



## Infill Fast Track Program 2.0

### Complete Application Requirement List (CARL)

# New Rowhouse, Townhouse or Semi-detached with Suites

The **following Development Permit Complete Application Requirement List (CARL)** 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 must be to a professional drafting standard. All plans must be clear of any previous approval of stamps and/or notations. Plans submitted as part of this application must be in PDF format.

**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 Access to Information Act (ATIA) and Protection of Privacy Act (POPA). 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 Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of the Land Use Bylaw 1P2007).

#### Processing time and deemed refusals

Applicants are advised of their options under the Municipal Government Act to treat their application as being refused if the Development Authority fails to make a decision within 40 days of the application being accepted by the Development Authority, or at the expiry of an extended review timeframe specified by a time extension agreement between the Development Authority and Applicant. A **Time extensions agreement** must be initiated by the Applicant.

To exercise the "deemed refusal" option, an appeal to the Subdivision and Development Appeal Board must be filed within 21 days of the latest specified date for the review, or the right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.

#### Section 1 – Applicant details

Applicant's name: \_\_\_\_\_ Company name (if applicable): \_\_\_\_\_

Applicant's email: \_\_\_\_\_ Applicant's phone #: \_\_\_\_\_

#### Section 2 – Project details

Project Address: \_\_\_\_\_

Site Area: \_\_\_\_\_ Gross floor area: \_\_\_\_\_

Number of dwelling units and/or secondary suites: \_\_\_\_\_

Development type: \_\_\_\_\_ Corner site Interior site

IFTP Catalogue ID# \_\_\_\_\_

## Section 3 – Required items

1. Copy of current **Certificate(s) of Title**
2. Current copies of any **registered documents on Title** (Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats)
3. A **Letter of Authorization** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.  
\*You may use this **sample letter of authorization template**, or you can provide your own letter.
4. Colour Photographs (minimum of four different views, label and identify each photograph)
5. Development permit fee (**Fee Schedule**)
6. Residential Grades Fee, where applicable
7. Completed **Site Contamination Statement**
8. Completed **Public Tree Disclosure Statement**
9. Completed **Abandoned Well Declaration**
10. Completed **Climate Resilience Inventory** form
11. Applicant's Submission Planning Analysis (refer to Section 4 below, including policy conformance)
12. Design revisions, if applicable (see below)
13. A list of eligible revisions to the **IFTP Catalogue designs** can be found on the **IFTP website**.
14. Have you made changes to the approved design selected from the IFTP Catalogue?  
YES      NO

If indicating "YES" above, provide the following:

A PDF of **Plans** – submit only those plans that are affected by the changes. All revisions must be circled in RED with each change numbered on the plan.

A **separate itemized description** of **ALL** the changes and the reasons for the proposed changes. All revisions are to be listed numerically with the numbers corresponding to the circled revisions on the submitted plans.

15. Ensure you have read, understand, and acknowledge the **What you need to know** prior to submission.

## Section 4 – Conformance

Residential – Grade-Oriented Infill (R-CG) District

Must align with the statutory policy of the area (provided in the Applicant's Submission Planning Analysis above).

Relevant Policy \_\_\_\_\_

Design is in the IFTP Catalogue \_\_\_\_\_

Minimum lot size 50ft x 120ft

Site slope is no greater than 6% with no retaining walls

Must have an adjacent lane of at least 6.1 metres

Direct connection to sanitary, storm, and water services

Not located on a designated Main Street, as identified in the City of Calgary Main Streets Program.

For information on the Main Streets Program visit **Main Streets**

Not located within a public realm setback

Not located within a flood risk area (floodway, flood fringe or floodplain)

Not located within the Western Headworks Canal Catchment Area

Not designated as heritage or within a heritage policy area

**NOTE:** Future restrictions may be added to parcels within the Bearspaw Feeder Main Setback

**NOTE:** It is the responsibility of the Applicant to ensure that the application meets all requirements of the Infill Fast Track Program. At any time during the review process, if it is determined that the requirements are not fully met, or if site conditions or constraints require a more extensive review, the application will no longer be eligible for this Program and will be re-routed through the standard DART review process.

## Section 5 – Site and landscape plans

Site and Landscape Plans including:

(preferred scale is Metric 1:100 or Imperial scale, minimum 3/16" = 1')

- North arrow, pointing to top or left of page
- Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
- All elements of plan labelled as existing or proposed
- Density – calculate density in units per hectare (UPH) (# of units divided by parcel area)
- Parcel and building coverage – calculate area of each building, including all covered structures
- Plot and dimension property lines including parcel area in square metres
- Easements, utility rights of way including dimensions, type of easement and registration number
- Utilities on and adjoining the parcel:
  - i. Water, storm and sanitary sewer
  - ii. Gas
  - iii. Electrical
  - iv. Cable, telephone
- Plot rights-of-way setback lines required in Section 53, Table 1:
  - i. Dimension depth of rights of way
  - ii. Dimension distance from rights of way to building
- Adjacent to parcel:
  - i. City streets, label street names
  - ii. Sidewalks, City and public paths (regional pathway system)
  - iii. Curb cuts, medians and breaks in medians
  - iv. Existing and proposed pedestrian crosswalks
  - v. Bus zones and bus shelters (including signage & route numbers)
  - vi. Light standards, utility poles, street signage, street furniture
- Dimension to property line:
  - i. Back of sidewalk and curb
  - ii. Lip of gutter
  - iii. Width of sidewalk and public paths (regional pathway system)
- Setbacks:
  - i. Dimension front, side and rear building setbacks from property lines
  - ii. Draw, label and dimension required setback areas (as prescribed in the LUB)
- Location of all:
  - i. Catch basins
  - ii. Utility poles
  - iii. Guy wires/pole anchors
  - iv. Hydrants, utility fixtures or boxes

- Corner parcels only – outline and dimension corner visibility triangle, a minimum 4.5 metre by 4.5 metre corner cut must be provided
- Geodetic datum points/contours:
  - i. All the corners of the parcel
  - ii. At the back of sidewalk or curb
  - iii. At primary corners of the building
  - iv. Geodetic contours at 0.5 metre intervals including berming for site
  - v. Label existing and proposed geodetic datum points
- Outline and dimension buildings:
  - i. Projections and structures (bay windows, cantilevers, decks, window wells)
  - ii. Detached buildings and structures (sheds, garages)
  - iii. Mechanical equipment (include air conditioners)
  - iv. Label proposed buildings
- Location of all openings (windows, doors, overhead doors)
- Motor vehicle parking stalls:
  - i. Dimension width and depth
- Driveways:
  - i. Label existing
  - ii. Label curb cuts to be removed and rehabilitated
  - iii. Dimension length from back of curb or sidewalk
- Internal sidewalks:
  - i. Label surface material
  - ii. Dimension of height from grade or parking areas
  - iii. Dimension of width, a minimum 1.2 metre sidewalk must be provided on one side of the property
- Fencing and waste storage:
  - i. Dimension of fencing and waste storage areas and screening
  - ii. Dimension of height from grade and fencing material
- Amenity area:
  - i. Label amenity spaces as private or common dimension of amenity areas
  - ii. Indicate the associated unit and/or suite for each private amenity space
  - iii. Indicate access to amenity spaces
  - iv. Indicate surface treatment or surface materials
- Trees and shrubs:
  - i. Plot location of trees by symbol
  - ii. Provide species
  - iii. Provide caliper of deciduous trees
  - iv. Provide height of coniferous trees
  - v. Provide height and spread of shrubs
  - vi. Provide total of each type of tree and shrub (by height and size)
- Landscape legend:
  - i. Surface treatment of all soft surfaced landscaped areas (i.e. grass, plant cover)
  - ii. Surface treatment of all hard surfaced landscaped areas (i.e. decorative pavers, brick, stamped concrete)
  - iii. Label surface material of bicycle parking area
  - iv. Curb details to separate landscaping
  - v. Label new landscaped areas and areas to be retained
- Irrigation:
  - i. Method of irrigation (specify if using low water irrigation system)
  - ii. Label all soft surface landscaping to be irrigated

- If trees are existing on public lands adjacent to the site:
  - i. Specify the species of each tree (e.g. Green Ash, Colorado Blue Spruce, American Elm). Note that identification of deciduous or coniferous is not sufficient. If you require assistance in identifying a tree species, call 311 to obtain additional information
  - ii. Diameter of each tree, measured at a height of 1.4 metres above the ground
  - iii. Estimated mature height of each tree (i.e. less than 3m, 3-6m, 6-9m, etc.)
  - iv. Location of the centre point of the trunk of each tree
  - v. Outline of the “drip line” of each tree (i.e. the outline of the outer reach of the branches of the tree)

## Section 6 – Technical site plan

**Completed Technical Site Plan** (insert link – Carlos to provide)

(Not required for semi-detached development with suites)

## Section 7 – Block plan

Block Plan(s) including:

(preferred scale is Metric 1:100 or Imperial scale, minimum 3/16" = 1')

- North arrow, pointing to top left of page
- Municipal address (i.e. street address) and legal description (i.e. lot/block/plan)
- Plot and dimension property lines
- Outline subject parcel
- Draw, label and dimension required setbacks
- Outline and dimension all buildings:
  - Eaves, porches, projections and exterior walls
  - Plot location of exterior openings (windows, doors, overhead doors)
  - Label geodetic datum of roof peak of adjacent buildings
- Adjacent parcels:
  - Indicate two parcels on either side of the subject parcel that are located on the same block face (total of 4 parcels)
  - If there are fewer than two parcels on either side of the subject parcel, provide all the parcels on the block face
  - Where a building is on a corner parcel, the block plan should extend to include the parcels on both streets within the block
  - If there are no buildings located on the parcels adjoining the subject parcel, plot all parcels to the closest two parcels with buildings contained in the block face (including the parcels containing the buildings)

## Section 8 - Floor plans and elevations

Floor Plans and Elevations including:

(preferred scale is Metric 1:100 or Imperial scale, minimum 3/16" = 1')

**Note:** These should match the approved IFTP floorplans and elevations from the Catalogue design.

If revisions are made to the approved IFTP plans, provide requirements in **Section 3**.

- Municipal Address (i.e. street address) and legal address (i.e. plan/block/lot)
- All elements of plan labelled as existing or proposed
- Outline and dimension walls:
  - Include exterior dimensions (dimension to centre line of common walls)
  - Plot location of interior and exterior openings (windows, doors, overhead doors)
  - Internal motor vehicle and bicycle parking, loading and waste collection facilities (see site plan requirements)
  - Label use in each use area (tenant space)
  - Label the purpose of spaces (e.g. kitchens, living rooms, bathrooms, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms, laundry facilities)
  - Label existing and proposed rooms and portions of the building
  - Label units as dwelling units or live/work units, secondary suites

## Section 9 - Cross sections

Cross-sections including:

(preferred scale is Metric 1:100 or Imperial scale, minimum 3/16" = 1')

- Label width of any roof structure, mechanical rooms, projections
- Dimension to outermost limits of the cross-section
- Calculate the area of the cross-section, including all elements of buildings
- Cross-section of sloping driveways, parkade ramps and detached garages
  - Indicate slope and include transition lengths
  - Provide geodetic datum points at transition points in ramp (including top and bottom)
  - Dimension overhead clearance

## Section 10 – Energy code compliance declaration

By submitting this application, the applicant acknowledges that the proposed development will be designed to comply with either NECB or Alberta Building Code Section 9.6 for energy efficiency as required. This compliance will be verified as a condition of Building Permit issuance. At the time of application for the Building Permit, the applicant will declare a compliance path as described on the appropriate Building Permit requirement list.

### APPLICANT'S DECLARATION

By submitting this application to The City of Calgary (the "City"), I understand and acknowledge that, as part of the City's process in reviewing, evaluating, and processing this application, the City will be required to circulate hard or electronic copies of my application materials to members of City Administration, members of the public who may be affected by the application, and to relevant Community Associations' Boards of Directors, including their Planning Committees. The City will also make my application materials available online for public viewing through its website, [www.Calgary.ca](http://www.Calgary.ca). I hereby consent to the City's copying of these application materials, solely for the purposes of such circulation, dissemination and online viewing as aforesaid, provided that those parties to whom the copies are circulated or made available online are made aware that their use of the copies is specific and limited to providing input on my application and that any further reproduction and distribution of the plans is strictly prohibited.

The personal information on this form is being collected under the authority of The Calgary Building Permit Bylaw 64M94 (Section 5) and amendments thereto, as well as section 33(c) of the new legislation. This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning & Development. The name of the applicant and the nature of the permit will be available to the public through general inquiries, paid subscription reports for permit data and resources found online, as authorized by the new legislation. You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE Calgary, Alberta in relation to this program by contacting the new legislation for Planning and Development through telephone at 403-268-5480 or by writing to PO Box 2100, Station M, Calgary, AB T2P 2M5.

**Need help or have questions? Contact [InfillFastTrack@calgary.ca](mailto:InfillFastTrack@calgary.ca)**

**NOTE:** This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.