



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)

Riverbank Erosion Protection:
Ancillary to Single-Detached Dwellings(s)

The following **Development Permit Complete Application Requirement List** 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 stamps and/or notations. Please review the **Processing Times and Deemed Refusal** section.

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 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 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 Bylaw1P2007).

Processing Times and Deemed Refusals
<p>Applicants are advised of their option 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. Time extension agreements must be initiated by the Applicant.</p> <p>To exercise the “deemed refusal” option, an appeal to the Subdivision and Development Appeal Board must be filed within 14 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.</p>

SECTION 1: Applicant Details	
<input type="checkbox"/> Property Owner <input type="checkbox"/> Representing Owner	
Applicant’s Name:	Company Name (if applicable):
Applicant’s Email:	Applicant’s Phone Number (during business hours):

NOTE: Correspondence and approval notification will be sent to only the applicant

SECTION 2: 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)
	A Letter of Authorization* from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.
3	*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
4	Colour Photographs (minimum of four different views, label and identify each photograph) showing: <ul style="list-style-type: none"> • site from front and rear • two adjoining parcels on either side • unique features and aspects of significance to development of the parcel

- details of curbs, driveways, sidewalks, garbage enclosures and overhead poles

5 Development Permit fee (see [Fee Schedule](#))

6 Completed [Site Contamination Statement](#)

7 Completed [Public Tree Disclosure Statement](#)

- If Public Trees are identified, **one additional Site Plan** is required

Applicant's Submission Planning Analysis

8 The purpose of the **Planning Analysis** is to provide key information about the project; information that cannot be communicated in a set of plans (ie, the thought process behind the proposal). This information will reduce the number of conditions in the first Detailed Team Review form and speed up the application processing time. Where relevant, the **Planning Analysis** will be circulated to the Community Association for comment as part of the development permit circulation process.

While this is **not a mandatory requirement**, we strongly encourage applicants to provide this key information.

- provide an explanation of the proposal/project and how it fits with the surrounding context
- identify and provide rationale for any variation from the relevant City of Calgary policies
- identify and provide rationale for any proposed relaxations to the Land Use Bylaw

Plans

9 Eleven (11) copies of Site Plans (1:100 metric scale recommended) showing:

north arrow, pointing to top or left of page

municipal address (ie, street address) and legal address (ie, plan/block/lot)

all elements of plan labelled as **existing** or **proposed**

Plot and dimension all property lines and buildings:

- label existing and proposed
- label parcel area in square metres

Easements, Utility Rights-of-Way:

- dimension (width, depth and location)
- label type of easement and registration number

Utilities on and adjoining the parcel (deep, shallow and overhead):

- water, storm and sanitary sewer
- gas
- electrical
- cable, telephone

Plot Rights-of-Way setback lines required in Section 53, Table 1

- dimension depth of Rights-of-Way
- dimension distance from Rights-of-Way to building

Floodway, Flood Fringe and Overland Flow:

- indicated on the Floodway/Flood Fringe maps [Section 3 (c) & (d)]
- dimension distance to buildings and structures

Adjacent to parcel:

- City streets, label street names
- sidewalks, curb cuts, and City and public paths (Regional Pathway System)

Dimension to property line:

- back of sidewalk and curb
- lip of gutter
- width of sidewalk and public paths (Regional Pathway System)

Outline and dimension buildings:

- projections and structures (bay windows, cantilevers, window wells)
- detached buildings and structures (sheds, garages)
- mechanical equipment (air conditioners)
- label projections and structures (2nd floor cantilever, deck)

	<ul style="list-style-type: none"> location of all openings (windows, doors, overhead doors)
	Setbacks: <ul style="list-style-type: none"> outline and dimension front, side and rear setbacks for all buildings on subject and adjacent parcels draw, label and dimension required setback areas (as prescribed in Bylaw 1P2007)
	Parcel and building coverage: <ul style="list-style-type: none"> calculate areas of all buildings (include all covered structures) calculate parcel coverage (total area of footprint, divided by Parcel Area)
	Location of all: <ul style="list-style-type: none"> utility poles guy wires/pole anchors hydrants, utility fixtures or boxes
	On corner parcels, outline and dimension corner visibility triangle Geodetic datum points: <ul style="list-style-type: none"> at the corners of the parcel at the back of sidewalk or curb at primary corners of the building label existing and proposed geodetic datum points
	Geodetic datum points for Direct Control Sites prior to Land Use Bylaw 1P2007: <ul style="list-style-type: none"> at the corners of the parcel at the back of sidewalk or curb on the side property line, 6.0 metres from the front property line on the side property line, 12.0 metres from the rear property line
	Driveways & parking areas: <ul style="list-style-type: none"> label surface material label curb cuts to be removed and rehabilitated dimension length from back of curb or sidewalk dimension width of driveway at throat and flare (adjacent to street) dimension distance to adjoining driveways
	Fencing: <ul style="list-style-type: none"> label height (include height of retaining walls) cross reference to an elevation (for each type of fence)
	Remediation Area: <ul style="list-style-type: none"> outline and dimension remediation subject area identify remediation subject area in red
	If trees are existing on provincial or municipal lands adjacent to the site: <ul style="list-style-type: none"> specify 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 the species of a tree, call 3-1-1 to obtain additional information. diameter of each tree, measured at a height of 1.4 metres above the ground estimated mature height of each tree (eg, less than 3 metres, 3-6 metres, 6-9 metres, etc) location of the centre point of the trunk of each tree outline of the "drip line" of each tree (ie, the outline of the outer reach of the branches of the tree)
10	Eleven (11) copies of Block Plans (minimum 1:100 or 3/16" scale) showing: <i>A Block Plan provides a visual representation of the adjacent buildings in order to establish the context of a proposed development. The block plans and site plans may be combined if the site plan doesn't become cluttered</i>
	north arrow, pointing to top or left of page
	municipal address (ie, street address) and legal address (ie, plan/block/lot)
	label all elements of plan as existing or proposed
	Adjacent parcels: <ul style="list-style-type: none"> City streets, label street names and addresses

- indicate one parcel on either side of the subject parcel that are located on the same block face (total of two parcels)
- if there are fewer than two parcels on either side of the subject parcel, provide all the parcels on the block face
- 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)

Plot and dimension all property lines:

- dimension front, side and rear building setbacks from property lines
- outline subject parcel

Outline and dimension all buildings on subject and adjacent parcels:

- outline eave and include eave depth
- porches and other projections
- plot location of exterior openings of subject house and houses across shared property lines (windows, doors, overhead doors)

11 Eleven (11) copies of Cross Sections (minimum 1:100 or 3/16" scale) showing:

- existing and proposed grade of parcel
- grade of adjacent parcels and City streets
- floodway line
- geodetic datum points

SECTION 3: Supporting Information

12 When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a **written planning rationale** in support of such deficiencies.

13 Slope Stability Report where:

- existing and proposed grade of parcel
- grade of adjacent parcels and City streets
- floodway line
- geodetic datum points

14 Riverbank Erosion Protection Agreement

15 Hydraulic Assessment from an accredited professional that demonstrates the follow:

- the performance/stability of the design (i.e. will it wash out?)
- potential obstructions to the floodway
- impact of the design on local flow velocity and water levels (modeled)
- impacts of any proposed design of protection works on upstream and downstream lands or development

If parcel is located within the area governed by the Airport Vicinity Protection Act (AVPA) clearly label the NEF layer to which the parcel is located. AVPA calculations will be required at time of Building Permit application. If you are uncertain as to the location within the AVPA phone 403-268-5311.

applicant acknowledgment

SECTION 4: 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 to have their application materials online for public viewing.

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 [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.

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.

For more information, view the [Riverbank Erosion Protection](#) brochure.

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

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