

WATER RESOURCES - REVISION TO EROSION AND SEDIMENT CONTROL REPORT AND DRAWINGS SUBMISSION PROCESS

During the first quarter of 2016, The City of Calgary will be implementing a change to the submission location for paper copies of erosion and sediment control (ESC) reports and drawings related to Development Permits (DP) and Development Agreements (DA). **As of February 1, 2016** consultants submitting these documents can send them directly to the Erosion Control Team in Water Resources (previously, these documents were submitted to the File Manager for the DP/DA). Our objective in making this change is to reduce multiple handling of documents and delays that were sometimes occurring while documents were sent to our office. To allow time for consultants to adapt to this process change, it will be phased in through to April 30, 2016.

Exception: For Stripping and Grading Development Permit Applications, please include the two (2) paper copies of the ESC submission with the complete application as per the Complete Application Requirements List (CARL) submission process. <http://www.calgary.ca/PDA/pd/Documents/carls/development-permit/stripping-and-grading.pdf>

Note the following important information and retain a copy of this Bulletin for future reference:

- ESC submissions can be dropped off in person or sent by courier (**submissions will be received Monday – Friday from 8:00 a.m. to 4:00 p.m.**) or sent by regular mail.

Submissions sent by regular mail, addressed to:

Business Support Coordinator
The City of Calgary
Water Resources, Mail Code 413
P.O. Box 2100, Station M, T2P 2M5

Courier or consultant hand deliveries submitted to our office:

Manchester Centre, Building U, 677 25 Avenue, SE.
Note: Our office is on the lower level of Building U (proceed to the north office or drop off at the centre office if no one is available to accept the submission)



- Two (2) copies of a submission are required (the Erosion Control Team provides one copy to Water Resources – Development Engineering for the DP/DA file).
- All submissions are to be related to a DP or DA application. When submissions are sent prior to the DP/DA stage, they will be accepted and the Erosion Control Team will contact the Development Engineering Generalist for information.

Questions regarding ESC reports/drawings for new projects should be directed to The City's Corporate Call Centre at 311.

This will generate a Service Request (SR) that is sent to the attention of the Erosion Control Team ensuring questions and requests are handled in a timely, efficient manner. In the case of existing projects (e.g. ESC re-submissions), the customer should contact the ESC staff member handling their file.

For additional information about this process, please contact:

Graham Tait
Stormwater Pollution Prevention Specialist
Water Resources
T 403.268.2655 | F 403.268.4557 | Mail code # 413
Manchester Centre – Building U
677 25 Avenue SE, Calgary, T2G 4K8