



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)



Street/Lane Closures – Application Requirement List

The street/lane closures 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.

Before a proposed closure can proceed to Calgary Planning Commission, a plan for road closure purposes must be registered at the Alberta Land Titles office. However, this plan should not be registered until **after** the circulation of the application is completed and any requested amendments to the proposed closure have been made. Failure to register a plan for road closure purposes will prevent Council from also dealing with any other associated bylaws.

Required Items

- 1. **Completed Application for Thoroughfare Closure Form** (attached)
- 2. A **Letter of Authorization** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.

For City-owned property, please contact Real Estate & Development Services at LandAdmin@calgary.ca to request a letter of authorization.
- 3. **Fee** ([Subdivision Fee Schedule](#)).
- 4. Completed [Site Contamination Statement](#).
- 5. Reasons for closure and intended use of the closure area.
- 6. Completed [Abandoned Well Declaration form](#)
 provide **Presence or Absence of Abandoned Wells Map** (see #1 of form)
- 7. **One (1) copy of plan, including:**
 - the location of the proposed closure
 - existing development adjacent to the proposed closure, include streets and lanes
 - all the utilities located in and adjacent to the closure area
 - drainage patterns in the area adjacent to the closure
- 8. **The Subdivision Authority may require additional material considered necessary to properly evaluate the proposed closure.**

Applicant's Signature

Date

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

Screened by

Date

Application for Thoroughfare Closure

File No _____

I / We hereby make an Application for Closure:

Applicant Name		Telephone #
Address		
Location of Closure		

Legal Description		

Closure of: <input type="checkbox"/> Roadway <input type="checkbox"/> Lane <input type="checkbox"/> Walkway <input type="checkbox"/> Other: _____		
Reason in support of closure: <i>It is in the applicant's best interests to detail the arguments for the proposed closure as these written comments are included in a report which is presented to the Calgary Planning Commission and a Public Hearing of City Council (use a separate sheet if necessary).</i>		

Date	Signature	Print Name

FOIP DISCLAIMER: The personal information on this form is being collected under the authority of The Freedom of Information and Protection of Privacy (FOIP) Act, Section 33(c). It will be used for the permit review and inspection processes and may be communicated to relevant City Business Units. It may also be submitted to the Calgary Planning Commission (CPC) and/or Subdivision and Development Appeal Board (SDAB). It may also be used to conduct ongoing evaluations of services received from Planning & Development. The name of the applicant and the nature of application will be available to the public. Please send inquiries by mail to the FOIP Program Administrator, Planning & Development, PO Box 2100, Station M, Calgary, AB T2P 2M5 or contact us by phone at 311.