Growth Application

Before you apply

SECTION 1: Application resources

- Visit **calgary.ca/newcommunity** to find more information about the Growth Application system, including fees, timelines, evaluation criteria and process to help you with your application
- Only complete applications will be accepted
- Digital applications and materials submitted must be clear and legible.
- Remove all personal information on plans.

Prepare your application

SECTION 2: Application requirements for Growth Application

Supporting documents

☐ Complete the **Application Form**

Provide **pre-application assessment** or **Outline Plan** file numbers (if applicable)

Pre-application assessment	Outline Plan

☐ Provide a copy of the current **Certificate(s) of Title**

☐ Provide a complete **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 can use this sample letter of authorization template or you can provide your own letter but it must contain all information indicated on the sample letter.*

☐ Complete an **Applicant Submission.** Provide a comprehensive description of the proposal.

> 📝 *The Applicant Submission will be included in a report presented to Infrastructure and Planning Committee and Council. You may provide supplementary material in addition to the Applicant Submission.*

☐ Complete the **Development Template**.

> ⚠️ *Must be submitted as an excel document.*

Plans

> 💡 *Plans must be uploaded as one complete drawing set. Plans should not be uploaded as separate documents.*

☐ Attach a copy of your **Site plan**

Your **Site plan** must include the following:

☐ 1 **North arrow**, pointing to top or left of page

☐ 2 **Municipal address** (i.e. street address) and legal address (i.e. plan/block/lot)

☐	**3**	All elements of plan labelled as **existing** or **proposed**
☐	**4**	Indicate the following on your plans:
		• the proposed mobility network (includes streets, sidewalks, pathways, and transit routes) • the proposed Land Use Districts • the proposed open spaces • the proposed utility networks • the proposed phasing of development
☐	**5**	One (1) copy of a **CADD and/or GIS Data** with the same information as the site plan
☐	**6**	**Following the initial review of this application, additional technical information may be requested**.

⚠️ *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.*

The Development Authority may require additional materials considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of Land Use Bylaw 1P2007.

Apply

SECTION 3: How to submit your application
☐ Prepare all the application requirements
☐ Contact **newcommunity@calgary.ca** to get a link to One Drive for uploading files
☐ Submit payment for your Growth Application – see **Fee Schedule**
💡 *For payment options, see **calgary.ca/newcommunity***

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's approval, 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. 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.

If you do not want to make your application materials available online for public viewing, you must send an email to planninghelp@calgary.ca within 48 hours of submitting your application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not the have their application materials online for public viewing.

The personal information on this form is being collected under the authority of section 5 of The Safety Codes Permit Bylaw 39M2018 and amendments thereto, as well as section 33(c) of the FOIP Act. 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 FOIP Act.

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 FOIP Program Administrator 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? Visit calgary.ca/newcommunity or email newcommunity@calgary.ca for more information.**

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