



LUD	_____
PST	_____

Development Permit Complete Application Requirement List

Change of Use: Contextual Detached Dwelling to Discretionary Detached Dwelling (Single or Semi-detached)

The following **Development Permit Complete Application Requirement List** outlines all of the information necessary to evaluate and provide a timely decision on your application. Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible and precise.

Plans submitted must be to a professional drafting standard and include the following:

- **contain a title block with information such as:**
 - address and legal description (plan; block; lot)
 - uses, project name
- **be sorted into sets:**
 - sets should be folded to a size no larger than 8-½” x 14” (21.5 x 35.5 cm)
 - each set must be stapled or taped together
 - sets may be accordion-pleated, provided they can be hole punched in the top left-hand corner
- **paper size:**
 - all plans submitted must be on the same sized paper
 - drawings are clear and legible
 - drawings must be contained on each page (one plan should not span two pages)
- **be clear of any previous approval stamps and/or notations:**

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.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2 section 26(3) of the Land Use Bylaw 1P2007). All terms of reference are based on the defined terms in the Land Use Bylaw 1P2007.

NOTE: This requirement list is only to be used for applications that have an approved Development Completion Permit (DCP). For applications still in progress, use the requirement list for [New Discretionary Dwellings](#).

Processing Times and Deemed Refusals

Applicants are advised of their option under the Municipal Government Act to treat their application as being refused if the Development Authority fails to make a decision within 40 days of the application being accepted by the Development Authority, or at the expiry of an extended review timeframe specified by a time extension agreement between the Development Authority and Applicant. [Time extension agreements](#) must be initiated by the Applicant.

To exercise the “deemed refusal” option, an appeal to the Subdivision and Development Appeal Board must be filed within 14 days of the latest specified date for the review, or the right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.

completed by applicant	office use only	Required Items
<input type="radio"/>	<input type="radio"/>	1. A copy of the current Certificate(s) of Title
<input type="radio"/>	<input type="radio"/>	2. Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats registered on the Title(s)
<input type="radio"/>	<input type="radio"/>	3. A Letter of Authorization* from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel. *You can use this sample letter of authorization template or you can provide your own letter but it must contain all information indicated on the sample letter
<input type="radio"/>	<input type="radio"/>	4. Colour Photographs (minimum of four different views, label and identify each photograph) showing:
<input type="checkbox"/>	<input type="checkbox"/>	front and rear of building
<input type="checkbox"/>	<input type="checkbox"/>	unique features and aspects of significance to development of the parcel
<input type="radio"/>	<input type="radio"/>	5. Development Permit fee (See Fee Schedule)
<input type="radio"/>	<input type="radio"/>	6. When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a written planning rationale in support of the deficiencies.
<input type="radio"/>	<input type="radio"/>	7. One (1) copy of a Site Plan (1:100 metric scale recommended) showing:
<input type="checkbox"/>	<input type="checkbox"/>	north arrow, pointing to top or left of page
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (ie, street address) and legal address (ie, plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	label all elements of plan as existing or proposed
<input type="checkbox"/>	<input type="checkbox"/>	Plot and dimension property lines
<input type="checkbox"/>	<input type="checkbox"/>	Floodway, Flood Fringe and Overflow:
<input type="checkbox"/>	<input type="checkbox"/>	indicated on the Floodway/Flood Fringe Maps [Section 3 (c) & (d)]
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance to buildings and structures
<input type="checkbox"/>	<input type="checkbox"/>	Adjacent to parcel:
<input type="checkbox"/>	<input type="checkbox"/>	City streets, label street names
<input type="checkbox"/>	<input type="checkbox"/>	Setbacks:
<input type="checkbox"/>	<input type="checkbox"/>	dimension front, side and rear building setbacks from property lines
<input type="checkbox"/>	<input type="checkbox"/>	Outline and dimension buildings:
<input type="checkbox"/>	<input type="checkbox"/>	projections and structures (bay windows, cantilevers, window wells)
<input type="checkbox"/>	<input type="checkbox"/>	detached buildings and structures (sheds, garages)
<input type="checkbox"/>	<input type="checkbox"/>	mechanical equipment (air conditioners)
<input type="checkbox"/>	<input type="checkbox"/>	location of all openings (windows, doors, overhead doors)
<input type="checkbox"/>	<input type="checkbox"/>	location of independent access to grade
<input type="checkbox"/>	<input type="checkbox"/>	Driveways & parking areas:
<input type="checkbox"/>	<input type="checkbox"/>	label surface material
<input type="checkbox"/>	<input type="checkbox"/>	label curb cuts to be removed and rehabilitated (if accessing a street)
<input type="checkbox"/>	<input type="checkbox"/>	dimension length from property line to overhead door
<input type="checkbox"/>	<input type="checkbox"/>	number of parking stalls (minimum one per dwelling unit)
<input type="checkbox"/>	<input type="checkbox"/>	Private amenity space:
<input type="checkbox"/>	<input type="checkbox"/>	outline and dimension area for outdoor amenity space for Secondary Suite (in the form of a deck, patio or balcony)

<input type="radio"/>	<input type="radio"/>	8. One (1) copy of Floor Plans of all levels (minimum 1:75 or imperial scale, minimum 3/16"=1') showing:
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (ie, street address) and legal address (ie, plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	label all elements of plan as existing or proposed
<input type="checkbox"/>	<input type="checkbox"/>	Outline and dimension walls:
<input type="checkbox"/>	<input type="checkbox"/>	exterior dimensions (dimension to centre line of common walls)
<input type="checkbox"/>	<input type="checkbox"/>	plot location of interior and exterior openings (windows, doors, overhead doors)
<input type="checkbox"/>	<input type="checkbox"/>	label the purpose of spaces (eg, kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms, laundry facilities)
<input type="checkbox"/>	<input type="checkbox"/>	label existing and proposed rooms and portions of the building
<input type="checkbox"/>	<input type="checkbox"/>	calculate area of suite (excluding areas covered by stairs)
Initial by applicant	_____	If parcel is located within the area governed by the Airport Vicinity Protection Act (AVPA) clearly label the NEF layer to which the parcel is located. AVPA calculations will be required at time of Building Permit application. If you are uncertain as to the location within the AVPA phone 403-268-5311.

NOTE: This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

Applicant's Signature _____ **Date** _____
 (Confirming that all required information has been provided and is correct)

Screened by _____ **Date** _____
 Planning Services Technician

_____ **Date** _____
 Senior Planning Technician

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

Phone: 403-268-5311	In Person:	Mail:
Web: calgary.ca	3rd floor, Calgary Municipal Building	The City of Calgary
	800 Macleod Trail SE, Calgary, Alberta	Planning, Development & Assessment (#8108)
	8:00 a.m. to 4:30 p.m. Monday – Friday	800 Macleod Trail SE, Calgary, Alberta T2P 2M5