

Revised Plan Application Guidelines

Effective December 1, 2017

Revised Plan Application Process

The Revised Plan application process is intended to allow for minor changes after the release of an approved Development Permit. A Development Permit application will be required for proposed changes that cannot be reviewed through a Revised Plan application.

To provide certainty that the Revised Plan application process is the appropriate review process for minor development changes, applicants are encouraged to contact the Development Permit File Manager prior to application submission. To request File Manager, contact information, or to set up a Pre-Application Enquiry, contact (403) 268-5311.

Upon review of the Revised Plan application, a new Development Permit may be required. Unless the Revised Plan was applied for in error, or if the revised plan was cancelled before review began, there will be no refund or transfer of application fees.

Revised Plan Acceptance Guidelines

All Revised Plan applications are reviewed in context of the associated Development Permit. The following guidelines outline examples of changes that may or may not be eligible for review through a Revised Plan application. The examples below are not an exhaustive list.

Revised Plan Eligibility	Review Considerations
Changes eligible for discretionary review	<ul style="list-style-type: none"> • Comply with the Alberta Building Code • Comply with the Development Completion Permit <p>Minor Changes to:</p> <ul style="list-style-type: none"> • Building elevation details <ul style="list-style-type: none"> ○ doors, windows, balconies and exterior materials • Roof plan details • Previously approved phasing plan • Landscaping • Site plan • Interior layout
Changes that require review with Development Permit File Manager or submission of a pre-application enquiry prior to application submission	<ul style="list-style-type: none"> • Items that were negotiated and determined in the approved Development Permit • Items that were the subject of a letter of objection received during the Development Permit review • Items that require review by a department other than Planning • Building height increases or decreases

Changes NOT eligible for review through a Revised Plan application

Changes requiring a new Development Permit	Reasons
<p>Refer to sections 25-25.2 of Land Use Bylaw 1P2007</p>	<ul style="list-style-type: none"> • Contradictory to the Development Permit Conditions of Approval • Contradictory to applicable statutory policy and guidelines (ARP, ASP) • Items that were the subject of a Subdivision and Development Appeal Board (SDAB) hearing, where the Development Permit was subject to a decision by the Board • Increases to gross floor area of a building • Encroachment on a utility right-of-way or easement, access easement and other such instruments • Proposing development phasing • Changes to: <ul style="list-style-type: none"> ○ The advertised description of a development permit ○ land use ○ A bylaw relaxation or intensification of existing relaxation ○ Number of buildings or building footprints ○ Number of dwelling units ○ Number, size, or location of signs