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## Development Permit Complete Application Requirement List

### Relaxation for New Single Detached, Semi-detached and Duplex Dwelling:

In the Developing Area

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 and include the following:

- **contain a title block with information such as:**
  - address and legal description (plan; block; lot)
  - uses, project name
- **be sorted into sets:**
  - sets should be folded to a size no larger than 8-1/2" x 14" (21.5 x 35.5 cm)
  - each set must be stapled or taped together
  - sets may be accordion-pleated, provided they can be hole punched in the top left-hand corner
- **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)
- **be clear of any previous approval stamps and/or notations:**

**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.

#### Processing Times and Deemed Refusals

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.

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.

completed by applicant	office use only	Required Items for Development Permit Application
<input type="radio"/>	<input type="radio"/>	1. A copy of the current <b>Certificate(s) of Title</b>
<input type="radio"/>	<input type="radio"/>	2. Current copies of any <b>Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats</b> registered on the Title(s)
<input type="radio"/>	<input type="radio"/>	3. <b>A Letter of Authorization*</b> from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.  *You can use this <a href="#">sample letter of authorization template</a> or you can provide your own letter but it must contain all information indicated on the sample letter
<input type="radio"/>	<input type="radio"/>	4. <b>Colour Photographs</b> (minimum of four different views, label and identify each photograph) showing:
<input type="checkbox"/>	<input type="checkbox"/>	site from front and rear
<input type="checkbox"/>	<input type="checkbox"/>	one adjoining parcel on either side of the subject site
<input type="checkbox"/>	<input type="checkbox"/>	unique features and aspects of significance to development of the parcel
<input type="checkbox"/>	<input type="checkbox"/>	details of curbs, driveways, sidewalks, garbage enclosures and overhead poles
<input type="radio"/>	<input type="radio"/>	5. <b>Development Permit fee</b> (See <a href="#">Fee Schedule</a> )
<input type="radio"/>	<input type="radio"/>	6. Completed <a href="#">Site Contamination Statement</a>
<input type="radio"/>	<input type="radio"/>	7. Completed <a href="#">Public Tree Disclosure Statement</a>
<input type="checkbox"/>	<input type="checkbox"/>	If Public Trees are identified, <b>one additional Site Plan</b> is required
<input type="radio"/>	<input type="radio"/>	8. Completed <a href="#">Abandoned Well Declaration</a>
<input type="radio"/>	<input type="radio"/>	9. <b>Six (6) copies of Site Plans</b> (1:100 metric scale recommended) showing:
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (ie: street address) and legal address (ie: plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	north arrow, pointing to top or left of page
<input type="checkbox"/>	<input type="checkbox"/>	all elements of plan labelled as <b>existing</b> or <b>proposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Include a legend showing:</b>
<input type="checkbox"/>	<input type="checkbox"/>	parcel area in square metres labelled
<input type="checkbox"/>	<input type="checkbox"/>	calculate areas of all buildings (include all covered structures)
<input type="checkbox"/>	<input type="checkbox"/>	calculate parcel coverage (total area of footprint, divided by parcel area)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plot and dimension property lines and building setbacks</b>
<input type="checkbox"/>	<input type="checkbox"/>	dimension front, side and rear building setbacks from property lines
<input type="checkbox"/>	<input type="checkbox"/>	draw, label and dimension required setback areas
<input type="checkbox"/>	<input type="checkbox"/>	<b>On corner parcels, outline and dimension corner visibility triangle</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Geodetic datum points:</b>
<input type="checkbox"/>	<input type="checkbox"/>	label existing and proposed geodetic datum points
<input type="checkbox"/>	<input type="checkbox"/>	at the corners of the parcel
<input type="checkbox"/>	<input type="checkbox"/>	at primary corners of the building
<input type="checkbox"/>	<input type="checkbox"/>	main floor and roof peak of building
<input type="checkbox"/>	<input type="checkbox"/>	<b>Easements, Utility Rights-of-Way, Utilities on and abutting the parcel (deep, shallow, and overhead):</b>
<input type="checkbox"/>	<input type="checkbox"/>	dimension (width, length and location)
<input type="checkbox"/>	<input type="checkbox"/>	label type of easement and registration number
<input type="checkbox"/>	<input type="checkbox"/>	water, storm and sanitary sewer
<input type="checkbox"/>	<input type="checkbox"/>	gas, electrical, cable and telephone
<input type="checkbox"/>	<input type="checkbox"/>	utility poles

<input type="checkbox"/>	<input type="checkbox"/>	guy wires/pole anchors
<input type="checkbox"/>	<input type="checkbox"/>	hydrants, utility fixtures or boxes
<input type="checkbox"/>	<input type="checkbox"/>	<b>If an abandoned gas or oil well is identified on the site:</b>
<input type="checkbox"/>	<input type="checkbox"/>	indicate the necessary setback area for each well
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plot Rights-of-Way setback lines required in Section 53, Table 1</b>
<input type="checkbox"/>	<input type="checkbox"/>	dimension depth of Rights-of-Way
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance from Rights-of-Way to building
<input type="checkbox"/>	<input type="checkbox"/>	<b>Floodway, Flood Fringe and Overland Flow</b>
<input type="checkbox"/>	<input type="checkbox"/>	indicated on the Floodway/Flood Fringe maps [Section 3 (c) & (d)]
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance to buildings and structures
<input type="checkbox"/>	<input type="checkbox"/>	plot designated flood level
<input type="checkbox"/>	<input type="checkbox"/>	indicate method to prevent structural damage by floodwaters, if required in Section 60 & 61
<input type="checkbox"/>	<input type="checkbox"/>	plot location of mechanical and electrical equipment, electrical master switch, and sewer back up valve, if required in Section 60 & 61
<input type="checkbox"/>	<input type="checkbox"/>	<b>Adjacent to parcel:</b>
<input type="checkbox"/>	<input type="checkbox"/>	City streets; label street names
<input type="checkbox"/>	<input type="checkbox"/>	sidewalks, City and public paths (Regional Pathway System)
<input type="checkbox"/>	<input type="checkbox"/>	curb cuts, medians and breaks in medians
<input type="checkbox"/>	<input type="checkbox"/>	pedestrian crosswalks, bus zones and bus shelters
<input type="checkbox"/>	<input type="checkbox"/>	light standards, utility poles
<input type="checkbox"/>	<input type="checkbox"/>	<b>Dimension to property line:</b>
<input type="checkbox"/>	<input type="checkbox"/>	back of sidewalk and curb
<input type="checkbox"/>	<input type="checkbox"/>	lip of gutter
<input type="checkbox"/>	<input type="checkbox"/>	<b>Outline and dimension buildings:</b>
<input type="checkbox"/>	<input type="checkbox"/>	label projections (bay windows, eaves, decks, window wells, 2 <sup>nd</sup> floor cantilevers)
<input type="checkbox"/>	<input type="checkbox"/>	detached buildings and structures (sheds, garages)
<input type="checkbox"/>	<input type="checkbox"/>	mechanical equipment (air conditioners)
<input type="checkbox"/>	<input type="checkbox"/>	location of all openings (windows, doors, overhead doors)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Driveways &amp; parking areas:</b>
<input type="checkbox"/>	<input type="checkbox"/>	label surface material
<input type="checkbox"/>	<input type="checkbox"/>	label curb cuts to be removed and rehabilitated
<input type="checkbox"/>	<input type="checkbox"/>	dimension length from back of curb or sidewalk
<input type="checkbox"/>	<input type="checkbox"/>	dimension width of driveway at throat and flare (adjacent to street)
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance to adjoining driveways
<input type="checkbox"/>	<input type="checkbox"/>	<b>Retaining walls</b>
<input type="checkbox"/>	<input type="checkbox"/>	label height (provide height of fences on top of wall)
<input type="checkbox"/>	<input type="checkbox"/>	cross reference to elevation (for each wall)
<input type="checkbox"/>	<input type="checkbox"/>	provide geodetic datum points at top and bottom of wall
<input type="checkbox"/>	<input type="checkbox"/>	provide geodetic datum points of grade on each side of the wall ( <b>Note:</b> The height of the retaining wall is measured as the vertical difference between the ground levels on each side of the wall)
<input type="checkbox"/>	<input type="checkbox"/>	<b>If trees are existing on public lands adjacent to the site:</b>
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	diameter of each tree, measured at a height of 1.4 meters above the ground
<input type="checkbox"/>	<input type="checkbox"/>	estimated mature height of each tree (eg, less than 3 metres, 3-6 metres, 6-9 metres, etc)
<input type="checkbox"/>	<input type="checkbox"/>	location of the centre point of the trunk of each tree

<input type="checkbox"/>	<input type="checkbox"/>	outline of the “drip line” of each tree (ie, the outline of the outer reach of the branches of the tree)
<input type="radio"/>	<input type="radio"/>	<b>10. Six (6) copies of Floor Plans</b> (minimum 1:100 or imperial scale, minimum 1/8”=1’) showing:
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (ie, street address) and legal address (ie, plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	elements of plan labelled as <b>existing</b> or <b>proposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Include on floor plans:</b>
<input type="checkbox"/>	<input type="checkbox"/>	interior and exterior walls (dimension to centre line of common walls)
<input type="checkbox"/>	<input type="checkbox"/>	plot location of interior and exterior openings (windows, doors, overhead doors)
<input type="checkbox"/>	<input type="checkbox"/>	plot location of roof line
<input type="checkbox"/>	<input type="checkbox"/>	label the purpose of spaces (i.e., kitchen, living room, bathroom)
<input type="radio"/>	<input type="radio"/>	<b>11. Six (6) copies of Elevation Drawings</b> (minimum 1:100 or imperial scale, minimum 1/8”=1’) showing:
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (ie, street address) and legal address (ie, plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	all elements of plan labelled as <b>existing</b> or <b>proposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Include elevations for:</b>
<input type="checkbox"/>	<input type="checkbox"/>	dwelling and accessory Residential Buildings (i.e., detached garages)
<input type="checkbox"/>	<input type="checkbox"/>	privacy screens and retaining walls
<input type="checkbox"/>	<input type="checkbox"/>	<b>Include on elevations:</b>
<input type="checkbox"/>	<input type="checkbox"/>	decks, balconies and decorative elements
<input type="checkbox"/>	<input type="checkbox"/>	label and dimension doors, windows, overhead doors
<input type="checkbox"/>	<input type="checkbox"/>	label roof slope
<input type="checkbox"/>	<input type="checkbox"/>	label finishing materials for exterior and roof (including colour)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Grade:</b>
<input type="checkbox"/>	<input type="checkbox"/>	plot existing and proposed grade extending to property lines
<input type="checkbox"/>	<input type="checkbox"/>	plot property lines (extending vertically)
<input type="checkbox"/>	<input type="checkbox"/>	plot all geodetic datum points required on Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	<b>Building height</b> (indicate on all elevations):
<input type="checkbox"/>	<input type="checkbox"/>	plot line for main floor
<input type="checkbox"/>	<input type="checkbox"/>	dimension height (vertically) of building from existing and proposed grade
<input type="checkbox"/>	<input type="checkbox"/>	dimension height of structures (fences, retaining walls) from existing and proposed grade
		<b>Other support information required:</b>
<input type="radio"/>	<input type="radio"/>	<b>12.</b> When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a <b>written planning rationale</b> in support of such deficiencies.
<input type="radio"/>	<input type="radio"/>	<b>13. Building code information:</b> (Information to be screened by a Safety Codes Officer at the time of application)
<input type="checkbox"/>	<input type="checkbox"/>	provide calculations for spatial separation (on each side elevation drawing)
<input type="checkbox"/>	<input type="checkbox"/>	label point of egress for floors above the second floor (on elevation drawings)
<b>Initial by applicant</b>	-----	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.

**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.

**Applicant's Signature**

**Date**

(Confirming that all required information has been provided and is correct)

**Screened by**

**Date**

Planning Services Technician

**Date**

Senior Planning Technician

**Date**

Safety Codes Officer

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

For Further Information:

**Phone:** 403-268-5311

**Web:** [calgary.ca/livechat](http://calgary.ca/livechat)

**In Person:**

3rd floor, Calgary Municipal Building  
800 Macleod Trail SE, Calgary, Alberta

**8:00 a.m. to 4:30 p.m. Monday – Friday**

**Mail:**

The City of Calgary  
Planning, Development & Assessment (#8108)  
800 Macleod Trail SE, Calgary, Alberta T2P 2M5