



**Before you apply:**

- Please visit our [Pre-application Meeting](#) webpage
- For help with your drawings, visit [Calgary.ca/drawingstandards](http://Calgary.ca/drawingstandards) for tips and examples
- Please do not include personal information on plans
- To start your application, please contact the [Planning Services Centre](#) at (403) 268-5311 or [calgary.ca/livechat](http://calgary.ca/livechat).

SECTION 1: Application Requirements	
<b>1 Applicant's Contact Information</b>	
	Name, email address, phone number during business hours, company name (if applicable)
	Application Address

SECTION 2: Required Documents	
<b>2 Description of the proposal</b>	
	Include major issues or concerns where input is desired, as well as, where applicable (and known), rationale for any requested variances from the Land Use Bylaw or applicable policies.
<b>3 Applicant's Parking Rationale</b>	
	<p>The purpose of the parking rationale is to identify how the proposed supply of parking stalls is sufficient for the proposed development. Explain how your site provides sufficient parking opportunities for your business, considering:</p> <ul style="list-style-type: none"> <li>▪ The anticipated number of vehicle visits to the site;</li> <li>▪ The number of staff present at any one time;</li> <li>▪ Peak businesses hours;</li> <li>▪ The site context in terms of transit, other uses (i.e., a school), activity level and shared parking opportunities; and</li> <li>▪ The availability of street parking.</li> </ul> <p>In accordance with Section 35(g) and 38(1)(g.1) of Land Use Bylaw 1P2007, the Development Authority will review the supply of parking for all discretionary applications.</p>

Plans	
<b>Note:</b> Dimensioned photographs will not be accepted as a substitute for all drawings	
<b>4 One (1) copy of a conceptual Site Plan and/or Context Plan</b> (preferred scale is Metric 1:100 or Imperial ¼" = 1'0")	
	Where the Pre-Application Enquiry is for a land use redesignation only, a conceptual site and/or context plan are not required, except where the proposed land use district is a Direct Control (DC) district and/or the proposed land use is tied to plans.
	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. Please note that failure to follow this requirement may result in an incomplete application. Read the <a href="#">July 2015 Dispatch newsletter</a> to find out more on what should not be included on submitted plans.

**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.