



Residential Grades Complete Application Requirement List

Residential Grades

The following **Residential Grades Complete Application Requirement List** outlines all of the information necessary to evaluate and provide a timely decision on your application. **One grade slip will be issued per development.**

Only applications that are complete will be accepted. Applications and documentation submitted must be clear, legible and precise. Plans submitted should be to a professional drafting standard. We are currently unable to accept digital applications. Thank you for your co-operation.

NOTE: Building and Development Permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta's FOIP Act. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.

completed by applicant	office use only	Required Items
<input type="radio"/>	<input type="radio"/>	1. One (1) copy of Site Plan showing:
<input type="checkbox"/>	<input type="checkbox"/>	plans to metric scale, minimum 1:100, all elevations in metric are Geodetic Datum
<input type="checkbox"/>	<input type="checkbox"/>	north arrow, pointing to top or left of page
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (street address) and legal address (plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	label city streets, lanes, sidewalks and pathways adjacent to parcel
<input type="checkbox"/>	<input type="checkbox"/>	easements, utility rights-of-way on parcel
<input type="checkbox"/>	<input type="checkbox"/>	label all elements of plan as existing or proposed
<input type="checkbox"/>	<input type="checkbox"/>	Utilities
<input type="checkbox"/>	<input type="checkbox"/>	label and dimension proposed sanitary / storm / water service locations
<input type="checkbox"/>	<input type="checkbox"/>	Location of all potential conflicts with Servicing Location
<input type="checkbox"/>	<input type="checkbox"/>	hydrants, catch basins, light standards, utility poles, utility fixtures, or boxes
<input type="checkbox"/>	<input type="checkbox"/>	show all existing trees on public land adjacent to the site, specify if tree is to be retained or removed (at owner's expense)
<input type="checkbox"/>	<input type="checkbox"/>	Plot and dimension property lines
<input type="checkbox"/>	<input type="checkbox"/>	indicate elevations at back of sidewalk – at property line corners and Vertical Points of Intersection (VPIs)
<input type="checkbox"/>	<input type="checkbox"/>	Outline buildings
<input type="checkbox"/>	<input type="checkbox"/>	proposed dwelling unit(s) at foundation / grade level
<input type="checkbox"/>	<input type="checkbox"/>	detached buildings and structures (e.g., sheds, garages)
<input type="checkbox"/>	<input type="checkbox"/>	driveways and parking areas
<input type="radio"/>	<input type="radio"/>	2. Application Fee <input type="checkbox"/> Residential \$472 <input type="checkbox"/> Lane Grades \$291
<input type="radio"/>	<input type="radio"/>	3. If reapplying for grade slip
<input type="checkbox"/>	<input type="checkbox"/>	copy of existing / expired grade slip
<input type="checkbox"/>	<input type="checkbox"/>	indicate if services are to remain the same or if changes are being made

Site Grades Request Form

Application # _____
Fee _____

Address

Legal Description

(ensure the legal description correctly describes the lot)

Type of Development

Single Family Garage Duplex / Semi-detached

Applicant:

Name

Address

Postal Code

Phone #(s)

Fax#

Email

Please provide any additional information:

Applicant's Signature

(Confirming that all required information has been provided and is correct)

Date

Screened by

Planning Services Technician

Date

Checklists are updated periodically. Please ensure you have the most recent edition.

For Further Information:

Phone: 403-268-5311

Web: calgary.ca

In Person:

3rd floor, Calgary Municipal Building
800 Macleod Trail SE, Calgary, Alberta
8:00 a.m. to 4:30 p.m. Monday – Friday

Mail:

The City of Calgary
Planning, Development & Assessment (#8108)
800 Macleod Trail SE, Calgary, Alberta T2P 2M5

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