



LUD _____
PST _____

Development Permit Complete Application Requirement List

Relaxation of an Existing Residential Structure

The following development permit 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. All plans must be clear of any previous approval stamps and/or notations.

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)

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 Land Use Bylaw 1P2007).

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. Colour Photographs showing: <i>(minimum of two different views, label and identify each photograph)</i>
<input type="checkbox"/>	<input type="checkbox"/>	the existing structure
<input type="checkbox"/>	<input type="checkbox"/>	a visual account of the parcel and the surrounding area
<input type="radio"/>	<input type="radio"/>	2. Development permit fee (Fee Schedule)
<input type="radio"/>	<input type="radio"/>	3. One (1) copy of a Site Plan or a Real Property Report , prepared by an accredited Alberta Land Surveyor (Real Property Report is required if a stamp of compliance is being requested in conjunction with this application), showing:
<input type="checkbox"/>	<input type="checkbox"/>	plans to metric scale, minimum 1:100
<input type="checkbox"/>	<input type="checkbox"/>	north arrow, pointing to top or left of page
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	all elements of plan labelled as existing or proposed
<input type="checkbox"/>	<input type="checkbox"/>	property lines
<input type="checkbox"/>	<input type="checkbox"/>	adjacent City streets, sidewalks, curb cuts and any City public pathways adjacent to the parcel, dimensioned from the property lines
<input type="checkbox"/>	<input type="checkbox"/>	easements, utility rights-of-way and right-of-way setback lines
<input type="checkbox"/>	<input type="checkbox"/>	foundation outline of the dwelling, including all cantilevers, decks and other projections
<input type="checkbox"/>	<input type="checkbox"/>	outline of any accessory buildings over 10 m ² in size (e.g. detached garages, garden sheds and other buildings); complete with dimensions
<input type="checkbox"/>	<input type="checkbox"/>	location and height of existing and proposed retaining walls
<input type="checkbox"/>	<input type="checkbox"/>	front setback area dimensions, measured from front property line
<input type="checkbox"/>	<input type="checkbox"/>	side and rear setback area dimensions
<input type="checkbox"/>	<input type="checkbox"/>	utility poles, transformer boxes, hydrants, and light standards on or adjacent to the parcel
<input type="checkbox"/>	<input type="checkbox"/>	length of driveways, measured from property line to garage door

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

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

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