



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)



Before you apply:

- Visit Calgary.ca/patios to find more information on rules, requirements and to estimate your fees
- For help with your drawings visit Calgary.ca/drawingstandards for tips and examples
- Only completed applications will be accepted

NOTE: Plans, drawings, and any other supplementary material submitted with this application must not include any personal information. 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.

Processing Times and Deemed Refusals

Applicant are advised of their option under the Municipal Government Act to treat their applications as be 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 the extension agreement between the Development Authority and Applicant. [Time extension agreements](#) must be initiated by the applicant.

To exercise the “deemed refusal” option, an appeal to the subdivision and Development Appeal Board must be filed within 21 days of the latest specified date for the review, or right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.

The following required items are necessary in order to evaluate your application in a timely fashion:

SECTION 1: Required Items

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| 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) |
| 3 | 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 may use this sample letter of authorization template or you can provided 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"> ▪ Exterior of Building ▪ Unique features and aspects of significance to development of parcel |
| 5 | Completed Public Tree Disclosure Statement |
| 6 | When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a written planning rationale in support of the deficiencies. |

Plans

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| 7 | One (1) copy of the proposed site plan , including:
(preferred scale is Metric 1:100) |
| | North arrow, pointing to top or left of page |
| | Municipal address (i.e. street address) and legal address (i.e. plan/block/lot) |

Property lines
All elements of plan labelled as existing or proposed
Land uses adjacent to the site, including City parks
Bus zones, parking meter posts, sign posts, street lamps, and any other permanent features, if abutting a street
Location of Outdoor Cafe (fully dimensioned)
Parking areas, drive aisles and circulation roads
Motor vehicle parking stalls: <ul style="list-style-type: none"> ▪ Label as Commercial, Dwelling, Live/Work or Visitor ▪ Location and dimensions of loading stalls
Location of bicycle parking stalls – class 1 (secure) and class 2 (un-secure) (only required to be indicated for buildings approved after June 1, 2008)
Building entrance and exit locations
Easements, Utility Rights-of-Way: <ul style="list-style-type: none"> ▪ Dimension (width, depth and location) ▪ Label type of easement and registration number
Plot Rights-of-Way setback lines required in Section 53, Table 1 <ul style="list-style-type: none"> ▪ Dimension depth of Rights-of-Way ▪ Dimension distance from Rights-of-Way to building
Adjacent to parcel: <ul style="list-style-type: none"> ▪ City streets, label street names ▪ Sidewalks, City and public paths (Regional Pathway System) ▪ Curb cuts, medians and breaks in medians
If the proposed café is to be placed on existing parking or landscaping, indicate how these areas will be replaced or relocated
If trees are existing on public 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 meters 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)
8 One(1) copy of outdoor café Floor Plan(s), including: (preferred scale is Metric 1:100 or imperial scale, minimum 3/16”=1’-0”)
Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
Location and details of any outdoor speakers, gas heaters, and exterior lights
Perimeter fencing or other barriers (i.e planters)
Perimeter fencing entrance and exit points – dimension the opening widths
Proposed seating arrangement
Location of outdoor café (fully dimensioned)
Access from outdoor café to existing establishment
All elements of plan labelled as existing or proposed

9	One(1) copy of Elevations Drawings, including: (preferred scale is Metric 1:100)
	Exterior elevations of the areas affected by the outdoor café, if changes proposed (e.g. windows replaced by doors)
	Height and material details of proposed screen or fence; include railings and stairs
	All elements of plan labelled as existing or proposed
SECTION 2: Additional Information	
10	A Licence of Occupation/Commercial Use of Public Easement Agreement may be required if the café is located on public property or public access easement. If this agreement is required, there is an annual fee for the use of space based on the square footage occupied.

NOTE: This application does not relieve the owner of the owner’s authorization 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.

Checklists are updated periodically. Please ensure you have the most recent edition.		
Contact Us		
Phone: 403 268 5311 Chat: Calgary.ca/livechat 8:00 a.m. to 4:15 p.m. Monday – Friday	In Person 3rd floor, Calgary Municipal Building 800 Macleod Trail SE, Calgary, Alberta 8:00 a.m. to 4:15 p.m. Monday – Friday	Mail The City of Calgary Planning & Development (#8108) 800 Macleod Trail SE, Calgary, Alberta T2P2M5