



## **WATER RESOURCES, DEVELOPMENT APPROVALS – SUBDIVISION STORMWATER MANAGEMENT REPORT (SWMR): RESUBMIT PROCESS**

The City of Calgary, Water Resources, is continuously improving to gain efficiencies and provide more approvals reviews electronically using the processes of the Development Approvals Management System (DAMS; in 2015 being rebranded to Poseidon). In 2015, Infrastructure Planning will be moving forward with the following initiatives in a phased approach:

- Additional process classification of SWMR Approval processes which should aid in reducing approval times, and
- Electronic submission via VISTA into WRWS for Construction Drawing (CD) checklists and Subdivision SWMRs.

### *SWMR Resubmit Process*

SWMR Resubmit is a new process developed to address those SWMRs that may not require a full review, such as redevelopment areas where existing infrastructure is not being significantly modified. This process should lead to truncated review.

- Definitions/examples will be provided as to what constitutes a significant modification. To be accepted for SWMR Resubmit, the SWMR must have received Final or Revised Final Approval from Development Approvals and cannot be a stale dated report (see definition, next page).
- The Development Approvals Engineer will determine if the report qualifies for the Resubmit process. If the report is deemed not to qualify for SWMR Resubmit process once the approving review has commenced, the report will be automatically rerouted into the regular SWMR process and become a new review. Any review work completed up to that point will be carried forward into the regular approving process, and the applicant will receive an auto-notify of the change in approving review status.

In order for applicants to use the SWMR Resubmit process, **currently available only for Subdivision SWMRs**. The DP/DSSP full approval SWMR process and a truncated Capital SWMR submission process will be added to the automated system later this year, with release dates still to be confirmed. For all SWMR Resubmit processes, the applicant must include the following information with the Development Approvals SWMR submission:

- The full name and date of the original SWMR that received the No Objections Letter (inclusive of Subdivision, Phase, date, etc.) and ensure it is either a Final or Revised Final SWMR report. Subdivision SWMRs are available via CITYOnline.
- The name of the developer and consulting firm of the originating report that received the approval.
- The same information as required for new Subdivision SWMR submissions into Development Approvals.

#### *Classifications of SWMR Approvals Processes*

Infrastructure Planning is working diligently to develop automation for the approval review with SWMRs and improve customer service. In order to do so, SWMRs classifications have been developed to aid in the development of electronic processes and to provide clarification to our customers.

- **Stale Dated SWMRs** – Released in a Bulletin in 2014, Development Approvals has been stale dating SWMRs. A SWMR is stale dated if there is no activity on that SWMR within a two-year, 24 month period of time. At the end of 24 months, the report will be closed by Development Approvals, will not be re-opened, and be treated as a transitory document. The applicant will be required to submit the report again as a new submission. Stale dating applies to unapproved SWMRs, only.
- **ACD Status Type** – Released in a Bulletin in 2014, the ACD status type was developed last year to assist with the Construction Drawing (CD) approval.
  - Submission of CD and SWMR can be done concurrently. Development Approvals will review the CD for underground approvals.
  - The CD will also be reviewed for surface approvals only if there is an approved Stormwater Management Report (SWMR). The SWMR is deemed to be approved if a No Objection Letter has been issued for the report. This practice ensures that the CD submitted for surface approvals is consistent with the stormwater management solution detailed in the approved SWMR.
  - The requirement for an approved SWMR prior to the review of surface approvals may be waived by Development Approvals if the current SWMR submission only contains minor outstanding issues, and is then designated with the ACD status. This relaxation reduces the approvals process timeline.

- In order for the Development Approvals Engineer to grant ACD status, minor outstanding issues must not substantively affect the design. Engineering Consultants cannot apply for ACD; rather, it is the discretion of DA to grant it.
- **SWMR Amendments** - SWMR Amendments will be allowed until the development area addressed by the SWMR receives FAC. Once the FAC has been issued, any changes to the SWMR report must be submitted as a new report or via the Resubmit process. Amendments are simple changes that do not require calculations to be updated (e.g., change in catchbasin location or fine-tuning of catchment boundary where there is no change in area size).

Details pertaining to electronic submission via VISTA and E-SWMR will be released within the next few months.

For more information pertaining to electronic process development, contact Darlene Stewart at [Darlene.Stewart@calgary.ca](mailto:Darlene.Stewart@calgary.ca) or Francois Bouchart at [Francois.Bouchart@calgary.ca](mailto:Francois.Bouchart@calgary.ca).

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