



## Subdivision Application Requirements List

### ePlans (Electronic Submission of Plans) Subdivision by Instrument

To Submit Subdivision Applications online, applicants must become a registered user in order to log onto The City of Calgary's website – **VISTA**. To request an account and ID, visit [calgary.ca/vista](http://calgary.ca/vista). One account/ID will be assigned per organization.

Applicants must accept the terms of the Subdivision Application Authorization outlined on the online application form and provide all required data on the online application forms.

Help resources:

- The City of Calgary [ePlans](#)
- Service [Alberta Plan Registration](#)

To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, staff have been instructed to accept only complete applications which include plans prepared to professional drafting standards.

**All forms and plans must be submitted in PDF format.**

Required Items	
<input type="radio"/>	1. Required <b>Subdivision Data</b> to be entered online.
<input type="radio"/>	2. A <b>current</b> copy of the <b>Certificate(s) of Title</b> (searched within thirty days).
<input type="radio"/>	3. Copies of any <b>Restrictive Covenants, Utility Rights-of-Ways, Easements, or City Caveats</b> registered on the Title(s).
<input type="radio"/>	4. Fee ( <a href="#">Subdivision Fee Schedule</a> )
<input type="radio"/>	5. Completed <a href="#">Site Contamination Statement</a> .
<input type="radio"/>	6. Completed <a href="#">Abandoned Well Declaration</a> form and <b>Presence or Absence of Abandoned Wells Map</b> (see item #1 on the form).
<input type="radio"/>	7. <b>Proposed subdivision plan</b> – required in PDF format. All dimensions must be in metric units, correct to two (2) decimal points and the plans must include the following:
<input type="checkbox"/>	north arrow, pointing to top or right of page
<input type="checkbox"/>	scale to which the sketch is drawn
<input type="checkbox"/>	municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
<input type="checkbox"/>	property lines ( <b>existing</b> and <b>proposed</b> ; label "Proposed Line of Subdivision")

- dimensions and boundaries of each new lot to be created; include proposed lot areas
- floodway and flood fringe limits, where applicable
- label adjoining street names and lanes
- 8. **Addressing Plan** (copy of the proposed subdivision plan without dimensions, buildings etc.) PDF
- 9. Completed [Application for Separation of Title of Semi-detached Buildings](#) (one form for each building).  
Only required if there are existing semi-detached building(s) to remain on the parcel, which were constructed under building permits issued prior to June 1, 1998.
- 10. If an existing structure will remain on site, a **Real Property Report**, prepared by an Alberta Land Surveyor, must also be submitted with the application. Indicate the proposed subdivision plan information. If there are any existing common party wall(s), provide a statement confirming the centre line of the wall(s) coincides with the proposed property line.
- 11. If an existing structure will remain on site, and the proposed property line is moving closer to the structure, provide exterior **Elevation Drawings** of the side of the building facing towards the proposed property line. Drawings must be dimensioned to a minimum 3/16" = 1'0" scale, including the following:
  - height from finished ground level to the upper most ceiling
  - all window, door and other opening sizes
  - photographs of the side of the building facing towards the property line
- 12. **Off-site Levy Bylaw**  
Review the Off-site Levy Bylaw at [calgary.ca/offsitelevy](http://calgary.ca/offsitelevy) to determine if additional charges are applicable to the application.
- 13. **Historic Resources**  
*Step 1:* Has a Historic Resources Application been made at the Area Structure Plan stage or Land Use/Outline Plan/Road Closure stage?  No  Yes  Not Applicable  
If *yes*, please provide Alberta Culture and Tourism's response and documentation of any work completed.  
If *no*, refer to Step 2 below:  
*Step 2:* Refer to the [Government of Alberta Listing of Historic Resources](#)  
What is the Historic Resource Value (HRV) of the affected lands?  
 Not listed  1  2  3  4  5  
If there is an HRV, review the [Subdivision Development Historical Resources Act Compliance Bulletin](#) to determine if a Historic Resource Application is required.

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

**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**