

Interim Changes to Stormwater Management Report Submission and Review Process

To improve the customer's experience, intake of Stormwater Management Reports (SWMRs) will be transitioned out of POSEIDONOnline. To support this transition, there will be interim changes to the submission and review processes. The transition period is expected to occur from December 2025 to approximately Q2 2026 at which time we expect the new online submission process to be in place.

Transition Period

Between December 1 – 31, 2025, all Stormwater Management Reports (SWMR) are to be submitted electronically via POSEIDONOnline **AND** emailed directly to wa-resourcesdevelopmentapprovals@calgary.ca. (See email instructions in Section 2 below.) During this time, SWMR review outcomes may be provided in an updated format.

Starting January 1, 2026, until further notice, all SWMRs must ONLY be emailed to wa-resourcesdevelopmentapprovals@calgary.ca. No applications submitted via POSEIDONOnline will be acknowledged or accepted after this point. All SWMR review outcomes will be provided in an updated format.

We will follow up with more information as the transition progresses.

Interim Submission Process

To submit a SWMR and supporting documents, the applicant will need to:

- Email wa-resourcesdevelopmentapprovals@calgary.ca and copy the relevant Development Engineering – Utility Specialist in the email (See [Contact Map](#)); and,
- Use the following email template in the submission email. (**NOTE:** Not using this template may result in processing delays.)

Subject: [SB### or DP###] Stormwater Management Report – Submitted

Applicant Name:

Applicant Contact Email:

Community:

Developer:

Associated SB or DP:

Associated CD (or N/A):

Phase (or N/A):

Address (or N/A):

Revised Final Previous SWMR ID (or N/A):

Updates to Review Process

Starting December 2025, report reviews will transition into POSSE, allowing for better visibility. Outcomes will be issued in an updated format to better align with existing review processes:

- *Required Information:* Comments that must be addressed in a re-submission of the SWMR.
- *Advisory Comments:* Comments not required for acceptance are recommended/advisory only.

Comment responses are to be provided in a separate *Applicant Response* document. The *Applicant Response* document should include the original Detailed Review Report and demonstrate that the comments have been appropriately addressed. This may include written responses, drawing mark-ups, etc. The re-submitted Stormwater Management Report (e.g. main report) should incorporate all the comments and required changes with no mark-ups.

SWMR submission requirements remain unchanged. Refer to [Stormwater Management Reports Guidelines](#) and the 2011 Stormwater Management Design Manual for guidance.

Once all comments have been addressed, clean copies of the Final SWMR must be provided within 15 business days of receiving the No Objections Letter:

- *Conditions of Approval:* The Final SWMR submission must demonstrate that the conditions have been met. Attach Page 1 of *No Objections Letter* to the Final SWMR.
- *Permanent Conditions:* These conditions are expected to be resolved outside of the report review process. Attach Page 1 of the *No Objections Letter* to the Final SWMR.

Until further notice, all SWMR New Reports, Iterations, and Final reports are to follow the interim intake processes as outlined in Section 1 and Section 2 of this Bulletin.

Please note: As part of this transition, revised Final reports will no longer follow existing submission IDs. All revisions to approved reports will have a new submission ID assigned. The applicant is expected to indicate the previously approved report in the submission email above as well as within the report body itself.

Questions and More Information

Please see the [Sub-Approval Process Handout](#) for more information on the changes to the review process.

For more information or to report issues with the interim workflow changes, please contact erin.ward@calgary.ca.