



**Overland Drainage Information -  
Development Permit Exemption Intake Form**  
(Rowhouse Building in R-G, R-Gm, R-2M, or a  
DC with Permitted Rowhouse Building)

Before submitting your application, please make sure your development meets all of the following:

**Confirm Eligibility**

- no relaxations to the Land Use Bylaw are proposed,
- not located within the AVPA or floodway,
- parcels designated R-G, R-Gm, R-2M, or a Direct Control based on these,
- located in the [developing area](#) of the Land Use Bylaw,
- have a maximum of one dwelling unit on a parcel and not a bare land condo,
- vehicle access is from the lane, where a lane is at the rear of the parcel,
- subject to an active development agreement,
- overland drainage is managed accordingly, and
- easements and swales are provided, when required.

**Prepare Required Documents**

Attach all relevant documents listed below. Incomplete submissions may delay your application.

- ☐ Development Agreement (DA) number – The Development Agreement is a legal contract between The City and the land developer. The Development Agreement must be active.
- ☐ Site plan showing overland drainage information and swales if required.
  - Grades and drainage arrows must be shown

If all drainage does not have direct access to the lane or street without passing through an adjacent parcel, the following is required. Examples of how rowhouses can be designed to allow all drainage to have direct access to the lane or street are shown below in this form.

- Location and type swales included on the site plan.
- Location of private overland drainage easement on site plan
- ☐ Proof of private overland drainage easement registration.
- ☐ Where a concrete swale is required, a screenshot or copy of the Construction Drawings associated with the Development Agreement showing the concrete swale tie-in and crossing location. If concrete swale tie-in and drainage crossing are not included in the Construction Drawings, a development permit will be required.

**Complete the Overland Drainage Information Form**

- Submit Your Application

**Section 1: Applicant & Property Information**

Applicant Name:	Applicant Email:
Applicant Phone Number:	Builder/Company Name (if applicable):

Subject Property Address:	Community/Subdivision:
Legal Description (Plan, Block, Lot):	Development Agreement (DA) Number (DA20XX-XXXX):
<p><b>If proposing a concrete swale</b>, you must provide the construction drawing project number and sheet number that the concrete swale tie-in and crossing is located on. Also, a copy or screenshot of the relevant page of the Construction Drawings with the swale tie-in highlighted must be submitted. For further information see the Rowhouse Development Permit Exemption – Overland Drainage Information.</p>	
Construction Drawing Project number (CD20XX-XXXX):	Construction Drawing sheet number:

<p><b>Section 2: Drainage Details &amp; Documentation</b></p> <p>Please complete the drainage review section below.</p> <p><b>3.1 Overland Drainage Flow</b></p> <ul style="list-style-type: none"> <li>Does the drainage from each parcel flow directly to a street or lane without passing a neighbouring parcel?</li> </ul> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If No, you must:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attach proof of private overland drainage easement registration.</li> <li><input type="checkbox"/> Confirm a grass swale is shown on the site plan within the easement area.</li> </ul> <p><b>3.2 Cross-Parcel Drainage</b></p> <ul style="list-style-type: none"> <li>Does drainage pass through two or more neighbouring parcels before reaching the lane/street?</li> </ul> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, you must:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm that a concrete swale is shown rather than a grass swale on the site plan.</li> <li><input type="checkbox"/> Confirm swale and tie-in are shown within the public lands adjacent to the site in the Construction Drawings associated with the Development Agreement for the area. Provide a screenshot or copy of the Construction Drawings associated with the Development Agreement page showing the concrete swale tie-in and drainage crossing. If concrete swale tie-in and drainage crossing are not included in the Construction Drawings, a development permit will be required.</li> </ul>
--

### Section 3: Supporting Attachments Checklist

Please attach the following documentation:

- ☐ Site plan outlining drainage routing

If required:

- ☐ Site plan showing grass or concrete swale
- ☐ Site plan showing overland drainage easement
- ☐ Proof of private overland drainage easement registration
- ☐ Copy or screenshot of the relevant page of the Construction Drawings associated with the Development Agreement showing the concrete swale tie-in and drainage crossing located outside of the parcel.

### Section 4: Declaration

- ☐ I understand that it is my responsibility to ensure that my site complies with all active development agreements and applicable land use regulations. Any disputes related to infrastructure tie-ins, drainage, or parcel servicing must be resolved between myself and the relevant parties.
- ☐ I acknowledge that this submission does not exempt me from meeting other applicable regulations (e.g., building permit requirements, safety code compliance, utility connections). This exemption applies only to the requirement for a Development Permit under the specific conditions outlined in the Land Use Bylaw.
- ☐ I understand that the personal information on this form is being collected under the authority of The Calgary Building Permit Bylaw 64M94 (Section 5) and amendments thereto, as well as section 4 (c) of the [POPA ACT](#). This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning & Development. **The name of the applicant and the nature of the permit will be available to the public**, as authorized by the [ATIA Act](#). You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE, Calgary, Alberta, in relation to this program by contacting the Access Privacy Protection Administrator for Planning and Development by telephone at (403)268-5311 or by using the live chat services provided on our websites.

Applicant Signature:

Date: