	ac		
	R-MH	ha	ac		
	R-CG	ha	ac		
	R-G	ha	ac		
<b>OTHER RESIDENTIAL (comprehensively- designed residential, multi- family, etc.)</b>	Parcel Number			<b>Anticipated # of units</b>	<b>Max # of units</b>
	Parcel #	ha	ac		
	Parcel #	ha	ac		
	Parcel #	ha	ac		
<b>OTHER LAND USES</b>	Industrial	ha	ac		
	Commercial	ha	ac		%
	Other	ha	ac		%
<b>ROADS</b>	Credit	ha	ac		%
	Non-Credit	ha	ac		%
	Public Utility Lot	ha	ac		%
<b>RESERVES</b>	Credit	ha	ac		%
	Non-Credit	ha	ac		%
<b>DENSITY</b>		<b>Projected</b>		<b>Maximum</b>	
	Total Number of Units			units	units
	Overall Density of Outline Plan	uph	upa	uph	upa
*All the percentages are based on gross developable area					