



## Subdivision Application Requirements List

### ePlans (Electronic Submission of Plans)

#### Subdivision by Tentative Plan

To Submit Subdivision Applications online, applicants must become a registered user in order to log onto The City of Calgary's website – **VISTA**. To request an account and ID, visit [calgary.ca/vista](http://calgary.ca/vista). One account/ID will be assigned per organization.

Applicants must accept the terms of the Subdivision Application Authorization outlined on the online application form and provide all required data on the online application forms.

Help resources:

- The City of Calgary [ePlans](#)
- Service [Alberta Plan Registration](#)

To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, staff have been instructed to accept only complete applications which include plans prepared to professional drafting standards.

**All forms and plans must be submitted in PDF format.**

#### Required Items

1. Attach copy of the approved **Calgary Automated Survey Plan Evaluation and Reporting (CASPER)** report via VISTA portal (link to CASPER tool is available in the menu once logged onto VISTA)  
\*\*\*For all Residential Inner City Infill Applications, the CASPER report is not required\*\*\*
2. Required **Subdivision Data** to be entered online.
3. A **current** copy of the **Certificate(s) of Title** (searched within thirty days).
4. Copies of any **Restrictive Covenants, Utility Rights-of-Ways, Easements, or City Caveats** registered on the Title(s).
5. Fee ([Subdivision Fee Schedule](#))
6. Completed [Site Contamination Statement](#).
7. Completed [Abandoned Well Declaration](#) form and **Presence or Absence of Abandoned Wells Map** (see item #1 on the form).
8. A Key Plan showing the lands to be subdivided. NOTE: This is required if only a portion of the lands described in the Certificate of Title are being subdivided.
9. **Proposed tentative plan** – required in both PDF and DWG formats. The DWG format must conform to the [LSF submission guidelines](#). The CASPER tool referenced in item #1 can be used to self check compliance with the LSF submission guidelines. All dimensions must be in metric units, correct to two (2) decimal points and the plans must include the following:
  - north arrow, pointing to the top or right of page

- scale to which the sketch is drawn
  - municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
  - property lines (**existing** and **proposed**; label "Proposed Line of Subdivision")
  - location, dimensions, boundaries and lot areas of each new lot to be created.
  - label all street names and lanes
  - easements or rights-of-way
  - location, use and dimensions of existing buildings and specify if the buildings are proposed to remain or to be demolished or removed
  - NEF (Noise Exposure Forecast) contours for those areas affected by airport noise, as determined by provincial regulations
  - floodway and flood fringe limits if applicable. Location and boundaries of the bed and shore of any river, stream, watercourse, lake or other body of water that is contained within the bounds of the proposed parcel of land
  - a line marking the 1.5 km radius from a sour gas facility, where any of the land affected by the tentative plan is within 1.5 km of the sour gas facility if applicable
  - high pressure gas lines if applicable and landfill sites setback lines if applicable
10. **Addressing Plan** (copy of the tentative plan without dimensions, buildings). PDF and DWG
11. If an existing structure will remain on site, a **Real Property Report**, prepared by an Alberta Land Surveyor, must also be submitted with the application. Indicate the proposed subdivision plan information. If there are any existing common party walls, provide a statement confirming the center line of the wall(s) coincides with the proposed property line.
12. Completed [Application for Separation of Title of Semi-detached Buildings](#) (one form for each building).  
Only required if an existing semi-detached building(s) to remain on the parcel, which were constructed under building permits issued prior to June 1, 1998.
13. If an existing structure will remain on site, and the proposed property line is moving closer to the structure, provide exterior **Elevation Drawings** of the side of the building facing towards the proposed property line. Drawings must be dimensioned to a minimum 3/16"=1'0" scale, including the following:
- height from finished ground level to the upper most ceiling
  - all window, door and other opening sizes
  - photographs of the side of the building facing towards the property line
14. If applicable, a copy of all the **outline plan conditions** with a written explanation of how each of the conditions has been dealt with by the proposed tentative plan. Include the file number(s) of the approved outline plan(s)
15. If applying for a Conforming Tentative Plan application, the following information may also be required:
- geotechnical soil stability report, where slopes exceed 15%
  - deep fills report
  - environmental assessment report
  - storm water management report
  - any additional information the file manager deems to be required

**16. Off-site Levy Bylaw**

Review the Off-site Levy Bylaw at [Calgary.ca/offsitelevy](http://Calgary.ca/offsitelevy) to determine if additional charges are applicable to the application.

**17. Historic Resources**

*Step 1:* Has a Historic Resources Application been made at the Area Structure Plan stage or Land Use/Outline Plan/Road Closure stage?  No  Yes  Not Applicable

If *yes*, please provide Alberta Culture and Tourism’s response and documentation of any work completed. If *no*, refer to Step 2 below:

*Step 2:* Refer to the [Government of Alberta Listing of Historic Resources](#)

What is the Historic Resource Value (HRV) of the affected lands?

Not listed  1  2  3  4  5

If there is an HRV, review the [Subdivision Development Historical Resources Act Compliance Bulletin](#) to determine if a Historic Resource Application is required.

**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**