



## Land Use Redesignation - Application Requirement List

The following land use redesignation 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 should be to a professional drafting standard. If you have any questions, contact the Planning Services Centre at (403) 268-5311.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 16(4) of Land Use Bylaw 1P2007).

**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
<input type="radio"/>	<input type="radio"/>	1. Completed <a href="#">Application Form</a>
<input type="radio"/>	<input type="radio"/>	2. Current copy of <b>Certificate(s) of Title</b> (searched within 30 days)
<input type="radio"/>	<input type="radio"/>	3. 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"/>	4. <b>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="checkbox"/>	<input type="checkbox"/>	provide the names of the directors if the parcel is owned by a numbered company.
<input type="radio"/>	<input type="radio"/>	5. <b>Fee</b> ( <a href="#">Land Use Amendment Fee Schedule</a> )
<input type="radio"/>	<input type="radio"/>	6. <b>Colour Photographs</b> of the parcel(s) that provide a comprehensive visual account of the site and adjacent area (minimum of four different views). Photographs may be any size that will fit into an 8.5 x 14 inch file.
<input type="radio"/>	<input type="radio"/>	7. Completed <a href="#">Site Contamination Statement</a>
<input type="radio"/>	<input type="radio"/>	8. Completed <a href="#">Abandoned Well Declaration Form</a>
<input type="checkbox"/>	<input type="checkbox"/>	<i>provide Presence or Absence of Abandoned Wells Map (see #1 of form)</i>
<input type="radio"/>	<input type="radio"/>	9. Completed <a href="#">Applicant's Submission Form</a> . The form will be included in a report presented to Calgary Planning Commission and to City Council at a Public Hearing. Completion of the form is mandatory, however the applicant may provide additional information, supplementary to the form.

<input type="radio"/>	<input type="radio"/>	<b>10. Fifteen (15) copies of site plans</b> showing the land involved in the application and existing land uses and development within a 90 metre radius of the site boundary. Site plan must contain:
<input type="checkbox"/>	<input type="checkbox"/>	scale of plans
<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"/>	<b>Plot and dimension property lines</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Easements, Utility Rights-of-Way, etc:</b>
<input type="checkbox"/>	<input type="checkbox"/>	dimension (width, depth and location)
<input type="checkbox"/>	<input type="checkbox"/>	label type of easement and registration number
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plot Rights-of-Way setback lines required in Section 53, Table 1:</b>
<input type="checkbox"/>	<input type="checkbox"/>	dimension depth of Rights-of-Way
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance from Rights-of-Way to building
<input type="checkbox"/>	<input type="checkbox"/>	<b>Floodway, Flood Fringe and Overflow:</b>
<input type="checkbox"/>	<input type="checkbox"/>	indicated on the Floodway/Flood Fringe Maps (Section 3 (c) & (d))
<input type="checkbox"/>	<input type="checkbox"/>	<b>Adjacent to parcel:</b>
<input type="checkbox"/>	<input type="checkbox"/>	City streets, label street names
<input type="checkbox"/>	<input type="checkbox"/>	sidewalks, curb cuts, medians and breaks in medians
<input type="checkbox"/>	<input type="checkbox"/>	<b>Statistics and Calculation:</b>
<input type="checkbox"/>	<input type="checkbox"/>	building height (provide height of each building)
<input type="checkbox"/>	<input type="checkbox"/>	residential density in Units per Hectare (UPH)
<input type="checkbox"/>	<input type="checkbox"/>	area of residential amenity space (public & private)
<input type="checkbox"/>	<input type="checkbox"/>	percent of parcel covered by buildings (parcel coverage)
<input type="checkbox"/>	<input type="checkbox"/>	total gross floor area of buildings (GFA)
<input type="checkbox"/>	<input type="checkbox"/>	label parcel area in square metres
<input type="checkbox"/>	<input type="checkbox"/>	floor area ratio of commercial, industrial and multi-dwelling residential buildings (FAR)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Setbacks:</b>
<input type="checkbox"/>	<input type="checkbox"/>	draw, label, and dimension setback areas (i.e. front, side, rear)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Topography and geodetic elevations</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plot and label:</b>
<input type="checkbox"/>	<input type="checkbox"/>	existing buildings
<input type="checkbox"/>	<input type="checkbox"/>	freestanding signs
<input type="checkbox"/>	<input type="checkbox"/>	access and egress points
<input type="checkbox"/>	<input type="checkbox"/>	existing parking layout
<input type="checkbox"/>	<input type="checkbox"/>	proposed parking layout
<input type="checkbox"/>	<input type="checkbox"/>	<b>Additional information:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Noise Exposure Forecast (NEF) contours
<input type="checkbox"/>	<input type="checkbox"/>	isopleths where sour gas facility is within 1.5 kilometres
<input type="checkbox"/>	<input type="checkbox"/>	location of sewage treatment plant
<input type="checkbox"/>	<input type="checkbox"/>	location of landfill site
<input type="radio"/>	<input type="radio"/>	<b>11. All applicable requirements for a plan of subdivision</b> must be met where the application is submitted with a plan of subdivision

<input type="radio"/>	<input type="radio"/>	<b>12. Applications for a direct control (DC) district must include the following:</b>
<input type="checkbox"/>	<input type="checkbox"/>	explanation as to why none of the existing land use districts can achieve the desired use
<input type="checkbox"/>	<input type="checkbox"/>	summary of the requested variances from a standard land use district
<input type="checkbox"/>	<input type="checkbox"/>	conceptual plans demonstrating that the proposed development is achievable
<input type="checkbox"/>	<input type="checkbox"/>	<b>Elevations of:</b>
<input type="checkbox"/>	<input type="checkbox"/>	existing development (to be retained)
<input type="checkbox"/>	<input type="checkbox"/>	proposed development (new)
<input type="radio"/>	<input type="radio"/>	<b>13. All applicable <b>development permit application requirements</b> must be provided where the application is submitted (available at calgary.ca). Plans must:</b>
<input type="checkbox"/>	<input type="checkbox"/>	be folded to a size not exceeding 8½" x 14". Large plans can be accordion-pleated, provided they can be attached to the file at the top left-hand corner.
<input type="checkbox"/>	<input type="checkbox"/>	be accurately dimensioned, drawn to scale and properly labeled.
<input type="checkbox"/>	<input type="checkbox"/>	be metric scale, imperial drawings will be accepted. Statistics and Calculations are to be provided in both measurements.
		<b>NOTE:</b> Prior to presentation of the application to Calgary Planning Commission and City Council, overhead transparencies (vu-graphs) of the plans must be submitted
<input type="radio"/>	<input type="radio"/>	<b>14. Following the initial review, additional technical information may be requested. (e.g. Environmental impact analysis, Parking demand study, market feasibility study, cross-sections through parcel).</b>

**Applicant's Signature** \_\_\_\_\_  
*(confirming that all requirements have been read, and information has been correctly provided)*

**Date** \_\_\_\_\_

**Screened by** \_\_\_\_\_

**Date** \_\_\_\_\_

**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**

**Mail:**  
 The City of Calgary  
 Planning & Development (#8108)  
 800 Macleod Trail SE, Calgary, Alberta T2P 2M5