



Development Permit Application Requirement List Commercial, Industrial & Institutional

Please check off the following information which is required to facilitate a thorough evaluation and timely decision on your application. All information and material for this application must be complete, clear, legible and precise. The processing of your application will be put on hold status until the complete information is submitted.

Only complete applications will be accepted.

Applicant Use	Office Use	Required Documents and Information
<input type="radio"/>	<input type="radio"/>	1. Current copy of Certificate of Title (<i>dated within last 3 months</i>)
<input type="radio"/>	<input type="radio"/>	2. Current copies of Restrictive Covenants, Utility Rights-of-Way, Easements or other Town Caveats Registered on the Title(s)
<input type="radio"/>	<input type="radio"/>	3. Owner Authorization (<i>if the Applicant is not the Registered Owner</i>)
<input type="radio"/>	<input type="radio"/>	4. Development Permit Application Fee
<input type="radio"/>	<input type="radio"/>	5. Off-Site Levies (<i>if applicable</i>)
<input type="radio"/>	<input type="radio"/>	6. Development Agreement (<i>if applicable</i>)
<input type="radio"/>	<input type="radio"/>	7. City of Calgary Growth Charge (<i>for water infrastructure</i>)
<input type="radio"/>	<input type="radio"/>	8. Building Grade Slip (<i>if available in new subdivisions, this is issued and signed by Developer's Engineer and/or Builder</i>)
<input type="radio"/>	<input type="radio"/>	9. Transportation Impact Assessment (<i>if applicable</i>)
<input type="radio"/>	<input type="radio"/>	10. Complete Plan sets (5 copies) including the following drawings as outlined below:
<input type="radio"/>	<input type="radio"/>	1. Site Plan (<i>metric scale 1:200 recommended</i>) to scale and dimensioned showing:
<input type="radio"/>	<input type="radio"/>	a. North Arrow and Scale
<input type="radio"/>	<input type="radio"/>	b. Address
<input type="radio"/>	<input type="radio"/>	c. Legal Description (<i>lot, block, plan</i>)
<input type="radio"/>	<input type="radio"/>	d. Property Lines (<i>dimensioned</i>)
<input type="radio"/>	<input type="radio"/>	e. Lot Area, Site Width, and Site Depth
<input type="radio"/>	<input type="radio"/>	f. Utility Rights-of-Way and Easements (<i>dimensioned</i>)
<input type="radio"/>	<input type="radio"/>	g. Building Setbacks from each property line (<i>dimensioned</i>)
<input type="radio"/>	<input type="radio"/>	h. Lot Grades/Geodetic Datum Points of parcel and building(s)
<input type="radio"/>	<input type="radio"/>	i. Outline and location of any accessory building(s) (<i>dimensioned</i>)
<input type="radio"/>	<input type="radio"/>	j. Site coverage of all buildings (<i>area of building in m² divided by the site area expressed as a percentage</i>)
<input type="radio"/>	<input type="radio"/>	k. Adjoining streets, sidewalks, curbs, back of walk, proposed and existing curb cuts
<input type="radio"/>	<input type="radio"/>	l. Location of existing or proposed service lines, electric and gas meters, utility poles, guy wires, hydrants, utility fixtures or boxes, on or adjoining the site
<input type="radio"/>	<input type="radio"/>	m. Retaining walls, fencing (<i>existing and proposed, dimensioned</i>)

The Municipal Government Act authorizes requiring information for the purpose of a development permit application. The Freedom of Information & Protection of Privacy Act applies. If you have any questions, please contact the FOIP Coordinator at 403-934-3133.

Applicant Use	Office Use	Required Documents and Information
<input type="radio"/>	<input type="radio"/>	n. Dimension length and width of all parking stalls, loading areas, drive aisles, driveways, show bicycle parking and identify all surface treatments. <i>(Note: heavy duty asphalt/concrete may be required to support max vehicle weight)</i>
<input type="radio"/>	<input type="radio"/>	o. Roof Plans, showing location and size of all rooftop mechanical equipment and screening details
<input type="radio"/>	<input type="radio"/>	p. Garbage and Recycling collection, including vehicle maneuvering templates
<input type="radio"/>	<input type="radio"/>	q. Indicate largest vehicle that will be accessing the site and confirm vehicle maneuvering templates on plans
<input type="radio"/>	<input type="radio"/>	r. Signage, location and details of all signage proposed
<input type="radio"/>	<input type="radio"/>	s. Outline and dimension Corner Visibility Triangles <i>(if applicable)</i>
<input type="radio"/>	<input type="radio"/>	2. Floor Plans <i>(metric scale 1:200 recommended)</i> to scale and dimensioned showing:
<input type="radio"/>	<input type="radio"/>	a. Layout of all exterior and interior walls, and identify spaces (eg. offices, mechanical, internal stairways etc.) <i>(dimensioned)</i>
<input type="radio"/>	<input type="radio"/>	b. For Eating and Drinking Establishments and Church developments, show seating areas <i>(indoor & outdoor)</i> on floorplans
<input type="radio"/>	<input type="radio"/>	3. Elevation Drawings <i>(metric scale 1:200 recommended)</i> to scale and dimensioned showing:
<input type="radio"/>	<input type="radio"/>	c. Building Facades, including windows, doors, projections, architectural details, gas meters, etc.
<input type="radio"/>	<input type="radio"/>	d. Dimensions of buildings (length and width); including projections
<input type="radio"/>	<input type="radio"/>	e. Label all exterior finishing materials
<input type="radio"/>	<input type="radio"/>	f. Lot grades, building grades, and grade lines plotted on each façade of the building, extending to property line and back of sidewalk and curbs
<input type="radio"/>	<input type="radio"/>	g. Height from grade on each elevation at the corners of building and highest point of the roof
<input type="radio"/>	<input type="radio"/>	h. Location and size of all rooftop mechanical equipment and screening details <i>(rooftop mechanical should not be visible to a person standing on a sidewalk or curb on the site on the opposite side of the street)</i>
<input type="radio"/>	<input type="radio"/>	i. Elevation drawings showing the facade of any fence(s) or retaining wall(s) proposed on the site
<input type="radio"/>	<input type="radio"/>	4. Landscaping Plan , identify species and show which trees will be retained, removed and planted
<input type="radio"/>	<input type="radio"/>	5. Lighting Plan , all light standards and lighting on building facade
<input type="radio"/>	<input type="radio"/>	6. Site Drainage, Site Grading, Site Servicing Plans

Applicant's Signature: _____

Date: _____

(Confirming that all required information has been provided, is correct and complete)