

For Office Use Only:

FILE #: _____ LAND USE DISTRICTS: _____

FEE (Applic) \$ _____

(Advert) \$ _____

Applicant:

Name (company): _____

Municipal Address: _____

Postal Code: _____ Fax Number: _____

Residential Phone: _____ Business Phone: _____

Contact Person: _____ Phone: _____

Registered Owner of Land: (if needed attach additional sheets listing owners)

Name (company): _____

Municipal Address: _____

Postal Code: _____ Fax Number: _____

Residential Phone: _____ Business Phone: _____

Contact Person: _____ Phone: _____

Legal Description of Land: (if needed attach additional sheets listing description)

Plan: _____ Block: _____ Lot: _____

Section Sheet Number: _____ Area: _____ ha, m², ac

Municipal Address: _____

Plan: _____ Block: _____ Lot: _____

Section Sheet Number: _____

Municipal Address: _____

Plan: _____ Block: _____ Lot: _____

Section Sheet Number: _____ Area: _____ ha, m², ac

Municipal Address: _____

Plan: _____ Block: _____ Lot: _____

Section Sheet Number: _____ Area: _____ ha, m², ac

Municipal Address: _____

Applicant's Name: _____

Applicants Signature: _____ **Date:** _____
(yyyy/mm/dd)

Complete Application Requirement List (CARL)

Last Modified January 21, 2008

Land Use Redesignation

Please Note: Effective June 1, 2008, The City of Calgary's approved Land Use Bylaw 1P2007 will be replacing the current Land Use Bylaw 2P80. After February 3, 2008 all applications made for land use redesignation will be reviewed using designations in the Land Use Bylaw 1P2007.

The following **Land Use Redesignation Complete 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. We are currently unable to accept digital applications. Thank you for your co-operation.

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).

All terms of reference are based on the defined terms in Land Use Bylaw 1P2007.

completed by applicant	office use only	Required Items
<input type="radio"/>	<input type="radio"/>	1. Complete Application Form (attached to front)
<input type="radio"/>	<input type="radio"/>	2. A current copy of Certificate(s) of Title (<i>searched within 30 days</i>)
<input type="radio"/>	<input type="radio"/>	3. Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats registered on the Title(s)
<input type="radio"/>	<input type="radio"/>	4. A Letter of Authorization from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel. Where the applicant is an agent acting for the owner, a letter from the owner must be provided verifying the agent's authority to make the application.
<input type="checkbox"/>	<input type="checkbox"/>	Provide the names of the principles if the parcel is owned by a incorporated or numbered company.
<input type="radio"/>	<input type="radio"/>	5. Fee (See Fee Schedule attached)
<input type="radio"/>	<input type="radio"/>	6. Colour Photographs of the that provide a comprehensive visual account of the site and adjacent area (minimum of 4 different views) <i>*Photographs may be any size that will fit into an 8.5 x 14 inch file</i>
<input type="radio"/>	<input type="radio"/>	7. Completed Site Contamination Statement (A standard form is available from the Customer Advisory Services Division or at calgary.ca)

<input type="radio"/>	<input type="radio"/>	8. Completed Public Tree Disclosure Statement (A standard form is available from the Customer Advisory Services Division or at calgary.ca)
	<input type="radio"/>	For Office Use Only: Applicant indicated potential public tree. Tree Package circulated.
<input type="radio"/>	<input type="radio"/>	9. Twenty Five (25) copies of Site Plans showing the land involved in the application and existing land uses and development within a 90 metre radius of the site boundary. The 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"/>	Plot and dimension property lines
<input type="checkbox"/>	<input type="checkbox"/>	Easements, Utility Rights-of-Way, etc:
<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"/>	Plot Rights-of-Way setback lines required in Section 53, Table 1
<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"/>	Floodway, Flood Fringe and Overflow:
<input type="checkbox"/>	<input type="checkbox"/>	indicated on the Floodway/Flood Fringe Maps (Section 3 (c) & (d))
<input type="checkbox"/>	<input type="checkbox"/>	Adjacent to parcel:
<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"/>	Statistics and Calculation:
<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"/>	per cent 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"/>	Setbacks:
<input type="checkbox"/>	<input type="checkbox"/>	draw, label (i.e. front, side, rear) and dimension setback areas
<input type="checkbox"/>	<input type="checkbox"/>	Topography and geodetic elevations

<input type="checkbox"/>	<input type="checkbox"/>	Plot and label:
<input type="checkbox"/>	<input type="checkbox"/>	existing buildings
<input type="checkbox"/>	<input type="checkbox"/>	free standing 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"/>	Additional information:
<input type="checkbox"/>	<input type="checkbox"/>	noise Exposures 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 swage treatment plant
<input type="checkbox"/>	<input type="checkbox"/>	location of landfill site
<input type="radio"/>	<input type="radio"/>	10. All applicable requirements for a Plan of Subdivision must be met where the application is submitted with a Plan of Subdivision (available at calgary.ca)
<input type="radio"/>	<input type="radio"/>	11. Applications for a Direct Control District (DC) must include the following:
<input type="checkbox"/>	<input type="checkbox"/>	An explanation as to why none of the existing Land Use Districts can be used to achieve the desired use.
<input type="checkbox"/>	<input type="checkbox"/>	Draft DC guideline for those Bylaw rules which require change, modification or deletion.
<input type="checkbox"/>	<input type="checkbox"/>	Conceptual plans demonstrating that the proposed development is achievable
<input type="checkbox"/>	<input type="checkbox"/>	Elevations of:
<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"/>	12. All applicable Development Permit Complete Application Requirements (CARL) must be provided where the application is submitted as “tied to plans” (CARLs available at calgary.ca). Plans must: <i>*Prior to presentation of the application to Calgary Planning Commission and City Council overheat transparencies (vu-graphs) of the plans must be submitted</i>
<input type="checkbox"/>	<input type="checkbox"/>	Be folded to a size not exceeding 8-½” 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"/>	Metric scale, imperial drawings will be accepted. Statistics and Calculations are to be provided in both measurements.
<input type="radio"/>	<input type="radio"/>	13. Please provide the reasons for making this application; include reasons for approval. This submission will be included in a report that will be presented to Calgary Planning Commission and to City Council at a Public Hearing. <i>*Prior to presentation of the application to Calgary Planning Commission and City Council an electronic copy may be requested</i>

14. Please check and initial beside the designation(s) that are being applied for:

Low Density Residential Land Use Districts							
Check & Initial	Proposed Land Use Designation	Secondary Suite District (y/n)	Area of Land (ha)	Number of Parcels or Units	Current Land Use Designation		
<input type="checkbox"/> _____	R-C1L	_____	_____	_____	_____		
<input type="checkbox"/> _____	R-C1	_____	_____	_____	_____		
<input type="checkbox"/> _____	R-C1N	n/a	_____	_____	_____		
<input type="checkbox"/> _____	R-C2	n/a	_____	_____	_____		
<input type="checkbox"/> _____	R-1	_____	_____	_____	_____		
<input type="checkbox"/> _____	R-1N	n/a	_____	_____	_____		
<input type="checkbox"/> _____	R-2	n/a	_____	_____	_____		
<input type="checkbox"/> _____	R-2M	n/a	_____	_____	_____		
<input type="checkbox"/> _____	R-MH	n/a	_____	_____	_____		
<input type="checkbox"/> _____	R-CH	n/a	_____	_____	_____		
Multi-Residential Land Use Districts							
Check & Initial	Proposed Land Use Designation	FAR Modifier	Height Modifier	Density Modifier	Area of Land (ha)	Number of Parcels or Units	Current Land Use Designation
<input type="checkbox"/> _____	M-CG	n/a	n/a	_____	_____	_____	_____
<input type="checkbox"/> _____	M-C1	n/a	n/a	_____	_____	_____	_____
<input type="checkbox"/> _____	M-C2	n/a	n/a	_____	_____	_____	_____
<input type="checkbox"/> _____	M-G	n/a	n/a	_____	_____	_____	_____
<input type="checkbox"/> _____	M-1	n/a	n/a	_____	_____	_____	_____
<input type="checkbox"/> _____	M-2	n/a	n/a	_____	_____	_____	_____
<input type="checkbox"/> _____	M-H1	n/a	n/a	_____	_____	_____	_____
<input type="checkbox"/> _____	M-H2	n/a	n/a	_____	_____	_____	_____
<input type="checkbox"/> _____	M-H3	_____	_____ required	_____	_____	_____	_____
<input type="checkbox"/> _____	M-X1	n/a	n/a	_____	_____	_____	_____
<input type="checkbox"/> _____	M-X2	n/a	n/a	_____	_____	_____	_____

Commercial Land Use Districts						
Check & Initial	Proposed Land Use Designation	FAR Modifier	Height Modifier	Area of Land (ha)	Number of Parcels or Units	Current Land Use Designation
<input type="checkbox"/>	C-N1	n/a	n/a			
<input type="checkbox"/>	C-N2	n/a	n/a			
<input type="checkbox"/>	C-C1	n/a	n/a			
<input type="checkbox"/>	C-C2	required	required			
<input type="checkbox"/>	C-COR1	required	required			
<input type="checkbox"/>	C-COR2	required	required			
<input type="checkbox"/>	C-COR3	required	required			
<input type="checkbox"/>	C-O	required	required			
<input type="checkbox"/>	C-R1	required	n/a			
<input type="checkbox"/>	C-R2	required	n/a			
<input type="checkbox"/>	C-R3	required	n/a			
Industrial Land Use Districts						
Check & Initial	Proposed Land Use Designation	FAR Modifier	Height Modifier	Area of Land (ha)	Number of Parcels or Units	Current Land Use Designation
<input type="checkbox"/>	I-G	n/a	n/a			
<input type="checkbox"/>	I-B	required	required			
<input type="checkbox"/>	I-E	n/a	n/a			
<input type="checkbox"/>	I-C	n/a	n/a			
<input type="checkbox"/>	I-R	n/a	n/a			
<input type="checkbox"/>	I-O	n/a	n/a			
<input type="checkbox"/>	I-H	n/a	n/a			
Direct Control and City Centre						
Check & Initial	Base Land Use Designation	Area of Land (ha)	Number of Parcels or Units	Current Land Use Designation		
<input type="checkbox"/>						

Special Purpose Land Use Districts				
Check & Initial	Proposed Land Use Designation	Area of Land (ha)	Number of Parcels or Units	Current Land Use Designation
<input type="checkbox"/>	S-UN	_____	_____	_____
<input type="checkbox"/>	S-SPR	_____	_____	_____
<input type="checkbox"/>	S-CS	_____	_____	_____
<input type="checkbox"/>	S-R	_____	_____	_____
<input type="checkbox"/>	S-CI	_____	_____	_____
<input type="checkbox"/>	S-CRS	_____	_____	_____
<input type="checkbox"/>	S-URP	_____	_____	_____
<input type="checkbox"/>	S-FUD	_____	_____	_____
<input type="checkbox"/>	S-RUC	_____	_____	_____
<input type="radio"/>	15. Following the initial review. Additional technical information such as the following, may be requested:			
	Environmental impact analysis		Transportation impact analysis	
	Parking demand study		Slope stability analysis	
	Market feasibility study		Noise analysis	
	Cross-sections through parcel		Storm water management study	
	Shadow diagrams		Wind Study	
	Specific photographs		Bonusing (where applicable)	

Applicant's Signature _____ **Date** _____
 (Confirming that all required have been read, and information has been correctly provided)

Screened by _____ **Date** _____

For Further Information:
The City of Calgary
 Development & Building Approvals (#8108)
 3rd floor, Calgary Municipal Building
 800 Macleod Trail SE, Calgary, Alberta T2P 2M5
8:00 a.m. to 4:30 p.m. Monday – Friday
Phone (403) 268-5311 or visit our Web site - www.calgary.ca/dba
 Checklists are updated periodically. Please ensure you have the most recent edition.

2008 LAND USE AMENDMENT FEE SCHEDULE 1P2007

Category	District	Base Fee	DC Fee*	Area Assessment Fee (per hectare)**	Advertising/CPC Fee
Special	S-UN, S-SPR, S-CS, S-R, SCI, S-CRI, S-URP, S-FUD, S-TUC	\$1,872	\$781	\$170	\$1,485 (\$1,028 advertising fee plus \$457 CPC report fee)
Residential	R-C1L, R-C1, R-C1s****, R-C1N, R-C2, R-1, R-1s****, R-1N, R-2, R-2M, R-MH, R-CH				
	M-CG, M-C1, M-C2, M-G, M-1, M-2, M-X1, M-X2				
	M-H1, M-H2, M-H3	\$4,528			
Commercial	C-N1, C-N2, C-C1, C-COR1	\$4,111	\$1,175	\$469	
	C-C2, C-COR2, C-COR3, C-O, C-R1, C-R2, C-R3	\$6,527	\$1,563		
	CM-1, CM2	\$10,764			
Industrial	I-G, I-B, I-E, I-C, I-R, I-O, I-H	\$4,529	\$1,175	\$240	
DC	All uses under LUB 1P2007 Section 21(3)	\$7,000	Not applicable	\$240	\$1,485 (see above)
Minor/ Technical amendments	As determined by the Manager, Development and Business Licence	\$1,713	Not applicable	Not applicable	\$1,485 (see above)
Applications Requiring Plan Amendments***					
Minor Amendment	All Districts	\$800	Not Applicable	Not Applicable	\$1,485 (see above)
Major Amendment	All Districts	\$2,680	Not Applicable	Not Applicable	\$1,485 (see above)

*For Direct Control application, the DC fee is to be included in the fee calculation.

**Fee is calculated by rounding up to the next whole hectare.

2008 LAND USE AMENDMENT FEE SCHEDULE 1P2007

***Fee applies to applications which do not conform to approved Area Structure Plans, Community Plans or Area Redevelopment Plans, either statutory or non-statutory plans.

****Base Fee is reduced by 50% until 2010 January 01.

The required application fee is calculated as follows:

Base fee(s)	+	DC	+	Area Assess.	=		+	Advertising/CPC	=	Total

_____	+	_____	+	_____	=	_____	+	_____	=	_____

2008 LAND USE AMENDMENT FEE SCHEDULE

Recirculation Fee	\$840
CPAG Pre-Application ****	\$441
<p>**** CPAG Pre-Application – Maximum of \$441 fee credited towards related Land Use Amendment application submitted within 12 months of pre-application meeting date. Application fee required upon plan submission and is a requirement for pre-application meeting scheduling. 50% refund if meeting is cancelled at the request of applicant.</p>	

Council's policy on Land Use application fee refunds is as follows:

- Withdrawal of application prior to circulation to civic departments - 90% refund
- Withdrawal of application prior to advertising for Public Hearing - Advertising fee
- Withdrawal of application after advertising, but prior to Public Hearing - No refund

Plan amendment fees will be waived if, in the opinion of the Manager, Development & Business Licence, the plan amendment proposed is in response to a change in City standards or a technical requirement of a City Business Unit.