



LUD _____
PST _____

## Development Permit Complete Application Requirement List

### New Tract Single Detached Dwelling

#### Multiple Lots

This **Development Permit Complete Application Requirement List** is intended for Single Detached Dwellings on multiple lots, located in Developed Area Greenfield subdivisions, which are in the form of tract housing. 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.

- Application must be made for a minimum of five (5) parcels that are in close proximity to one another;
- All parcels must be located within the same approved plan of subdivision;
- Application not intended for redevelopment or infill housing; and
- Application must NOT be used when a relaxation of the bylaw is being pursued.

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 the 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	<b>Required Items</b>
<input type="radio"/>	<input type="radio"/>	<p><b>1. Approved Pre-Application meeting</b> to ensure bylaw requirements are met and that all proposed dwellings are Tract Single Detached Dwellings.</p> <p>Pre-Application meeting file number <b>PE20</b> ____ -- ____.</p>
<input type="radio"/>	<input type="radio"/>	<b>2.</b> A copy of the current <b>Certificate(s) of Title</b> for each subject parcel.
<input type="radio"/>	<input type="radio"/>	<b>3.</b> Current copies of any <b>Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats</b> registered on the Title(s).
<input type="radio"/>	<input type="radio"/>	<p><b>4. A Letter of Authorization*</b> from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.</p> <p>*You can use this <a href="#">sample letter of authorization template</a> or you can provide your own letter but it must contain all information indicated on the sample letter</p>
<input type="radio"/>	<input type="radio"/>	<b>5. Colour Photographs</b> (minimum of two different views, label and identify each photograph) showing:
<input type="checkbox"/>	<input type="checkbox"/>	site(s) from front and rear
<input type="radio"/>	<input type="radio"/>	<b>6.</b> Development Permit fee ( <a href="#">Fee Schedule</a> )
<input type="radio"/>	<input type="radio"/>	<b>7.</b> Completed <a href="#">Site Contamination Statement</a>
<input type="radio"/>	<input type="radio"/>	<b>8.</b> Completed <a href="#">Public Tree Disclosure Statement</a>
<input type="checkbox"/>	<input type="checkbox"/>	if public trees are identified, one additional site plan is required
<input type="radio"/>	<input type="radio"/>	<b>9.</b> Completed <a href="#">Abandoned Well Declaration Form</a>
<input type="radio"/>	<input type="radio"/>	<b>10.</b> When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a <b>written planning rationale</b> in support of the deficiencies.
<input type="radio"/>	<input type="radio"/>	<b>11. One (1) copy of a Site Plan including:</b> <i>(1:100 metric scale recommended)</i>
<input type="checkbox"/>	<input type="checkbox"/>	north arrow
<input type="checkbox"/>	<input type="checkbox"/>	scale of drawing
<input type="checkbox"/>	<input type="checkbox"/>	municipal addresses (i.e. street addresses) and legal addresses (i.e. plan/block/lot) of all parcels
<input type="checkbox"/>	<input type="checkbox"/>	property lines, easements, and rights-of-way
<input type="checkbox"/>	<input type="checkbox"/>	adjoining streets and lanes
<input type="checkbox"/>	<input type="checkbox"/>	floodway and flood fringe limits, where applicable
<input type="checkbox"/>	<input type="checkbox"/>	plot designated flood level
<input type="checkbox"/>	<input type="checkbox"/>	indicate method to prevent structural damage by floodwaters, if required in Section 60 & 61
<input type="checkbox"/>	<input type="checkbox"/>	plot location of mechanical and electrical equipment, electrical master switch, and sewer back up valve, if required in Section 60 & 61
<input type="checkbox"/>	<input type="checkbox"/>	all parcels which are included in the development permit application, clearly identified by a dashed line
<input type="checkbox"/>	<input type="checkbox"/>	legend, indicating dashed line boundary
<input type="checkbox"/>	<input type="checkbox"/>	adjoining lots
<input type="checkbox"/>	<input type="checkbox"/>	<b>If an abandoned gas or oil well is identified on the site,</b> indicate the necessary setback area for each well.

<input type="checkbox"/>	<input type="checkbox"/>	<b>Text Block, including:</b>
<input type="checkbox"/>	<input type="checkbox"/>	total number of parcels
<input type="checkbox"/>	<input type="checkbox"/>	plan, block, and lot numbers for subject parcels
<input type="checkbox"/>	<input type="checkbox"/>	number of dwellings per parcel (maximum one per parcel)
<input type="checkbox"/>	<input type="checkbox"/>	required front setback (minimum 3.0 m)
<input type="checkbox"/>	<input type="checkbox"/>	building height (maximum 10.0 m)
		<b>Supporting Information:</b>
<input type="radio"/>	<input type="radio"/>	<b>12. Off-site Levy Bylaw</b>
		Review the Off-site Levy Bylaw at <a href="http://calgary.ca/offsitelevy">calgary.ca/offsitelevy</a> to determine if additional charges are applicable to the application.

**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

<b>Checklists are updated periodically. Please ensure you have the most recent edition.</b>		
<b>Phone:</b> 403-268-5311	<b>In Person:</b>	<b>Mail:</b>
<b>Web:</b> <a href="http://calgary.ca">calgary.ca</a>	3rd floor, Calgary Municipal Building	The City of Calgary
	800 Macleod Trail SE, Calgary, Alberta	Planning & Development (#8108)
	<b>8:00 a.m. to 4:30 p.m. Monday – Friday</b>	800 Macleod Trail SE, Calgary, Alberta T2P 2M5