

# Development Permit Complete Application Requirement List (CARL)

Last Modified 2008 March 4

## Addition to Single Detached, Semi-Detached and Duplex Dwelling: In the Developed Area

LUD	_____
PST	_____

The following **Development Permit 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.

### All plans submitted must:

- contain a title block with information such as:**
  - address, legal description
  - uses, project name, applicant name and contact information
- be sorted into sets:**
  - sets should be folded to a size no larger than 8-½” x 14”
  - sets may be accordion-pleated, provided they can be hole punched in the top left-hand corner
- paper size:**
  - all plans submitted must be on the same sized paper
  - drawings are clear and legible
  - minimum scale 1:100
  - drawings must be contained on each page (1 plan should not span two pages)
- be clear of any previous approval stamps and/or notations:**

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2 section 28(3) of the Land Use Bylaw 1P2007).

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

completed by applicant	office use only	Required Items
<input type="radio"/>	<input type="radio"/>	1. A current copy of Certificate(s) of Title ( <i>searched within 30 days</i> )
<input type="radio"/>	<input type="radio"/>	2. 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"/>	3. 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="radio"/>	<input type="radio"/>	<b>4. Colour Photographs (minimum of 4 different views) showing:</b> <i>*Photographs may be any size that will fit into an 8.5 x 14 inch file</i>
<input type="checkbox"/>	<input type="checkbox"/>	site from front and rear
<input type="checkbox"/>	<input type="checkbox"/>	two adjoining parcels on either side
<input type="checkbox"/>	<input type="checkbox"/>	unique features and aspects of significance to development of parcel
<input type="checkbox"/>	<input type="checkbox"/>	details of curbs, driveways, sidewalks, garbage enclosures and overhead poles
<input type="checkbox"/>	<input type="checkbox"/>	label and identify each photograph
<input type="radio"/>	<input type="radio"/>	<b>5. Fee (See <a href="#">Fee Schedule</a>)</b>
<input type="radio"/>	<input type="radio"/>	<b>6. Completed <a href="#">Site Contamination Statement</a> (A standard form is available from the Customer Advisory Services Division.)</b>
<input type="radio"/>	<input type="radio"/>	<b>7. Completed <a href="#">Public Tree Disclosure Statement</a> (A standard form is available from the Customer Advisory Services Division.)</b>
<input type="radio"/> <b>For Office Use Only:</b> Applicant indicated potential public tree. Tree Package circulated.		
<input type="radio"/>	<input type="radio"/>	<b>8. Six (6) copies of Site Plans showing:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Plans to metric scale, minimum 1:100
<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"/>	Label all elements of plan as <b>existing</b> or <b>proposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plot and dimension property lines</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Easements, Utility Rights-of-Way, etc:</b>
<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"/>	<b>Utilities on and adjoining the parcel (deep, shallow and overhead):</b>
<input type="checkbox"/>	<input type="checkbox"/>	water, storm and sanitary sewer
<input type="checkbox"/>	<input type="checkbox"/>	gas
<input type="checkbox"/>	<input type="checkbox"/>	electrical
<input type="checkbox"/>	<input type="checkbox"/>	cable, telephone
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plot Rights-of-Way setback lines required in Section 53, Table 1</b>
<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"/>	<b>Floodway, Flood Fringe and Overflow:</b>
<input type="checkbox"/>	<input type="checkbox"/>	indicated on the Floodway/Flood Fringe Maps (Section 3 (c) & (d))
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance to buildings and structures

<input type="checkbox"/>	<input type="checkbox"/>	<b>Adjacent to parcel:</b>
<input type="checkbox"/>	<input type="checkbox"/>	City streets, label street names
<input type="checkbox"/>	<input type="checkbox"/>	sidewalks, City and public paths (Regional Pathway System)
<input type="checkbox"/>	<input type="checkbox"/>	curb cuts, medians and breaks in medians
<input type="checkbox"/>	<input type="checkbox"/>	<b>Dimension to property line:</b>
<input type="checkbox"/>	<input type="checkbox"/>	back of sidewalk and curb
<input type="checkbox"/>	<input type="checkbox"/>	lip of gutter
<input type="checkbox"/>	<input type="checkbox"/>	<b>Setbacks:</b>
<input type="checkbox"/>	<input type="checkbox"/>	dimension front, side and rear building setbacks from property lines
<input type="checkbox"/>	<input type="checkbox"/>	draw, label and dimension required setback areas (as prescribed in Bylaw 1P2007)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Parcel and building coverage:</b>
<input type="checkbox"/>	<input type="checkbox"/>	calculate areas of all buildings (include all covered structures)
<input type="checkbox"/>	<input type="checkbox"/>	calculate parcel coverage(total area of footprint divided by Parcel Area)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Location of all:</b>
<input type="checkbox"/>	<input type="checkbox"/>	utility poles
<input type="checkbox"/>	<input type="checkbox"/>	guy wires/pole anchors
<input type="checkbox"/>	<input type="checkbox"/>	hydrants, utility fixtures or boxes
<input type="checkbox"/>	<input type="checkbox"/>	<b>On corner parcels, outline and dimensions corner visibility triangle</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Geodetic datum points/contours:</b>
<input type="checkbox"/>	<input type="checkbox"/>	at the corners of the parcel
<input type="checkbox"/>	<input type="checkbox"/>	at the back of sidewalk or curb
<input type="checkbox"/>	<input type="checkbox"/>	on the side property line 6 metres from front property line
<input type="checkbox"/>	<input type="checkbox"/>	on the side property line 12 metres from rear property line
<input type="checkbox"/>	<input type="checkbox"/>	main floor and roof peak of building
<input type="checkbox"/>	<input type="checkbox"/>	label existing and proposed geodetic datum points
<input type="checkbox"/>	<input type="checkbox"/>	<b>Outline and dimension buildings:</b>
<input type="checkbox"/>	<input type="checkbox"/>	projections and structures (bay windows, cantilevers, window wells)
<input type="checkbox"/>	<input type="checkbox"/>	detached buildings and structures (sheds, garages)
<input type="checkbox"/>	<input type="checkbox"/>	mechanical equipment (air conditioners)
<input type="checkbox"/>	<input type="checkbox"/>	label projections and structures (2 <sup>nd</sup> floor cantilever, deck)
<input type="checkbox"/>	<input type="checkbox"/>	location of all openings (windows, doors, overhead doors)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Driveways &amp; parking areas:</b>
<input type="checkbox"/>	<input type="checkbox"/>	label surface material
<input type="checkbox"/>	<input type="checkbox"/>	label curb cuts to be removed and rehabilitated
<input type="checkbox"/>	<input type="checkbox"/>	dimension length from back of curb or sidewalk
<input type="checkbox"/>	<input type="checkbox"/>	dimension width of driveway at throat and flare (adjacent to street)
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance to adjoining driveways
<input type="checkbox"/>	<input type="checkbox"/>	<b>Fencing:</b>
<input type="checkbox"/>	<input type="checkbox"/>	label height (include height of retaining walls)
<input type="checkbox"/>	<input type="checkbox"/>	cross reference to a elevation (for each type of fence)

<input type="checkbox"/>	<input type="checkbox"/>	<b>Retaining walls:</b>
<input type="checkbox"/>	<input type="checkbox"/>	label height (provide height of fences on top of wall)
<input type="checkbox"/>	<input type="checkbox"/>	provide geodetic datum points at top and bottom of wall
<input type="checkbox"/>	<input type="checkbox"/>	cross reference to elevation (for each wall)
<input type="checkbox"/>	<input type="checkbox"/>	if over 1 metre in height provide structural design drawings, including a cross-section, stamped and sealed by a Professional Engineer
<input type="checkbox"/>	<input type="checkbox"/>	<b>If trees are existing on public lands adjacent to the site:</b>
<input type="checkbox"/>	<input type="checkbox"/>	specific species of each tree (e.g. Green Ash, Colorado Blue Spruce, American Elm). Note that identification of deciduous or coniferous is not sufficient. If you require assistance in identifying the species of a tree, call 3-1-1 to obtain additional information.
<input type="checkbox"/>	<input type="checkbox"/>	diameter of each tree, measured at a height of one metre above the ground
<input type="checkbox"/>	<input type="checkbox"/>	estimated height of each tree (e.g. less than 3 metres, 3-6 metres, 6-9 metres, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	location of the centre point of the trunk of each tree
<input type="checkbox"/>	<input type="checkbox"/>	outline of the "drip line" of each tree (e.g. the outline of the outer reach of the branches of the tree)
<input type="radio"/>	<input type="radio"/>	<b>9. Six (6) copies of Block Plans showing: (The block plans and site plans maybe combined if the site plan doesn't become cluttered.) A Block Plan provides a visual representation of the adjacent buildings in order to establish the context of a proposed development.</b>
<input type="checkbox"/>	<input type="checkbox"/>	Plans to metric scale, minimum 1:100
<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"/>	Label all elements of plan as <b>existing</b> or <b>proposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Adjacent parcels:</b>
<input type="checkbox"/>	<input type="checkbox"/>	City streets, label street names and addresses
<input type="checkbox"/>	<input type="checkbox"/>	indicate two parcels on either side of the subject parcel that are located on the same block face (total of 4 parcels)
<input type="checkbox"/>	<input type="checkbox"/>	If there are less than 2 parcels on either side of the subject parcel, provide all the parcels on the block face
<input type="checkbox"/>	<input type="checkbox"/>	if there are no buildings located on the parcels adjoining the subject parcel plot all parcels to the closest 2 parcels with buildings contained in the block face (including the parcels containing the buildings)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plot and dimension all property lines:</b>
<input type="checkbox"/>	<input type="checkbox"/>	dimension front, side and rear building setbacks from property lines
<input type="checkbox"/>	<input type="checkbox"/>	outline subject parcel
<input type="checkbox"/>	<input type="checkbox"/>	<b>Outline and dimension all buildings:</b>
<input type="checkbox"/>	<input type="checkbox"/>	exterior walls
<input type="checkbox"/>	<input type="checkbox"/>	plot location of exterior openings (windows, doors, overhead doors)
<input type="checkbox"/>	<input type="checkbox"/>	label geodetic datum of roof peak of adjacent buildings

<input type="radio"/>	<input type="radio"/>	<b>10. Six (6) copies of Streetscape Drawings showing: (Required if addition is visible from the street) (The Streetscape Drawing is used in the assessment of compatibility of scale and design with the existing neighboring houses.)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Plans to metric scale, minimum 1:100 or imperial scale
<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"/>	<b>Adjacent parcels:</b>
<input type="checkbox"/>	<input type="checkbox"/>	plot the front elevation of the proposed building and the adjacent buildings that are required on the Block Plan
<input type="checkbox"/>	<input type="checkbox"/>	<b>Include on elevations:</b>
<input type="checkbox"/>	<input type="checkbox"/>	projections, doors, windows, overhead doors
<input type="checkbox"/>	<input type="checkbox"/>	Geodetic elevation at roof peak of adjacent buildings
<input type="checkbox"/>	<input type="checkbox"/>	label roof slopes
<input type="checkbox"/>	<input type="checkbox"/>	<b>Grade:</b>
<input type="checkbox"/>	<input type="checkbox"/>	plot existing and proposed grade extending to property lines
<input type="checkbox"/>	<input type="checkbox"/>	plot property lines (extending vertically)
<input type="radio"/>	<input type="radio"/>	<b>11. Six (6) copies of Floor Plans showing:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Plans to metric scale, minimum 1:100 or imperial scale, minimum 1/8"
<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"/>	Label all elements of plan as <b>existing</b> or <b>proposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Outline and dimension walls:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Exterior dimensions (dimension to centerline of common walls)
<input type="checkbox"/>	<input type="checkbox"/>	plot location of interior and exterior openings (windows, doors, overhead doors)
<input type="checkbox"/>	<input type="checkbox"/>	label the purpose of spaces (e.g. kitchen, living room, bathroom, internal/external stairways, mechanical rooms, meter room, corridors, washrooms)
<input type="checkbox"/>	<input type="checkbox"/>	label existing and proposed rooms and portions of the building
<input type="radio"/>	<input type="radio"/>	<b>12. Six (6) copies of Elevation Drawings showing:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Plans to metric scale, minimum 1:100 or imperial scale, minimum 1/8"
<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"/>	Label all elements of plan as <b>existing</b> or <b>proposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Include elevations for:</b>
<input type="checkbox"/>	<input type="checkbox"/>	fences
<input type="checkbox"/>	<input type="checkbox"/>	retaining walls (over 0.5 metres in height)
<input type="checkbox"/>	<input type="checkbox"/>	Accessory Residential Buildings (e.g. detached garages)
<input type="checkbox"/>	<input type="checkbox"/>	cross reference with other plans where applicable

<input type="checkbox"/>	<input type="checkbox"/>	<b>Include on elevations:</b>
<input type="checkbox"/>	<input type="checkbox"/>	doors, windows, overhead doors
<input type="checkbox"/>	<input type="checkbox"/>	projections and decorative elements
<input type="checkbox"/>	<input type="checkbox"/>	label roof slope
<input type="checkbox"/>	<input type="checkbox"/>	screening (e.g. service meters, privacy screens)
<input type="checkbox"/>	<input type="checkbox"/>	dimension all doors, windows and overhead doors
<input type="checkbox"/>	<input type="checkbox"/>	<b>Label finishing materials:</b>
<input type="checkbox"/>	<input type="checkbox"/>	exterior materials (brick, stucco, vinyl siding)
<input type="checkbox"/>	<input type="checkbox"/>	roof materials (asphalt, cedar shakes, concrete tile)
<input type="checkbox"/>	<input type="checkbox"/>	colours of all major exterior materials
<input type="checkbox"/>	<input type="checkbox"/>	<b>Grade:</b>
<input type="checkbox"/>	<input type="checkbox"/>	plot existing and proposed grade extending to property lines
<input type="checkbox"/>	<input type="checkbox"/>	plot property lines (extending vertically)
<input type="checkbox"/>	<input type="checkbox"/>	plot all geodetic datum points required on Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	<b>Building Height (indicate on all elevations):</b>
<input type="checkbox"/>	<input type="checkbox"/>	plot line for main floor
<input type="checkbox"/>	<input type="checkbox"/>	dimension height of building from existing and proposed grade
<input type="checkbox"/>	<input type="checkbox"/>	dimension height of main floor from existing and proposed grade
<input type="checkbox"/>	<input type="checkbox"/>	dimensions height of structures (fences, retaining walls) from existing and proposed grade
<input type="radio"/>	<input type="radio"/>	<b>13. Six (6) copies of Cross-Sections showing:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Cross section of driveways with a slope greater than 2 per cent:</b>
<input type="checkbox"/>	<input type="checkbox"/>	indicate slope
<input type="checkbox"/>	<input type="checkbox"/>	provide geodetic datum points at transition points in ramp (including top and bottom)
<input type="checkbox"/>	<input type="checkbox"/>	dimension overhead clearance
<input type="checkbox"/>	<input type="checkbox"/>	include transition lengths
<input type="checkbox"/>	<input type="checkbox"/>	<b>Cross Sections may be required if there are retaining walls over 1 metre on the parcel or to provide more information on the impact of the proposed building on the adjacent properties showing:</b>
<input type="checkbox"/>	<input type="checkbox"/>	existing grade of parcel
<input type="checkbox"/>	<input type="checkbox"/>	proposed grade of parcel
<input type="checkbox"/>	<input type="checkbox"/>	grade of adjacent parcels
<input type="checkbox"/>	<input type="checkbox"/>	grade of adjacent City streets
<input type="checkbox"/>	<input type="checkbox"/>	cross-sectional outline of the building
<input type="checkbox"/>	<input type="checkbox"/>	geodetic datum points
<input type="radio"/>	<input type="radio"/>	<b>14. Other Support Information Required:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>When the proposal does not meet a standard of the Land Use Bylaw (e.g. minimum parking standard), non-compliance should be identified and a written planning rationale provided in support of such deficiencies</b>

Please identify and provide justification for items that do not comply with Council approved policies, bylaw standards, or technical guidelines. Attach a separate sheet, if necessary.

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**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Confirming that all required information has been provided and is correct)

**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](http://www.calgary.ca/dba)**

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

