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## Development Permit Complete Application Requirement List

### Manufactured Home

New, Relocations, Additions, Decks, Accessory Buildings and Relaxations

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. 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 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"/>	1. A copy of the current <b>Certificate(s) of Title</b>
<input type="radio"/>	<input type="radio"/>	2. 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"/>	3. <b>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.  *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
<input type="radio"/>	<input type="radio"/>	4. <b>Colour Photographs</b> (minimum of four different views, label and identify each photograph) showing:
<input type="checkbox"/>	<input type="checkbox"/>	parcel from front and rear
<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 ( <a href="#">Fee Schedule</a> )
<input type="radio"/>	<input type="radio"/>	6. Completed <a href="#">Site Contamination Statement</a>
<input type="radio"/>	<input type="radio"/>	7. Completed <a href="#">Abandoned Well Declaration Form</a>
<input type="radio"/>	<input type="radio"/>	8. 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"/>	9. <b>One (1) copy of a Site Plan including:</b> <i>(1:100 metric scale recommended)</i>
<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 <b>existing</b> or <b>proposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	property lines
<input type="checkbox"/>	<input type="checkbox"/>	dimensions measured from adjacent property lines and internal roads
<input type="checkbox"/>	<input type="checkbox"/>	easements, utility rights-of-way, right-of-way setback lines
<input type="checkbox"/>	<input type="checkbox"/>	fully dimensioned foundation outline of manufactured home and of all cantilevers, decks and other projections
<input type="checkbox"/>	<input type="checkbox"/>	outline and dimensions of any accessory residential buildings over 10 m <sup>2</sup> in size (e.g. detached garages, garden sheds and other buildings)
<input type="checkbox"/>	<input type="checkbox"/>	dimensions from the manufactured home (including addition, where applicable) to any accessory residential buildings, attached structures, or manufactured home on an adjacent manufactured home space
<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"/>	location of all existing and proposed shallow and deep utilities (e.g. water, sewer, gas, electrical, cable, and telephone, either underground or overhead)
<input type="checkbox"/>	<input type="checkbox"/>	length of driveways
<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="radio"/>	<input type="radio"/>	10. <b>One (1) copy of Floor Plans (of the addition) including:</b> <i>(minimum 1:100 or imperial scale, minimum 3/16")</i>
<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 <b>existing</b> or <b>proposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	layout of all exterior walls and identify rooms (i.e. kitchen, bathroom, interior stairways)

<input type="checkbox"/>	<input type="checkbox"/>	location of doors and windows
<input type="checkbox"/>	<input type="checkbox"/>	dimensions of buildings (length and width), include cantilevers and other projections
<input type="radio"/>	<input type="radio"/>	<b>11. One (1) copy of Elevation Drawings including:</b> <i>(minimum 1:100 or imperial scale, minimum 3/16"=1')</i>
<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 <b>existing</b> or <b>proposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	exterior elevations of the dwelling; include all windows, doors, projections, decks, cantilevers, chimneys, and chimney flues. For an addition, show exterior elevations of the area affected by the proposed addition.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Label finishing materials:</b>
<input type="checkbox"/>	<input type="checkbox"/>	exterior materials, (e.g. brick, stucco, vinyl siding, metal siding)
<input type="checkbox"/>	<input type="checkbox"/>	roof material (e.g. asphalt shingles, concrete tile, metal)
<input type="checkbox"/>	<input type="checkbox"/>	fascia, soffit, and trim
<input type="checkbox"/>	<input type="checkbox"/>	colours of all major exterior materials
<input type="checkbox"/>	<input type="checkbox"/>	dimensioned height from grade on all elevations; measure from where the difference between the grade and the top of the roof is greatest
<input type="checkbox"/>	<input type="checkbox"/>	dimensioned height to main floor from grade (addition, where applicable)
		<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

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

<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 800 Macleod Trail SE, Calgary, Alberta	The City of Calgary Planning & Development (#8108)
	<b>8:00 a.m. to 4:30 p.m. Monday – Friday</b>	800 Macleod Trail SE, Calgary, Alberta T2P 2M5