



LUD _____
PST _____

**Use - Complete Application Requirement List**

**Automotive**

The following **Use-Related Complete Application Requirement List** is only applicable when it is listed on a **Development Permit Complete Application Requirement List**. This information is necessary to evaluate and provide a timely decision on your application. Please ensure all **Required Items** are provided on all sets of required plans.

**Only applications that are complete will be accepted.** Applications and materials submitted must be clear, legible and precise. We are currently unable to accept digital applications. Thank you for your co-operation.

**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 Bylaw 1P2007). All terms of reference are based on the defined terms in the Land Use Bylaw 1P2007

completed by applicant	office use only	<b>Required Items</b>
<input type="radio"/>	<input type="radio"/>	<b>1. All copies of Site Plan must show:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Storage:</b>
<input type="checkbox"/>	<input type="checkbox"/>	outline areas used for outside storage
<input type="checkbox"/>	<input type="checkbox"/>	label type of storage (vehicle, equipment, material)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Motor vehicle parking stalls:</b>
<input type="checkbox"/>	<input type="checkbox"/>	label stalls that are for the exclusive use of customers and employees
<input type="checkbox"/>	<input type="checkbox"/>	plot locations of signs indicating exclusive customer and employee parking
<input type="checkbox"/>	<input type="checkbox"/>	label stalls that are for the storage or inventory of vehicles
<input type="checkbox"/>	<input type="checkbox"/>	label type of parking stalls (eg, storage or customer)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Outdoor product display:</b>
<input type="checkbox"/>	<input type="checkbox"/>	plot location of outdoor displays of products related to the use
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance between building entrances and the gas pump islands
<input type="checkbox"/>	<input type="checkbox"/>	<b>Drive Through details:</b>
<input type="checkbox"/>	<input type="checkbox"/>	plot location(s) of any Drive Through facilities
<input type="checkbox"/>	<input type="checkbox"/>	label vehicle stacking spaces per order board, ordering window or automated bank teller and direction of vehicular travel
<input type="checkbox"/>	<input type="checkbox"/>	plot locations of Drive Through signage (eg, entrance, exit, customer courtesy and menu board signs)
<input type="checkbox"/>	<input type="checkbox"/>	plot location(s) of screening between Drive Through and adjacent residential parcels

<input type="checkbox"/>	<input type="checkbox"/>	<b>Outdoor speaker system:</b>
<input type="checkbox"/>	<input type="checkbox"/>	plot locations of outdoor speaker system or label “no outdoor speakers”
<input type="checkbox"/>	<input type="checkbox"/>	dimension to adjacent residential districts
<input type="checkbox"/>	<input type="checkbox"/>	<b>Auto Wrecker:</b>
<input type="checkbox"/>	<input type="checkbox"/>	if the proposed includes an Auto Wrecker, indicate the maximum number of employees at any given time
<input type="checkbox"/>	<input type="checkbox"/>	<b>Vehicle size:</b>
<input type="checkbox"/>	<input type="checkbox"/>	label the gross vehicle weight of the vehicles that are serviced, repaired, refueled, cleaned or stored in the building(s)
<input type="radio"/>	<input type="radio"/>	<b>2. All copies of Floor Plans must show:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Areas for the consumption of food/beverages:</b>
<input type="checkbox"/>	<input type="checkbox"/>	plot and label public areas where food will be served or consumed
<input type="checkbox"/>	<input type="checkbox"/>	include a seating plan that clearly indicates the area to which the public will have access
<input type="checkbox"/>	<input type="checkbox"/>	plot and label areas for food preparation

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
 (Confirming that all required information has been provided and is correct)

**Screened by** \_\_\_\_\_ **Date** \_\_\_\_\_

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

For Further Information:		
<b>Phone:</b> 403-268-5311	<b>In Person:</b>	<b>Mail:</b>
<b>Web:</b> <a href="http://calgary.ca">calgary.ca</a>	3rd floor, Calgary Municipal Building	The City of Calgary
	800 Macleod Trail SE, Calgary, Alberta	Planning, Development & Assessment (#8108)
	<b>8:00 a.m. to 4:30 p.m. Monday – Friday</b>	800 Macleod Trail SE, Calgary, Alberta T2P 2M5