



**Application requirement list**

**Development Site Servicing Plan**

The development site servicing plan application requirement list outlines all the information necessary to evaluate and provide a timely decision on your application.

For design guidelines and standards please refer to the [Design Guidelines for Development Site Servicing Plans](#).

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 be clear of any previous approval stamps and notations.

**Submission Requirements:**

- Three (3) copies of the entire submission package**
- Cover letter indicating the project scope and description. For re-submissions the letter must address each item from the previous review and specify any additional changes**
- Development Permit Number (not required where scope of work is strictly related to the underground utilities)**
- Three (3) site plans, for approval by the Fire Prevention Bureau (When required by Development Permit Conditions of Approval)**
- An approved Storm Water Management Report (If a report is required, provide the name of the report and a copy of the approval letter)**
- Three (3) executed copies of all public/private easements, utility/access right-of-ways, and drainage agreements, where applicable**
- Fee (See [Utility Site Servicing Bylaw](#) for review fees and inspection fees and procedures)**

**Plan Requirements:**

- contain a title block with information such as:**
  - address and legal description (section number; plan; block; lot)
  - project uses, and project name
  - name of consultant and an original signed engineer’s stamp (P.Eng., P.L., P.Tech), and legible permit to practice number
  - applicant name, and contact information
- include a circulation block** (found on page four of the [Design Guidelines for Development Site Servicing Plans](#))
- be sorted into sets:**
  - sets should be rolled, not folded
  - each set must be stapled together, NOT bound by tape
- paper size:**
  - all plans submitted must be on the same sized paper
  - drawings are clear and legible
  - maximum size of drawing not to exceed 0.600m x 0.900m

**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
		<b>Drafting Requirements:</b>
<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 (ie, street address) and legal address (ie, plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	size of parcel (ha)
<input type="checkbox"/>	<input type="checkbox"/>	label all elements of plan as <b>existing</b> or <b>proposed</b>
		<b>Legal Information:</b>
<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 VPIs
<input type="checkbox"/>	<input type="checkbox"/>	indicate lane grade design elevations – at property line corners and VPIs
<input type="checkbox"/>	<input type="checkbox"/>	provide tentative legal plan where applicable (consolidation, subdivision, or strata)
		<b>Adjacent to parcel:</b>
<input type="checkbox"/>	<input type="checkbox"/>	City streets, label street names
<input type="checkbox"/>	<input type="checkbox"/>	sidewalks, City and public paths (Regional Pathway System)
<input type="checkbox"/>	<input type="checkbox"/>	curb cuts, medians and breaks in medians
<input type="checkbox"/>	<input type="checkbox"/>	road widening setbacks and corner cuts, dimensioned and labelled
		<b>Easements, Utility Rights-of-Way, etc:</b>
<input type="checkbox"/>	<input type="checkbox"/>	dimension (width and location)
<input type="checkbox"/>	<input type="checkbox"/>	label type of easement and registration number
		<b>Site Details:</b>
<input type="checkbox"/>	<input type="checkbox"/>	outline of all detached buildings and structures (sheds, garages)
<input type="checkbox"/>	<input type="checkbox"/>	label main floor elevations
<input type="checkbox"/>	<input type="checkbox"/>	label principal entrance to building
<input type="checkbox"/>	<input type="checkbox"/>	Indicate existing and proposed surface materials
<input type="checkbox"/>	<input type="checkbox"/>	proposed and existing retaining walls and fences
<input type="checkbox"/>	<input type="checkbox"/>	landscaping, berms, swales, slopes and other physical features which could affect utility servicing both on the site and adjoining boulevards
<input type="checkbox"/>	<input type="checkbox"/>	label curb cuts to be removed and rehabilitated
		<b>Water, storm and sanitary sewer (on and adjoining the parcel):</b>
<input type="checkbox"/>	<input type="checkbox"/>	locations and full dimensions for mains, services, manholes, hydrants and valves to property lines, buildings, and other utilities (existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	show pipe size, type, class material, length, slope, and bedding material
<input type="checkbox"/>	<input type="checkbox"/>	location of all manholes and catch basins complete with pipe inverts and rim elevations
<input type="checkbox"/>	<input type="checkbox"/>	proposed sanitary/storm inverts at property lines and buildings
<input type="checkbox"/>	<input type="checkbox"/>	horizontal and vertical clearances at all utility crossings
<input type="checkbox"/>	<input type="checkbox"/>	locations of sanitary test manholes with details of easement if located on private property, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	pipe capacity for large developments

<input type="checkbox"/>	<input type="checkbox"/>	<b>Shallow utilities (existing and proposed on and adjoining the parcel):</b>
<input type="checkbox"/>	<input type="checkbox"/>	gas
<input type="checkbox"/>	<input type="checkbox"/>	electrical (poles, fixtures, guy wires/pole anchors, transformer boxes, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	cable, telephone
<input type="checkbox"/>	<input type="checkbox"/>	<b>If trees are existing on public lands adjacent to the site:</b>
<input type="checkbox"/>	<input type="checkbox"/>	specify species and diameter of each tree
<input type="checkbox"/>	<input type="checkbox"/>	location of the centre point of the trunk of each tree
<input type="checkbox"/>	<input type="checkbox"/>	tree is to be retained or removed? (At owner's expense)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Water:</b>
<input type="checkbox"/>	<input type="checkbox"/>	location of on-site water meter (indicated by M)
<input type="checkbox"/>	<input type="checkbox"/>	architectural floor plan showing water meter room location that matches most recent, approved Development Permit Plan
<input type="checkbox"/>	<input type="checkbox"/>	total residential unit count
<input type="checkbox"/>	<input type="checkbox"/>	pipe support details where applicable: required where foundation wall less than 4 metres from property line
<input type="checkbox"/>	<input type="checkbox"/>	<b>Surface drainage:</b>
<input type="checkbox"/>	<input type="checkbox"/>	plot existing and proposed surface grades along property lines and on site
<input type="checkbox"/>	<input type="checkbox"/>	grade changes & ramps within all driveways and parking areas
<input type="checkbox"/>	<input type="checkbox"/>	drainage pattern indicated by boundary lines and arrows
<input type="checkbox"/>	<input type="checkbox"/>	stormwater release rate is being controlled to the rate provided with the Development Permit submission
<input type="checkbox"/>	<input type="checkbox"/>	surface drainage contained on site and spills to a public roadway (spill elevation and location provided)
<input type="checkbox"/>	<input type="checkbox"/>	ICD's and HYDROVEX details (include all HYDROVEX details with application)
<input type="checkbox"/>	<input type="checkbox"/>	stormwater features such as storm ponds, trap lows, ICDs, oil/grit separators, BMPs, or Low Impact Development Practices (complete with LID checklists)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Floodway, Flood Fringe and Overflow:</b>
<input type="checkbox"/>	<input type="checkbox"/>	floodway/flood fringe/overland flow lines on the plans complete with all step elevations and labels
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance to buildings and structures
<input type="radio"/>	<input type="radio"/>	Identify and provide justification for items that do not comply with Council approved policies, bylaw standards, or technical guidelines. Attach a separate sheet, if necessary.

**Applicant's Signature**

**Date**

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

**Screened by**

**Date**

**Phone:** 403-268-5311

**Web:** [calgary.ca](http://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 (#8108)

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