

# Infill Fast Track Program (IFTP)

# Customer Guide

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## Need Help Getting Started?

If you are interested in participating in IFTP and have questions or need assistance, please email us at [InfillFastTrack@calgary.ca](mailto:InfillFastTrack@calgary.ca). One of our file managers is available to assist you.

## What is the Infill Fast Track Program (IFTP)?

The Infill Fast Track Program is a pilot initiative by The City of Calgary aimed at streamlining the development permit approval process for select low-density residential projects—often referred to as the “missing middle”. These developments, located in Residential – Grade-Oriented Infill (R-CG) Districts, typically include housing types such as rowhouses, townhouses, and semi-detached homes with suites.



## Is IFTP a good fit for your project?

If you are interested in building on an R-CG parcel with a low-density residential development (rowhouse, townhouse or a semi-detached dwelling with secondary suites) and are seeking a more predictable development permit review and approval process, IFTP may be an ideal solution. This Program offers a practical pathway to bringing your vision to life, faster and with fewer hurdles.

This pilot initiative is designed to help with:

- **Accelerated Timelines:** Enjoy a faster approval process (approximately 8 weeks), as compared to standard development permit timelines.
- **Simplified Process:** Benefit from a streamlined review with fewer steps, reducing complexity.
- **Predictable Outcomes:** Choose from a selection of pre-reviewed housing designs, helping you plan with greater confidence and clarity.

### Important note on costs

The City of Calgary has partnered with local design firms to develop a catalogue of pre-reviewed housing designs that meet municipal standards. While these designs are available to streamline the development permit process, **it is important to note that fees will apply.** Customers will incur costs for obtaining the selected plans from the design firm, city fees for application submission and professional services related to preparing and managing the development permit application.

# How do you qualify?

## Step 1: Confirm your site eligibility

Before proceeding with this Program, it is essential to verify that your site meets the eligibility criteria. This will ensure that your project will qualify for the streamlined review process.

\* To help confirm **Site Eligibility Criteria**, refer to the **Interactive Map**.

\* Additional site requirements may impact the individual site eligibility.

### a. Site eligibility criteria

Your site must meet the following criteria:

- **Boundary:** Located within the Established Areas boundary.
- **Land Use:** Designated Residential – Grade-Oriented (R-CG) District.
- **Statutory Policy:** Must align with the specific local policy of the area.
- **Minimum Lot Size:** 50' x 120'.
- **Site Slope:** No greater than 6% (to be verified by a survey).
- **Access:** Must have an adjacent lane of at least 6.1 meters in width.
- **Utilities:** Direct connection to sanitary, storm, and water services.
- **Restrictions:**
  - Not on a designated Main Street.
  - Not within a public realm setback.
  - Not in a flood risk area (flood fringe, floodway, or floodplain).
  - Not in the Western Headworks Canal (IC) Catchment Area.
  - Not designated as a Municipal heritage resource or within a Heritage Guideline Area within the **Local Area Plan Dashboard**. More information on HGAs can be found on this **page**.

**Note:** Future restrictions may be added to parcels within the Bearspaw Feeder Main Setback.

### b. Confirm using the Interactive Map

To verify your site's eligibility, use the **Interactive Map** provided by the City.

This tool allows you to:

- Search your site by address
- Link to the statutory policy document for your area
- View site and infrastructure details
- Check for overlays, setbacks, flood zones, etc.

For more information on how to use the map can be found on this **page**.

#### **Note: Limitations of the map**

This map is a **preliminary screening tool**. It does not guarantee eligibility. Final determination will be made during a formal application review.

#### **What the map cannot confirm**

- Slope
- Lot dimensions
- Lane width
- Main Street, Public Realm Setback
- Heritage Guideline Area

## Step 2: Select a design

Once your site is confirmed to be eligible, the next step is to choose a housing design from the **IFTP Catalogue** by browsing the catalogue and selecting a design that would work for your project and site. It is important to consider the other project factors such as budget, timelines, **permit fees**, Engineering fees to name a few. These designs have been pre-reviewed to meet City of Calgary standards, helping streamline your application process.

### a. Browse the catalogue

Visit the **IFTP Catalogue** and explore the available housing typologies:

- Two (2) - unit semi-detached (with two (2) secondary suites and two (2) backyard suites)
- Four (4) - unit townhouse (with at least two (2) secondary suites)
- Four (4) - unit corner rowhouse (with at least two (2) secondary suites)

### b. Match a design to your site

- Corner rowhouse designs are suited for corner lots, while townhouses and semi-detached dwellings are ideal for mid-block sites.

### c. Consider project factors

Before finalizing your design choice, evaluate:

- **Budget:** Design licensing fees, application preparation and permit fees, construction costs, and contingencies
- **Timeline:** Acquisition, demolition, financing, and build schedule
- **Team:** Hire a qualified contractor familiar with Calgary's development process

## Step 3: Contact the design firm

Once you have selected a pre-reviewed design from the **IFTP Catalogue**, the next step is to initiate contact with the designer/copyright owner responsible for that specific plan. This step is crucial to ensure your development permit application is properly prepared and submitted. It is important to ensure that all required documentation is accurate and complete. A checklist called the **IFTP Complete Application Requirement List (CARL)** is available, which outlines all necessary submission materials required at Development Permit application stage. Here's how to proceed:

### a. Identify the design firm

Each design in the IFTP Catalogue is associated with a specific design firm. The catalogue will list the firm's name and contact information.

### b. Initiate contact

Reach out to the design firm via email or phone. When contacting them, be prepared to:

- **Introduce your project:** Include your site address and selected design.
- **Discuss design compatibility:** Ask the designer if the selected design fits your site.
- **Request a quote:** Inquire about all associated costs, including but not limited to:
  - Design licensing fees
  - Application preparation and permit fees
  - Any additional services that may be required (e.g., site analysis, engineering, landscaping)
- **Discuss the project timeline:** Understand the estimated timeframe for preparing and submitting your application, and the development permit application review to approval timelines.
- **Clarify communication and updates:** Ask how the design firm will keep you informed throughout the application and review process.

### c. Confirm nextsteps

Before moving forward, ensure you and the design firm are aligned on:

- Roles and responsibilities
- Expected timelines
- Any additional services or coordination needed (e.g., surveyor, contractor)

**Note:** All communication regarding design, submission, and fees should be directed to the design firm. The city does not manage or negotiate these aspects.

## Step 4: Initiating your Project

If you are satisfied with your chosen design firm and wish to proceed with this Program, the following steps will help ensure a smooth and successful development permit application process.

### a. Confirm submission requirements

Before your design firm submits the development permit application, it is important to ensure that all required documentation is accurate and complete. The City provides a checklist called the **Complete Application Requirement List (CARL)** which outlines all necessary submission materials.

**Work closely with your design firm to:**

- **Review the CARL** to confirm that all drawings and forms meet City standards and requirements
- **Prepare supporting documents**, such as site plans, building elevations, and utility connection details

## Step 5: Submit your application

Your designer/copyright owner will lead the submission of your development permit application through Infill Fast Track Program.

**Note:** The IFTP Development Permit application submission process follows the same steps used for other low-density development permits. You can find more information on the development permit process and how to submit [here](#).

### a. Design firm's role

The design firm is responsible for:

- Ensuring the application meets IFTP standards
- Uploading all required documents
- Managing your development permit application with the City
- Communicating with the City during the review process

### b. Your role

Stay engaged by:

- Confirming submission timelines with the design firm
- Providing any additional information requested by the design firm
- Monitoring progress and updates with the design firm

**Note:** The City will communicate directly with the design firm, as the listed applicant, regarding application status and feedback.

## Step 6: Application review

Once submitted, your application enters the IFTP review process.

### a. What this expedited review includes

IFTP planning file managers will:

- **Verify** completeness of the application
- **Assess** alignment with IFTP program criteria, including site eligibility and design compliance
- **Review** compatibility with local planning policies and infrastructure requirements
- **Coordinate** with internal departments as needed
- **Provide** feedback or request clarifications if necessary

### b. Factors that may delay processing or lead to redirection

To maintain the fast-track timeline, your application must be:

- **Complete** - All required documents and drawings must be submitted and accurate at the time of development permit application submission.
- **Compliant** - The selected design must meet IFTP eligibility criteria and align with applicable statutory policies.

If these conditions are not met, your application may be delayed due to revision requests or missing information. In some cases, it may be redirected to the standard development permit review process, which follows a longer review timeline.

**Tip:** Work closely with your design firm to ensure your application is thorough and meets all IFTP requirements. This is the best way to avoid delays.

## Step 7: Follow up

After submission, you can track your application status and stay informed throughout the review process.

### a. Through your design firm

Your design firm will receive updates from the City and should keep you informed about:

- Review progress
- Any required revisions
- Final decision and next steps

### b. Development Map (DMap)

You can also monitor your application status using the Development Map – **Development Permit Application search (DMap)**. This tool provides real-time updates on application stages.

### c. Evaluation timeline

Applications that meet all criteria and include complete documentation are typically reviewed within 8 weeks.

**Reminder:** Missing documents, design mismatches, or site eligibility issues may delay processing. Ensure all requirements are met before submission.

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