



Non-Market Land Sale Application Submission Instructions

DOCUMENT CHECKLIST to accompany your Purchaser Application Form:

Please read this application form carefully. To be considered, an application must be complete and include the following supporting information. Incomplete applications will not be considered or evaluated. Under extenuating circumstances and at the discretion of The City, applicants may be asked to clarify application material prior to and during the evaluation process.

- PART 1 - Purchaser Application Form**
- PART 2 - Evaluation Methodology**

- Appendix "A" - Project Proforma**

In addition to the above noted application requirements, all eligible applicants are provided with the opportunity to request an oral presentation (in-person or virtual) to the evaluation panel. The oral presentation will provide an opportunity for applicants to tell the story of their proposed project, and for evaluators to ask questions or seek clarification on the application prior to making an assessment.

We anticipate holding virtual or in-person presentations 2-3 weeks following the final application deadline.

Each complete application will be reviewed and scored based on Strength of Applicant information collected pursuant to **PART 1 – Purchaser Application Form** and Strength of Project commitments collected pursuant to **PART 2 – Evaluation Methodology**.

The application deadline is 11.59PM MST on Wednesday, January 7, 2026. No applications or additional information will be accepted after the deadline. Applications are required to be submitted electronically as PDF files. See below for detailed submission instructions. No hard copy applications will be accepted.

For additional questions regarding the submission of your Non-Market Land Sale application, please feel free to contact:

Chloe Bunyan
Senior Sales Agent
The City of Calgary
Real Estate & Development Services
C: 587-225-0764 F: (403) 537-3099
Chloe.Bunyan@calgary.ca

Confirmation of receipt of the email package will be sent to all applicants. If you do not receive confirmation of receipt, please contact the Sales Agent.



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Please find below specific guidance for submitting applications for any of the three (3) non-market housing land sale sites. Each land sale site requires a separate application.

1. File Size & Submission Methods

- A. Files smaller than 15 MB can be submitted via email to Chloe.Bunyan@calgary.ca. An email may contain multiple files. Due to The City’s email size limitation, the combined attachments should not exceed 15 MB. The applicant may submit multiple emails for one application.
- B. If an applicant anticipates submitting files which may be too large to send via email due to file size, please set up a virtual cloud based option and provide access to Chloe.Bunyan@calgary.ca by Monday, January 5, 2026 at 4 PM MST.

2. File Naming Conventions & File Formats

Please follow the instructions for naming conventions and file formats for each part of the electronic submission:

A. PART 1: Purchaser Application Form

ApplicantName_SiteAddress_Part1

example - if Calgary Housing was applying for 15 Santana HL NW, the name of this file should look like:

CalgaryHousing_15 Santana HL NW_Part1.pdf

B. PART 2: Evaluation Methodology

ApplicantName_SiteAddress_Part3

example - if Calgary Housing was applying for 15 Santana HL NW, the name of this file should look like:

CalgaryHousing_15 Santana HL NW_Part3.pdf



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C. Appendix “A”: Project Proforma

ApplicantName_SiteAddress_ProjectProforma

example - if Calgary Housing was applying for 15 Santana HL NW, the name of this file should look like:

CalgaryHousing_15 Santana HL NW_ProjectProforma.xlsx