

Development Permit Complete Application Requirement List (CARL)

Last Modified 2008 March 4

Changes Inside a Building (including Change of Use): In any Land Use District

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 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. A current copy of Certificate(s) of Title (<i>searched within 30 days</i>)
<input type="radio"/>	<input type="radio"/>	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. 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"/>	3. Colour Photographs (minimum of 2 different views) showing: <i>*Photographs may be any size that will fit into an 8.5 x 14 inch file</i>
<input type="checkbox"/>	<input type="checkbox"/>	exterior of building
<input type="checkbox"/>	<input type="checkbox"/>	unique features and aspects of significance to development of parcel
<input type="checkbox"/>	<input type="checkbox"/>	label and identify each photograph

<input type="radio"/>	<input type="radio"/>	4. Fee (See Fee Schedule)
<input type="radio"/>	<input type="radio"/>	5. 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"/>	6. Six (6) copies of Site Plans [8 sets of plans are required if the site is within the Airport Vicinity Protection Area (AVPA)] showing:
<input type="checkbox"/>	<input type="checkbox"/>	Plans to metric scale, minimum 1:100, include scale bar
<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 existing or proposed
<input type="checkbox"/>	<input type="checkbox"/>	Plot and dimension property lines:
<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, 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"/>	Outline and dimension buildings:
<input type="checkbox"/>	<input type="checkbox"/>	projections and structures (bay windows, cantilevers)
<input type="checkbox"/>	<input type="checkbox"/>	detached buildings and structures (sheds, garages)
<input type="checkbox"/>	<input type="checkbox"/>	use area within the building (tenant locations)
<input type="checkbox"/>	<input type="checkbox"/>	label uses to be located in each use area (see uses listed under Use CARL)
<input type="checkbox"/>	<input type="checkbox"/>	label existing and proposed buildings (or portions of buildings)
<input type="checkbox"/>	<input type="checkbox"/>	location of all openings (windows, doors, overhead doors)
<input type="checkbox"/>	<input type="checkbox"/>	Setbacks:
<input type="checkbox"/>	<input type="checkbox"/>	dimension front, side and rear building setbacks from property lines
<input type="checkbox"/>	<input type="checkbox"/>	Garbage and Recycling collection and loading areas:
<input type="checkbox"/>	<input type="checkbox"/>	plot location
<input type="checkbox"/>	<input type="checkbox"/>	Parking areas, drive aisles and circulation roads:
<input type="checkbox"/>	<input type="checkbox"/>	label all surface material of areas accessible by motor vehicles
<input type="checkbox"/>	<input type="checkbox"/>	dimension widths of all aisles and roads
<input type="checkbox"/>	<input type="checkbox"/>	provide details on vehicle circulation (direction of travel, signage and fire lanes)
<input type="checkbox"/>	<input type="checkbox"/>	Motor vehicle parking stalls:
<input type="checkbox"/>	<input type="checkbox"/>	label as Commercial, Dwelling, Live Work or Visitor
<input type="checkbox"/>	<input type="checkbox"/>	total each type of motor vehicle parking stall by use
<input type="checkbox"/>	<input type="checkbox"/>	dimension width and depth
<input type="checkbox"/>	<input type="checkbox"/>	provide calculations for motor vehicle parking stall requirement by use
<input type="checkbox"/>	<input type="checkbox"/>	Loading stalls:
<input type="checkbox"/>	<input type="checkbox"/>	dimension width and depth
<input type="checkbox"/>	<input type="checkbox"/>	label surface material of loading areas
<input type="checkbox"/>	<input type="checkbox"/>	Location of Driveways

<input type="checkbox"/>	<input type="checkbox"/>	Bicycle parking:
<input type="checkbox"/>	<input type="checkbox"/>	location of bicycle parking stall - class 1 (secure) and class 2 (un-secure)
<input type="checkbox"/>	<input type="checkbox"/>	total each type bicycle stall (class 1 or class 2)
<input type="checkbox"/>	<input type="checkbox"/>	calculate bicycle parking stall requirement
<input type="checkbox"/>	<input type="checkbox"/>	Signage: (for all types of signage complete the appropriate CARL for that type of sign)
<input type="radio"/>	<input type="radio"/>	7. Six (6) copies of Floor Plans [8 sets of plans are required if the site is within the Airport Vicinity Protection Area (AVPA)] showing:
<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 existing or proposed
<input type="checkbox"/>	<input type="checkbox"/>	Outline and dimension walls:
<input type="checkbox"/>	<input type="checkbox"/>	interior and exterior (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"/>	internal motor vehicle and bicycle parking, loading and garbage collection facilities (see site plan requirements)
<input type="checkbox"/>	<input type="checkbox"/>	label uses to be located in each use area (see use names listed under Use CARL)
<input type="checkbox"/>	<input type="checkbox"/>	label the purpose of spaces (e.g. kitchen, living room, bathroom, internal/external stairways, mechanical rooms, meter room, elevators, corridors, lobbies, washrooms)
<input type="checkbox"/>	<input type="checkbox"/>	label existing and proposed rooms
<input type="radio"/>	<input type="radio"/>	8. Use CARLs; Check beside one or more Uses proposed as part of the Development Permit Application. Attach one or more Use Related CARLs when indicated in brackets below the use (see proceeding pages)
<p>The definitions of these uses are located in Part 4 of Land Use Bylaw 1P2007, available online at www.calgary.ca/landusebylaw. If required ask for assistance at time of application.</p>		
AGRICULTURE AND ANIMAL GROUP		<input type="checkbox"/> Kennel (Use CARL- Agriculture & Animal) <input type="checkbox"/> Veterinary Clinic (Use CARL- Agriculture & Animal)
AUTOMOTIVE SERVICE GROUP		<input type="checkbox"/> Car Wash – Multi-Vehicle (Use CARL- Automotive) <input type="checkbox"/> Car Wash – Single Vehicle Gas Bar (Use CARL- Automotive) <input type="checkbox"/> Large Vehicle Service (Use CARL- Automotive) <input type="checkbox"/> Large Vehicle Wash Recreational Vehicle Service (Use CARL- Automotive)
<input type="checkbox"/>	Extensive Agriculture (Use CARL- Agriculture & Animal)	
<input type="checkbox"/>	Auto Body and Paint Shop (Use CARL- Automotive)	
<input type="checkbox"/>	Auto Service – Major (Use CARL- Automotive)	
<input type="checkbox"/>	Auto Service – Minor (Use CARL- Automotive)	
<input type="checkbox"/>	Bulk Fuel Sales Depot (Use CARL- Automotive)	

<p>CARE AND HEALTH GROUP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Addiction Treatment (Use CARL- Residential, Care & Health) <input type="checkbox"/> Child Care Service (Use CARL- Residential, Care & Health) <input type="checkbox"/> Custodial Care (Use CARL- Residential, Care & Health) 	<ul style="list-style-type: none"> <input type="checkbox"/> Health Services Laboratory – With Clients (Use CARL- Residential, Care & Health) <input type="checkbox"/> Hospital (Use CARL- Residential, Care & Health) <input type="checkbox"/> Medical Clinic (Use CARL- Residential, Care & Health) <input type="checkbox"/> Residential Care (Use CARL- Residential, Care & Health)
<p>CULTURE AND LEISURE GROUP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Amusement Arcade (Use CARL- Commercial) <input type="checkbox"/> Billiard Parlour (Use CARL- Commercial) <input type="checkbox"/> Cinema (Use CARL- Commercial) <input type="checkbox"/> Community Recreation Facility (Use CARL- Commercial) <input type="checkbox"/> Computer Games Facility (Use CARL- Commercial) <input type="checkbox"/> Fitness Centre (Use CARL- Commercial) <input type="checkbox"/> Gaming Establishment – Bingo (Use CARL- Commercial) <input type="checkbox"/> Indoor Recreation Facility (Use CARL- Commercial) <input type="checkbox"/> Library (Use CARL- Commercial) 	<ul style="list-style-type: none"> <input type="checkbox"/> Motion Picture Filming Location <input type="checkbox"/> Museum (Use CARL- Commercial) <input type="checkbox"/> Outdoor Recreation Area (Use CARL- Commercial) <input type="checkbox"/> Performing Arts Centre (Use CARL- Commercial) <input type="checkbox"/> Place of Worship – Large (Use CARL- Commercial) <input type="checkbox"/> Place of Worship – Medium (Use CARL- Commercial) <input type="checkbox"/> Place of Worship – Small (Use CARL- Commercial) <input type="checkbox"/> Radio and Television Studio (Use CARL- Commercial) <input type="checkbox"/> Social Organization (Use CARL- Commercial) <input type="checkbox"/> Spectator Sports Facility (Use CARL- Commercial)
<p>DIRECT CONTROL USES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adult Mini-Theatre (Use CARL- Commercial) <input type="checkbox"/> Campground <input type="checkbox"/> Emergency Shelter (Use CARL- Residential, Care & Health) <input type="checkbox"/> Fertilizer Plant (Use CARL- Industrial) <input type="checkbox"/> Firing Range <input type="checkbox"/> Gaming Establishment – Casino <input type="checkbox"/> Hide Processing Plant <input type="checkbox"/> Intensive Agriculture (Use CARL- Agriculture & Animal) <input type="checkbox"/> Inter-City Bus Terminal 	<ul style="list-style-type: none"> <input type="checkbox"/> Jail <input type="checkbox"/> Motorized Recreation <input type="checkbox"/> Natural Resource Extraction <input type="checkbox"/> Pits and Quarries <input type="checkbox"/> Power Generation Facility – Large (Use CARL- Industrial) <input type="checkbox"/> Race Track <input type="checkbox"/> Refinery <input type="checkbox"/> Salvage Processing – Heat and Chemicals <input type="checkbox"/> Saw Mill <input type="checkbox"/> Slaughter House <input type="checkbox"/> Stockyards <input type="checkbox"/> Tire Recycling <input type="checkbox"/> Zoo
<p>DISASSEMBLY GROUP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Auto Wrecker (Use CARL- Automotive) 	<ul style="list-style-type: none"> <input type="checkbox"/> Recycling Plant (Use CARL- Industrial)
<p>EATING AND DRINKING GROUP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Catering Service – Major (Eating and Drinking CARL) <input type="checkbox"/> Catering Service – Minor (Eating and Drinking CARL) <input type="checkbox"/> Dinner Theatre Drinking Establishment – Large (Eating and Drinking CARL) <input type="checkbox"/> Drinking Establishment – Medium (Eating and Drinking CARL) <input type="checkbox"/> Drinking Establishment – Small (Eating and Drinking CARL) <input type="checkbox"/> Food Kiosk (Eating and Drinking CARL) <input type="checkbox"/> Night Club (Eating and Drinking CARL) 	<ul style="list-style-type: none"> <input type="checkbox"/> Restaurant: Food Service Only – Large (Eating and Drinking CARL) <input type="checkbox"/> Restaurant: Food Service Only – Medium (Eating and Drinking CARL) <input type="checkbox"/> Restaurant: Food Service Only – Small (Eating and Drinking CARL) <input type="checkbox"/> Restaurant: Licensed – Large (Eating and Drinking CARL) <input type="checkbox"/> Restaurant: Licensed – Medium (Eating and Drinking CARL) <input type="checkbox"/> Restaurant: Licensed – Small (Eating and Drinking CARL) <input type="checkbox"/> Take Out Food Service (Eating and Drinking CARL)



<p>INDUSTRIAL SUPPORT GROUP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Beverage Container Drop-Off Depot (Use CARL- Industrial) <input type="checkbox"/> Dry-cleaning and Fabric Care Plant (Use CARL- Industrial) <input type="checkbox"/> Health Services Laboratory – Without Clients <input type="checkbox"/> Household Appliance and Furniture Repair Service 	<ul style="list-style-type: none"> <input type="checkbox"/> Industrial Design and Testing – Inside (Use CARL- Industrial) <input type="checkbox"/> Industrial Design and Testing – Outside (Use CARL- Industrial) <input type="checkbox"/> Industrial Repair and Service – Inside (Use CARL- Industrial) <input type="checkbox"/> Industrial Repair and Service – Outside (Use CARL- Industrial)
<p>INFRASTRUCTURE GROUP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Airport <input type="checkbox"/> Cemetery <input type="checkbox"/> Crematorium <input type="checkbox"/> Military Base <input type="checkbox"/> Municipal Works Depot (Use CARL- Industrial) <input type="checkbox"/> Natural Area <input type="checkbox"/> Park <input type="checkbox"/> Parking Lot – Grade <input type="checkbox"/> Parking Lot – Structure <input type="checkbox"/> Park Maintenance Facility – Large (Use CARL- Industrial) <input type="checkbox"/> Park Maintenance Facility – Small (Use CARL- Industrial) 	<ul style="list-style-type: none"> <input type="checkbox"/> Power Generation Facility – Medium (Use CARL- Industrial) <input type="checkbox"/> Power Generation Facility – Small (Use CARL- Industrial) <input type="checkbox"/> Protective and Emergency Service <input type="checkbox"/> Rail Line Sewage <input type="checkbox"/> Treatment Plant <input type="checkbox"/> Transit Line and Station <input type="checkbox"/> Utilities <input type="checkbox"/> Utility Building <input type="checkbox"/> Waste Disposal and Treatment Facility (Use CARL- Industrial) <input type="checkbox"/> Water Treatment Plant (Use CARL- Industrial)
<p>OFFICE GROUP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Counselling Service (Use CARL- Residential, Care & Health) 	<ul style="list-style-type: none"> <input type="checkbox"/> Office <input type="checkbox"/> Service Organization (Use CARL- Residential, Care & Health)
<p>PERSONAL SERVICE GROUP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Beauty and Body Service <input type="checkbox"/> Funeral Home (Use CARL- Commercial) <input type="checkbox"/> Information and Service Provider 	<ul style="list-style-type: none"> <input type="checkbox"/> Personal Apparel Service (Use CARL- Commercial) <input type="checkbox"/> Pet Care Service <input type="checkbox"/> Photographic Studio <input type="checkbox"/> Print Centre
<p>PRODUCTION GROUP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Animal Feed Processor – Class 1 (Use CARL- Industrial) <input type="checkbox"/> Animal Feed Processor – Class 2 (Use CARL- Industrial) <input type="checkbox"/> Artist's Studio (Use CARL- Industrial) <input type="checkbox"/> Asphalt, Aggregate and Concrete Plant (Use CARL- Industrial) <input type="checkbox"/> Brewery and Distillery – Class 1 (Use CARL- Industrial) <input type="checkbox"/> Brewery and Distillery – Class 2 (Use CARL- Industrial) <input type="checkbox"/> Contractor's Shop – Class 1 (Use CARL- Industrial) <input type="checkbox"/> Contractor's Shop – Class 2 (Use CARL- Industrial) 	<ul style="list-style-type: none"> <input type="checkbox"/> Food and Beverage Processor – Class 1 (Use CARL- Industrial) <input type="checkbox"/> Food and Beverage Processor – Class 2 (Use CARL- Industrial) <input type="checkbox"/> Manufacturer – Class 1 (Use CARL- Industrial) <input type="checkbox"/> Manufacturer – Class 2 (Use CARL- Industrial) <input type="checkbox"/> Manufacturer – Class 3 (Use CARL- Industrial) <input type="checkbox"/> Metal Fabricator (Use CARL- Industrial) <input type="checkbox"/> Motion Picture Production Facility <input type="checkbox"/> Printing, Publishing and Distributing (Use CARL- Industrial) <input type="checkbox"/> Specialty Food Store (Use CARL- Industrial)
<p>RESIDENTIAL GROUP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assisted Living (Use CARL- Residential, Care & Health) <input type="checkbox"/> Dwelling Unit (Use CARL- Residential, Care & Health) 	<ul style="list-style-type: none"> <input type="checkbox"/> Hotel (Use CARL- Residential, Care & Health) <input type="checkbox"/> Live Work Unit (Use CARL- Residential, Care & Health) <input type="checkbox"/> Temporary Shelter (Use CARL- Residential, Care & Health)



<p>SALES GROUP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Auction Market – Other Goods (Use CARL- Commercial) <input type="checkbox"/> Auction Market – Vehicles and Equipment <input type="checkbox"/> Convenience Food Store (Use CARL- Commercial) <input type="checkbox"/> Financial Institution Large (Use CARL- Commercial) <input type="checkbox"/> Vehicle Sales (Use CARL- Automotive) <input type="checkbox"/> Liquor Store (Eating and Drinking CARL) <input type="checkbox"/> Market (Use CARL- Commercial) <input type="checkbox"/> Pawn Shop <input type="checkbox"/> Recreation Vehicle Sales (Use CARL- Automotive) <input type="checkbox"/> Restored Building Products Sales Yard (Use CARL- Commercial) 	<ul style="list-style-type: none"> <input type="checkbox"/> Retail Garden Centre (Use CARL- Commercial) <input type="checkbox"/> Retail Store <input type="checkbox"/> Supermarket (Use CARL- Commercial) <input type="checkbox"/> Temporary Residential Sales Centre (Use CARL- Commercial) <input type="checkbox"/> Vehicle Rental – Major (Use CARL- Automotive) <input type="checkbox"/> Vehicle Rental – Minor (Use CARL- Automotive) <input type="checkbox"/> Vehicle Sales – Major (Use CARL- Automotive) <input type="checkbox"/> Vehicle Sales – Minor (Use CARL- Automotive) <input type="checkbox"/> Video Store (Use CARL- Commercial)
<p>STORAGE GROUP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Distribution Centre (Use CARL- Industrial) <input type="checkbox"/> Equipment Yard (Use CARL- Industrial) 	<ul style="list-style-type: none"> <input type="checkbox"/> Freight Yard (Use CARL- Industrial) <input type="checkbox"/> Self Storage Facility (Use CARL- Industrial) <input type="checkbox"/> Warehouse – Storage Only (Use CARL- Industrial)
<p>SUBORDINATE USE GROUP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accessory Food Service <input type="checkbox"/> Accessory Liquor Service (Use CARL- Commercial) <input type="checkbox"/> Bed and Breakfast 	<ul style="list-style-type: none"> <input type="checkbox"/> Columbarium <input type="checkbox"/> Custodial Quarters <input type="checkbox"/> Proshop <input type="checkbox"/> Seasonal Sales Area (Use CARL- Commercial)
<p>TEACHING AND LEARNING GROUP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Instructional Facility – Inside (Use CARL- Residential, Care & Health) <input type="checkbox"/> School– Private (Use CARL- Residential, Care & Health) 	<ul style="list-style-type: none"> <input type="checkbox"/> School Authority– School (Use CARL- Residential, Care & Health) <input type="checkbox"/> School Authority Purpose– Major <input type="checkbox"/> School Authority Purpose– Minor <input type="checkbox"/> Post-secondary Learning Institution

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

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

