



## New digital intake process

There is a new digital intake process for large scale developments, land use amendment applications and outline plans. Please contact the Planning Services Centre at (403) 268-5343 to process your application. Allow for up to 45 minutes to process your application over the phone. Files will be transmitted securely via Microsoft OneDrive and reviewed during the call.

Plans submitted must be to a professional drafting standard and digital submission requirements include the following:

- All Documents must be named as listed on this Requirement List (in any naming convention that makes the document type identifiable)
- All files must be in PDF format
- One PDF file per requirement
- Have all files organized in a folder ready for transmission prior to calling
- **Contain a title block with information such as:**
  - address and legal description (plan; block; lot)
  - uses, project name
- **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)



LUD _____
PST _____

## Development Permit Complete Application Requirement List

### Stripping and Grading

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. Plans submitted must be to a professional drafting standard. All plans must be clear of any previous approval stamps and/or notations. Please review the **Processing Times and Deemed Refusal** section at the end of this Requirement List.

**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).

## NOTE

A development permit for stripping and grading is **NOT** required if:

- (i) the area concerned is less than 1,000 square metres;
- (ii) the stripping or excavation is part of a development for which a development permit has been Issued;
- (iii) the applicant has already signed a development agreement with The City for the area concerned; or
- (iv) the conditions of section 24 of Land Use Bylaw 1P2007 are met.

Otherwise, the following information shall be provided for a development permit application for stripping and grading of land.

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="checkbox"/>	<input type="checkbox"/>	details of curbs, driveways, sidewalks, garbage enclosures and overhead poles
<input type="radio"/>	<input type="radio"/>	5. <b>Development permit fee</b> ( <a href="#">Fee Schedule</a> )
<input type="radio"/>	<input type="radio"/>	6. <b>Completed</b> <a href="#">Site Contamination Statement</a>
<input type="radio"/>	<input type="radio"/>	7. <b>One (1) copies of Site Plan(s), including:</b> (1:100 metric scale recommended, include scale bar)
<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"/>	existing survey control stations and markers
<input type="checkbox"/>	<input type="checkbox"/>	details of loam stockpiles; include height, width, length, and volumes
<input type="checkbox"/>	<input type="checkbox"/>	easements, utility rights-of-way, right-of-way setback lines
<input type="checkbox"/>	<input type="checkbox"/>	location of all existing and proposed shallow and deep utilities (e.g. water, sewers, gas, electrical, cable, telephone, either underground or overhead)
<input type="checkbox"/>	<input type="checkbox"/>	the means by which all storm water in and from the subject lands will be controlled and disposed of, including how drainage from its natural route will be controlled
<input type="checkbox"/>	<input type="checkbox"/>	any intended stripping and grading on adjacent lands, including details of edge conditions, back sloping requirements, and areas to be reloaded or seeded and maintained until natural conditions are restored
<input type="checkbox"/>	<input type="checkbox"/>	any unusual parcel conditions (features of archaeological value, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	existing trees and major vegetation on the parcel; what is to remain and what is to be removed
<input type="radio"/>	<input type="radio"/>	8. <b>One (1) copy of an Area Map, including:</b> (8.5" x 11" – 21.5cm x 35.5cm)
<input type="checkbox"/>	<input type="checkbox"/>	area to be stripped and rough graded, outlined in <b>red</b>

<input type="checkbox"/>	<input type="checkbox"/>	locations of any stockpiles of stripped loam, outlined in <b>green</b>
<input type="radio"/>	<input type="radio"/>	<b>9. One (1) copy of Cut/Fill Plan(s):</b> cut/fill plans are required for every stripping and grading application <b>NOTE:</b> Cut/fill plans are also required when no cut/fill is proposed on the application. This is to provide documented confirmation that no cut/fill activity will take place.
<input type="radio"/>	<input type="radio"/>	<b>10. One (1) copy of Phasing Plan(s):</b>
<input type="checkbox"/>	<input type="checkbox"/>	indicating areas expected to be developed during the current year
<input type="checkbox"/>	<input type="checkbox"/>	type of soil stabilization proposed for areas to be developed in following years
<input type="radio"/>	<input type="radio"/>	<b>11. One (1) copy of Deep Fills Report.</b> Required when fill is being proposed for depths greater than two metres.
<input type="radio"/>	<input type="radio"/>	<b>12. One (1) copy of Erosion &amp; Sediment Control (ESC) Report</b> Documents submitted shall conform to the requirements detailed in the current edition of The City of Calgary <i>Guidelines for Erosion and Sediment Control</i> and shall be prepared by a qualified consultant or certified professional specializing in ESC.
<input type="radio"/>	<input type="radio"/>	<b>13. If the application is being submitted concurrently with an existing Land Use Amendment, a completed <a href="#">Concurrent Submission Declaration</a> form is required. Please select:</b>
	<input type="checkbox"/>	Yes, this application is being submitted concurrently with a Land Use Amendment, LOC20 - _____
	<input type="checkbox"/>	No, this application is not being submitted concurrently with a Land Use Amendment
<input type="radio"/>	<input type="radio"/>	<b>14. Supporting Information, required depending on site conditions:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Cross-sections may be required to provide more information on the impact of the proposed stripping and grading on adjacent properties. Cross-section should show the existing grade of the parcel, proposed grade for the parcel, grade of adjacent parcels, and grade of adjacent City streets. <b>Datum points are required to ensure accuracy.</b>
<input type="checkbox"/>	<input type="checkbox"/>	Revised site plan showing fencing, including the snow fence required at the boundary of any environmental reserve land.

**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

**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.

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

**Phone:** 403-268-5311

**Chat:** [calgary.ca](https://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)  
800 Macleod Trail SE, Calgary, Alberta T2P 2M5