



**Comprehensive Application Requirements List**

Updated May 20, 2026

To ensure the submission of a comprehensive application, please review the checklist below and confirm all requested information is included within the application package. This checklist compiles all information we are requesting from the Term of Reference and the supplemental webpage content. Preference is for information to be submitted in the order provided in the checklist. It is expected that Applicants will familiarize themselves with the Terms of Reference.

**Applicants should submit this checklist as an attachment and indicate those items that have been included in the submission by placing an “X” in the appropriate box.**

	<b>1. Contact Information:</b> Primary contact information (name, title, phone and email) provided. Primary Contact is to be from the ownership organization.
	<b>2. Location:</b> Provision of Municipal and Legal address of the project.
	<b>3. Property Assessment Status:</b> Written confirmation that the property (at time of submission) is classified by The City of Calgary as <i>commercial office</i> and is designated as Non-residential Property for assessment and tax purposes. Please see <a href="#">The City of Calgary myTax</a> . A print-off of the property page from this website is recommended to be provided.
	<b>4. Title &amp; Instruments:</b> Provide the certificate of title(s) (to be current within the last 30 days prior to submission) and a copy of all registration/encumbrance documents on title (this includes any development agreements, encumbrances, caveats, or other legally binding items relating to the property).
	<b>4.1 Required if not owner on title:</b> If an applicant is not the current owner but proposing to purchase the property for conversion, letter(s) of authorization from the current owner(s) and demonstration of a path to ownership (such as a purchase and sale agreement or provision of a letter from the property owner attesting to the proposed sale) must be provided.
	<b>5. Corporate Search:</b> Provide a current corporate search (within the last 30 days) for the ownership on title.
	<b>5.1 Required if ownership on title is an affiliate of the applicant:</b> If ownership on title is an affiliate of the applicant, please also provide a corporate search for the applicant. The Ultimate Beneficial Owner(s) are to be disclosed and any Bare Trustees (if applicable).
	<b>6. Tenancies:</b> <ul style="list-style-type: none"> <li>• Provide a description of current tenants and their operations, total leased areas, unit numbers, lease expiry dates and any termination clauses of their leases.</li> <li>• Please also include any plans for tenant relocation and indicate which tenants will remain in the building during construction.</li> </ul>
	<b>Comprehensive Project Description, including item 7 – 10:</b>
	<b>7. Conversion Area:</b> Provide the approximate square footage of office space proposed for conversion.
	<b>8. Proposed Use:</b> <ul style="list-style-type: none"> <li>• Identify the proposed eligible use post-conversion per Section 3.2 in Terms of Reference. If the project’s proposed new use falls under the “Other Uses” of the “Eligible Conversions” specified in Section 3.2, the application must specify the requested incentive rate as part of its application.</li> <li>• If more than one use, please provide approximate square footage for each use.</li> </ul>
	<b>9. Units (if applicable):</b> <ul style="list-style-type: none"> <li>• Anticipated number of new dwelling units being created, hotel rooms, or other primary occupancy units, where applicable.</li> <li>• Description of proposed unit mix and affordability (ie. market vs. non-market).</li> </ul>

	<p><b>10. Project Description:</b></p> <ul style="list-style-type: none"> <li>• Sufficient information demonstrating how proposed use(s) can be accommodated within the building footprint including preliminary architectural drawings, renderings, schematic plans and standard floorplan layouts, where available.</li> <li>• Location of windows should be indicated.</li> <li>• Additional project details where applicable, including ground level and Plus 15 uses and activation, the provision of residential amenities, proposed exterior renovations and improvements climate mitigation measures, and/or any changes to site plan and/or public realm.</li> <li>• Any relevant site context, including disclosure of any known technical, structural or environmental, issues or concerns, such as structural deficiencies, the presence of toxic substances within the building and/or contamination of the property or surrounding lands. Any other information that may be relevant to overall project evaluation (see the application evaluation and scoring)</li> </ul>
	<p><b>11. Required for Office to Other Uses Conversion:</b> Provide a comprehensive description of the project, anticipated use(s), and requested incentive rate.</p>
	<p><b>12. Financing Plan: Provide the following information:</b></p> <ul style="list-style-type: none"> <li>• The comprehensive project budget (including breakout of costs such as professional fees, permits, finance fees, land holding costs, construction etc.)</li> <li>• Delineated planned source(s) of financing and status of financing approval.</li> </ul>
	<p><b>12.1 Required If externally financing:</b> Provide respective timing of provision of financing commitment letter (include anticipated dates and project stage); and provision of the documentation required with the Application as described below.</p> <ul style="list-style-type: none"> <li>• Provision of a financing commitment letter if available at this stage. <ul style="list-style-type: none"> <li>○ If a financing commitment letter is not available at this stage, documentation will at a minimum consist of the provision of a comfort letter from the applicant’s lender providing support for the applicant’s application to the Program for the proposed project is required.</li> <li>○ If a project is anticipated to be externally financed by Canada Mortgage Housing Corporation (CMHC) through the Apartment Construction Loan Program, please provide evidence that such application has been submitted to CMHC and has received Conditional Approval in the form of a letter from CMHC and application fees have been paid. Please provide all documentation.</li> <li>○ If a project has obtained CMHC’s Mortgage Loan Insurance, a provision of the Certificate of Insurance from CMHC is to be provided.</li> </ul> </li> <li>• Provision of evidence of anticipated equity required for financing. Please note that if capital needs to be raised, this must be indicated including timing required and sources. Crowdfunding is not acceptable. <ul style="list-style-type: none"> <li>○ Crowdfunding means a form of fundraising or financing obtained through an open call to a diverse audience of potential investors for capital (via website or any other platform), in return for each investor obtaining a revenue sharing, interest-producing, reward-based, equity or investment claim or interest in any of the Applicant, Project, Land and/or Building, as applicable.</li> </ul> </li> </ul> <p>Please note that while it is understood that not all externally financed projects will have a commitment letter at this juncture, a commitment letter will be required to be provided at the funding agreement stage before the funding agreement is signed.</p>
	<p><b>12.2 Required If internally financed:</b></p> <ul style="list-style-type: none"> <li>• Provision of the most recent audited financial statements of the applicant (and of its affiliates if the applicant is an ownership/management group). If audited financial statements are not available at this stage, provide unaudited statements prepared by a Chartered Professional Accountant and identify why there are no audited statements.</li> <li>• If the ownership of the land/project is under an affiliate name, provide an ownership tree delineating the affiliate company’s relationship with the financial statements provided. This is</li> </ul>

	required to ensure access to funds for the project.
	<b>12.3 Required if a combination of internal and external financing is proposed:</b> Provide applicable support for both as per the above.
	<b>13. Project Team:</b> Provide a fulsome description of the project team a description of the applicant’s or ownership/management group’s proven development experience, which includes both internal and external resources, including the architect, development manager, and the general contractor required to complete the project, including descriptions of the experience of each. Details on any planned future property management for the project should be included if known and applicable. Applicants are encouraged to provide any supporting information which would demonstrate their ability to undertake this project and deliver on schedule.
	<b>14. Project Team Organization:</b> An organizational chart that visually conveys the applicant’s or ownership/management group’s internal structure by detailing roles, responsibilities, and relationships between individuals within the entity, or relationships between the ownership/management group (if applicable), including an overall corporate organizational chart that illustrates all affiliated corporations of the owner.
	<b>15. Previous Relevant Projects:</b> Previous relevant projects of similar scope and scale undertaken by the applicant owner or ownership/management group. Sample projects should include information on: <ul style="list-style-type: none"> <li>• The similarities between the sample project and the proposed conversion project;</li> <li>• Strategies implemented to develop and manage the overall schedule of the project; and</li> <li>• Strategies for effectively managing schedule, quality management, and coordination with regulatory bodies.</li> </ul> Relevant sample projects will be evaluated in overall scoring based on their quality and relevance to the proposed project.
	<b>16. Consent Forms for Due Diligence:</b> Applicant owners will be required to submit signed consent forms providing The City the authority to perform legal and financial due diligence searches. Ensure that the consent forms are completed and submitted. Consent Forms for Due Diligence are available on the <a href="#">Program website</a> .
	<b>17. Project Costs:</b> High-level breakdown of estimated project costs (note that it is expected that further refinement and provision of updated costing will be provided throughout the project. Further note that final project costing should align with building permit submission information, where applicable).
	<b>18. Project Timeline/Schedule:</b> High-level project timeline, including the following milestones: <ul style="list-style-type: none"> <li>• Timing of vacancy status (where applicable);</li> <li>• Expected timing of development permit and/or building permit submission;</li> <li>• Planned construction schedule (including proposed start of construction and construction completion); and</li> <li>• Anticipated occupancy.</li> </ul>
	<b>19. Site Information &amp; Potential Constraints:</b> <ul style="list-style-type: none"> <li>• Provision of any information regarding known site constraints, which may include environmental concerns, Plus 15, and/or utility servicing plans or challenges;</li> <li>• Provision of any information regarding the ability to accommodate current building codes and regulations and any known variances required; and</li> <li>• Provision of any additional relevant supporting information, as applicable.</li> </ul> * These items to be further reviewed and confirmed through The City’s Pre-Application Assessment process.

**20. Project Elements:** Ensure the following elements are identified in the application for consideration and scoring. Applications will be considered and scored based on the degree of inclusion of the following items:

- The ability to manage any technical, legislative and/or contractual development requirements that may impact the ability for projects to proceed, as identified through the Pre-Application Assessment.
- Inclusion of active uses at grade and Plus 15 levels. Where applicable, preference will be given to applications that maintain existing active uses at grade (ie. commercial/retail space), but consideration will be given to other proposed uses as appropriate.
- Demonstration of appropriate access to natural light. Applications proposing Residential use must provide for appropriate access to natural light in all dwelling units. Preference will be given to proposals that limit the number of bedrooms without exterior windows. Further preference will be given to applications that include operable windows.
- Inclusion of amenities. For Residential use proposals, a standard provision of 5 sq. m of amenity space per dwelling unit is encouraged. Applications containing small or micro units (less than 350 sq. ft.) should provide increased and/or enhanced amenity. The amount of amenities proposed may be balanced with quality and useability of spaces.
- Applications are encouraged to provide secure bike parking stalls. Where proposals indicate a large deficiency in vehicle parking for residents, increased bike stalls should be considered.
- Applications are encouraged to consider façade and public realm improvements, particularly at street level. Visually indicating the change to residential or other use through the redesign of façades is encouraged.
- Where an application's subject building is listed on The City's Inventory of Historic Resources, preference will be given to proposals willing to obtain legal heritage designation.