



Outline Plans – Application Requirement List

The following outline plan 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.

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.

Required Items	
<input type="radio"/>	1. Current copy of Certificate(s) of Title (searched within thirty days)
<input type="radio"/>	2. Copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats registered on the Title(s)
<input type="radio"/>	3. Fee (Subdivision Fee Schedule)
<input type="radio"/>	4. Completed Site Contamination Statement
<input type="radio"/>	5. Completed Abandoned Well Declaration Form provide Presence or Absence of Abandoned Wells Map (see #1 of form)
<input type="radio"/>	6. Completed data sheet (see attached) in metric
<input type="radio"/>	7. Eight (8) copies of the proposed outline plan, including: (maximum scale of 1:2000, with all dimensions and areas in metric)
<input type="checkbox"/>	north arrow (should point to top or right of page)
<input type="checkbox"/>	legal description
<input type="checkbox"/>	precise boundary of the outline plan area clearly displayed
<input type="checkbox"/>	precise boundaries of the ownership if different from the outline plan boundary
<input type="checkbox"/>	Key Plan(s) including:
<input type="checkbox"/>	the location of the outline plan area in relation to the City as a whole
<input type="checkbox"/>	the Area Structure Plan/Design Brief Area within which the outline plan is located
<input type="checkbox"/>	adjacent land uses and major development that comes up against the outline plan area
<input type="checkbox"/>	the proposed land uses, including densities in units per hectare (uph) for residential uses
<input type="checkbox"/>	the existing contours on the site with a minimum contour interval of 1.5 m
<input type="checkbox"/>	the proposed road system, identifying all the road types (e.g. collector, major, etc.), with all the carriageway right-of-way dimensions labeled
	NOTE: The road system shall clearly show and label: <ul style="list-style-type: none"> • all proposed roads, lanes and LRT rights-of-way • any existing roads, lanes or rights-of-way that are to be closed and an indication of how the closed area is to be incorporated into the plan

- any existing roads or lanes that are to be retained in the proposed road system
- all emergency and temporary access roads, including temporary turn-arounds
- any interim intersections and the configuration of any future interchanges

all sidewalks, pathways (showing widths) and walkways within the outline plan area and all the connections to the existing pathway system

Required post and cable fencing for:

- all temporary dead ends streets
- streets and lanes adjacent to major roads
- lanes adjacent to reserves

the standard corner radii and corner cuts for all roads and lanes

the layout of both the proposed and existing utility system, including the proposed location of any existing lines and facilities to be relocated

NOTE: The layout of the utility system includes high pressure gas lines, pipelines, overhead power lines, etc.

any easements and rights-of-way

the setback requirements from sour gas, gas and oil wells, waste water treatment facilities, landfills, etc., as defined in the Subdivision and Development Regulations

the Land Purchase Option Agreement areas for required expressway and freeway lands, with the areas indicated in hectares

all proposed reserve land and the identification of type of reserve (i.e., MR, MSR, SR and ER)

for all MSR and/or SR sites, the relevant school board having an interest (where known)

the location of any proposed community association facility

any specific built features that may require special attention in site design

sloped lands, identifying those lands between 7% to 15% and those lands greater than 15%

where applicable, backsloping requirements to determine property requirements for future intersection/interchange

existing vegetation areas, stands of trees, water bodies and any special or unique topographical features or site conditions that may require special attention in site design

floodway and floodplain lines, where an area is in or near the floodway/floodplain

off-site infrastructure required to service and provide access to the outline plan area

public facilities identified in the Area Structure Plan/Design Brief (e.g. fire halls, libraries, etc.)

fencing adjacent to municipal reserves/tot lots, located and provided to meet the standards of the Parks & Recreation Department

any Noise Exposure Forecast (N.E.F.) contours affecting the outline plan area

a conceptual depiction of how the lands abutting the outline plan area can be subdivided in the future if the proposed outline plan is approved

8. List of the current ownership information for all properties adjacent to the outline plan area
(for circulation purposes)

9. Cross-sections including:
(drawn to scale)

existing and proposed grades, including any interim, future and ultimate road grades and proposed lot grading adjacent to major roads, expressways and the Transportation and Utility Corridor (future ring road/utility right-of-way encircling the city), dimensioned to the property lines and the lip of gutter

for outline plans adjacent to Deerfoot Trail or adjacent to the Transportation and Utility Corridor, indicate how trucks on these roads will be screened from adjacent residential lands (must show all property lines, lot grading, road grades, backsloping and the method of visual screening, plus the existing and ultimate grades)

cross-sections and detailed geometric plan/profiles showing the interim and future intersections/interchanges where applicable (details to be confirmed with the Transportation Planning Division of the Transportation Department)

**10. Other Requirements:**

Disk in PDF format of the outline plan and report when the plan is accepted for circulation

**Comprehensive report providing a detailed explanation of:**

the treatment of any unique design features of the outline plan



the justification for specific land uses



the subdivision concept and any other aspects requiring explanation



where the direct control (DC) district is used, the reason for using the DC district, including a draft of the specific DC guidelines proposed



a transit services statement/analysis

**11. The following information may be required, as determined at the pre-application stage:**

geotechnical evaluation and slope stability reports, where required in accordance with The City's guidelines for geotechnical reports



information on the existing edge conditions/uses that may have an influence on the plan area, including distances from any sewage treatment plants, landfill sites (includes both sanitary and "dry rubble sites"), waste disposal sites, feedlots, etc., if these uses are within the limiting distance specified in the Subdivision and Development Regulations.



a plan showing the location of any sour gas wells and facilities within 1.5 kilometres of the outline plan area



a Stormwater Management Report in accordance with the City's Dry/Wet Pond Policy and, in the case of a dry pond on a joint use site, in accordance with the Draft Guidelines for Dry Ponds on Joint Use Sites



a Biophysical Impact Assessment (BIA) Report, where required to assess the impact of the outline plan on an environmentally sensitive area (ESA) in conformance with Calgary Parks Terms of Reference



Transportation Impact Study prepared in accordance with the Terms of Reference agreed upon by Transportation and Planning Policy in pre-application discussions.



Phase 1 Environmental Site Assessment



Phase 1 Archeological Overview Assessment



Parks, School and Municipal Reserve Concept Plans



Shadow Plan(s) for adjoining parcels and next phases of development



Market Study Analysis for commercial sites



Design Concepts for Community, Commercial, Multi-Family sites



Ground Water Impact Analysis and Soils Study for private services

**12. Outline Plans and Land Use Redesignation**

[\(Requirement List for Land Use Redesignation\)](#)

Supporting Information:**13. Off-site Levy Bylaw**

Review the Off-site Levy Bylaw at calgary.ca/offsitelevy to determine if additional charges are applicable to the application.

Please identify and provide justification for items that do not comply with Council approved policies, bylaw standards, or technical guidelines.

Once the application has been accepted for circulation, up to 80 additional copies of the proposed outline plan will be requested. The actual number of plans required will vary depending on the number of adjacent acreage landowners and other agencies that must be circulated.

Applicant's Signature

Date

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

Screened by

Date

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

Phone: 403-268-5311

Web: 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

DATA SHEET FOR OUTLINE PLANS

APPLICANT		APPLICANT'S ADDRESS				
OWNER		OWNER'S ADDRESS				
DEVELOPER		DEVELOPER'S ADDRESS				
NAME OF COMMUNITY/AREA			PHASE/STAGE			
LEGAL DESCRIPTION		MUNICIPAL ADDRESS				
AREA STRUCTURE PLAN/DESIGN BRIEF/COMMUNITY PLAN					HECTARES	ACRES
EXISTING LAND USE DISTRICTS (ZONING)		GROSS AREA OF PLAN				
		Less: ENVIRONMENTAL RESERVE				
PROPOSED LAND USE DISTRICTS (ZONING)		LAND PURCHASE AREA				
		GROSS DEVELOPABLE AREA				
		NET AREA		Anticipated Number of Lots	Maximum Number of Lots	
		Hectares	Acres			
LOW DENSITY RESIDENTIAL	R-C1L	ha	ac			
	R-C1	ha	ac			
	R-C1N	ha	ac			
	R-C2	ha	ac			
	R-1	ha	ac			
	R-1N	ha	ac			
	R-2	ha	ac			
	R-2M	ha	ac			
	R-MH	ha	ac			
	R-CG	ha	ac			
	R-G	ha	ac			
OTHER RESIDENTIAL (comprehensively-designed residential, multi-family, etc)	Parcel Number			Anticipated # of units	Max # of units	
	Parcel #	ha	ac			
	Parcel #	ha	ac			
	Parcel #	ha	ac			
OTHER LAND USES	Industrial	ha	ac			
	Commercial	ha	ac	%		
	Other	ha	ac	%		
ROADS	Credit	ha	ac	%		
	Non-Credit	ha	ac	%		
	Public Util Lot	ha	ac	%		
RESERVES	Credit	ha	ac	%		
	Non-Credit	ha	ac	%		
DENSITY			Projected	Maximum		
	Total Number of Units			units	units	
	Overall Density of Outline Plan	uph	upa	uph	upa	
*All the percentages are based on gross developable area						