



Calgary Approvals Bulletin – April. 23, 2020

Process Update for Submission / Approval of Oversize and Boundary Calculations

Effective immediately, Calgary Approvals Coordination has introduced a process to enable a more efficient processing and delivery of the oversize and boundary calculations. The new process will enable the industry to submit these calculations electronically.

This new electronic process applies to:

- Oversize Calculations
- Boundary Calculations

Packages formerly sent between Calgary Approvals Coordination and development clients using Canada Post or couriers will now be sent by email. This applies to:

- 1) the submission process,
- 2) the circulation process,
- 3) the delivery process

All required documents *must* be included in one pdf document and send via email to the appropriate Infrastructure Strategist and to urban@calgary.ca.

The following documents are to be included in the pdf when submitting claims for oversize and boundary cost recoveries:

- one set of cost calculations
- one set of grade sheets
- one 8½" x 11" cover sheet with the utility or the surface improvements highlighted
- one set of profiles (please colour claimed areas on plan view of profile)
- one copy of the Outline Plan with revised Ownership (if applicable)

Additional criteria:

- All required signatures and stamps **MUST** be shown on the documents
- Please separate claims by type of work (roads, water, wastewater, etc.)
- Please use PDF format for required documents
- Direct emails to relevant Infrastructure Strategist and urban@calgary.ca
- Infrastructure Strategist will circulate the calculations to the appropriate Business Unit, will review the changes from the Business unit, and will prepare the appropriate letter
- Infrastructure Strategist will distribute the oversize or boundary calculations/documentation to all recipients via email.
- There will be no paper package to follow the email.