



Established Area Linear Levy Pilot

Submission Process for the Established Area Linear Levy Pilot

This document outlines the eligibility and reimbursement process in the event a public, local-sized water or wastewater upgrade has been triggered by residential development proposal within the Established Area during the program period of the Established Area Linear Levy Pilot. To be eligible for reimbursement, applicants must receive The City's commitment to reimburse utility upgrade costs by Sept. 1, 2026.

Eligibility Request Process

1. Development Engineering Utility Generalist (DEUG) reviews applicant's application as part of the Development Application Review Team (DART) process. The Engineering Generalist identifies the Applicant must submit a Required Fire Flow (RFF) analysis and/or a Sanitary Servicing Study (SSS) for the application to proceed.
2. Applicant submits a RFF and/or a SSS as per typical guidelines for approval.
3. The City reviews the RFF and/or SSS submission(s) and determines a water or wastewater upgrade is required. The Engineering Generalist conditions the release of the development permit upon approved infrastructure construction drawings and permission granted by the City to construct the upgrade through an executed indemnification agreement.
4. For developer-constructed upgrades, the Applicant initiates an indemnification agreement with The City. The typical process is an Applicant submits construction drawings for review.
5. To request reimbursement through this pilot, the Applicant must submit a Reimbursement Request Form online on the [Established Area Linear Levy Pilot \(calgary.ca\)](#) website, under the What to Submit Section. The Applicant provides information on the development application, the length and type of upgrade, and anticipated cost estimate and timing for construction. Once the form is submitted, the Applicant receives instructions on how to upload their detailed construction cost estimate.

6. Utilities Infrastructure Planning (UIP) will confirm if the Applicant's proposal is eligible for reimbursement. UIP accepts requests for reimbursement on a first come, first served basis. Commitment and timing of reimbursement will depend on the annual availability of funds in the investment pool. The Applicant has an opportunity to receive payback for costs associated with delivery of the upgrade, up to a maximum of \$2,100 per linear meter as a first threshold and up to a maximum of \$1.0M per development application. Utilities Infrastructure Planning will provide confirmation of City's commitment to the developer with an eligibility commitment letter.
7. The Applicant must comply with fair, open, and transparent procurement practices complying with applicable law, trade agreement, or policy when seeking tenders for construction. The Applicant acknowledges that they are procuring goods or services that will ultimately benefit The City, the cost of which they will be reimbursed for. The recipient/Applicant/other further acknowledges that it has or will have and implement written practices or policies, consistent with best practices that govern:
 - a) procurement practices, identifying if they would be required by applicable law, trade agreement, or policy to seek invitational tenders or to competitively tender any contract in relation to any contract for goods or services then they will do so in an open manner and evaluate tenders received in a fair and transparent manner
 - b) records management
 - c) conflicts of interest
 - d) whistle blower protection
 - e) code of conduct
 - f) risk management

and they will provide copies of all such written practices or policies when requested by the City Representative.

8. Utilities Infrastructure Planning puts a hold on the estimated funds for that year for the Applicant constructing the upgrade under the development permit or subdivision application. The payback follows construction completion.

Questions or comments about the Established Area Linear Levy Pilot can be directed to Marie Standing at marie.standing@calgary.ca or Kylee van der Poorten at kylee.vanderpoorten@calgary.ca.