



MPC MEETING

WEDNESDAY JANUARY 20, 2016

12:30 P.M.

**MUNICIPAL PLANNING COMMISSION
WEDNESDAY JANUARY 20, 2016 – 12:30 PM
TOWN OF REDCLIFF**

AGENDA

- | <u>Pg.</u> | <u>AGENDA ITEM</u> |
|------------|--|
| 1. | CALL TO ORDER |
| 2. | ELECTION OF CHAIRMAN & VICE CHAIRMAN |
| 3. | ADOPTION OF AGENDA |
| 4. | PREVIOUS MINUTES |
| | A) Minutes of October 21, 2015 meeting |
| 5. | DEVELOPMENT PERMIT APPLICATION APPROVED BY DEVELOPMENT AUTHORITY |
| | A) Development Permit Application 15-DP-079
Schindel Law Office
Lot 42, Block 97, Plan 1412259 (112 7 Street NW)
Approved: Permit to Stay |
| | B) Development Permit Application 15-DP-080
Schindel Law Office
Lot 21-37, Block 97, Plan 1117V (113 6 Street NW)
Approved: Permit to Stay |
| | C) Development Permit Application 15-DP-081
Schindel Law Office
Lot 28-40, Block 98, Plan 1117V (101 5 Street NW)
Approved: Permit to Stay |
| | D) Development Permit Application 15-DP-082
Rick Wagenaar
Lot 42, Block 92, Plan 061225 (402 Broadway Avenue W)
Approved: House Addition |
| | E) Development Permit Application 15-DP-083
Art's Excavating
Lot 17-20, Block 4, Plan 3042AV (501 2 Street SE)
Approved: Demolition of Accessory Building |
| | F) Development Permit Application 15-PD-084
Murray McCartney
Lot 28-29, Block 17, Plan 1117V (115 4 Street NE)
Approved: Permit to Stay |
| | G) Development Permit Application 15-DP-085
Krystal Guevara |

Lot 4-5, Block 2, Plan 9150AS (931 3 Street SE)
Approved: Home Occupation – Internet Sales

H) Development Permit Application 15-DP-086
Murray McCartney
Lot 28-29, Block 17, Plan 3042AV (816 3 Street SE)
Approved: Permit to Stay

I) Development Permit Application 15-DP-087
Andrew Campbell
Lot 10-12, Block 21, Plan 3042AV (801 6 Street SE)
Approved: Home Occupation – Internet Sales

6. DEVELOPMENT PERMITS OF MPC CONSIDERATION

A) Development Permit Application 15-DP-088
Lacey Homes Ltd.
Lot 46, Block 33, Plan 1213639 (314 4 Street SE)
Single Family Dwelling

7. FOR DISCUSSION

A) Checklists & documents from the City of Calgary & City of Edmonton regarding the requirements for a Change of Use Development Permit.

8. ADJOURNMENT

**MUNICIPAL PLANNING COMMISSION
THURSDAY OCTOBER 21, 2015 – 2:00 PM
TOWN OF REDCLIFF**

MINUTES

PRESENT: Members: B. Duncan, J. Beach, B. Lowery, B. Vine
 Development Officer: B. Stehr
 Absent Planning Consultant, G. Smith

1. CALL TO ORDER

B. Duncan called the meeting to order at 12:30 pm.

2. ADOPTION OF AGENDA

J. Beach moved that the agenda be adopted as presented.
- Carried.

3. PREVIOUS MINUTES

B. Lowery moved that the previous minutes be accepted as presented.
- Carried.

4. FOR INFORMATION

A) Response to MPC's comments regarding the Eastside ASP

The Commission expressed concerns that their comments in regards to the Eastside Area Structure Plan were not received directly by Town Council.

B) Memo from Manager of Land & Legislative Services regarding proposed changes to authority / composition to the Municipal Planning Commission.

The Commission questioned the proposed make-up of the Municipal Planning Commission members, being three (3) Council members and four (4) members from the public. It was questioned why the composition was not consistent with that of the Subdivision and Development Appeal Board.

5. FOR DISCUSSION

A) Checklist for Change of Use – Draft Copy

MPC reviewed the checklist provided by the Development Officer and instructed the Development Officer to review the change of use requirements for the City of Edmonton, and City of Calgary and present them with alternative options at the next meeting.
Further the Commission members commented that they were looking for an amendment to the Land Use Bylaw to remove the requirements that a Development Permit be applied for in the case

of a Change of Use under the permitted use category in each district. Instead that persons / businesses would need only complete a change of tenant form for the municipality to have on file.

- J. Beach left the meeting at 1:36 pm

6. ADJOURNMENT

B. Lowery moved adjournment of the meeting at 1:48 pm.

- Carried.

Chairman

Secretary

40 Mile County Commentator, Bow Island, Alberta, Tuesday, November 17, 201



TOWN OF REDCLIFF DEVELOPMENT PERMITS

NOTICE OF DECISION OF DEVELOPMENT OFFICER

Discretionary Uses:

Development

Permit Application # Details

15-DP-085 Lot 4-5, Block 2, Plan 8150AS (931 3 Street SE)

APPROVED: Home Occupation - Internet Sales

A Development Permit for a Discretionary Use does not take effect until fourteen (14) days after the date of this notice provided that no Appeals have been registered with this office.

Persons claiming to be affected by a Development Permit for a Discretionary Use may appeal to the Subdivision and Development Appeal Board by submitting a \$100.00 fee, and written notice stating reasons for the Appeal to the Town Manager within fourteen (14) days after this notice is published.

Permitted Uses - For Information Only:

Development

Permit Application # Details

15-DP-050 Lot 23, Block 3, Plan 7911064 (110 Pembina Drive NE)

APPROVED: Addition to Commercial Shop

15-DP-068 Lot 1-5, Block 80, Plan 755AD

(701 Broadway Ave. E)

APPROVED: Convenience Store / Liquor Store

15-DP-083 Lot 17-20, Block 4, Plan 3042AV

(501 2 Street SE)

APPROVED: Demolition of single detached garage

*Note: No appeal is available for the issuance of a Development Permit for a permitted use unless provisions of the Land Use Bylaw have been relaxed, varied, or misinterpreted.

Brian Stehr
Development Officer



TOWN OF REDCLIFF DEVELOPMENT PERMITS

NOTICE OF DECISION OF DEVELOPMENT OFFICER

Discretionary Uses:

Development

Permit Application#

15-DP-074

Details

Lot 42, Block 92, Plan 0612255
(402 Broadway Avenue W)

APPROVED: Addition to Home

15-DP-075

Lot 35, Block 139, Plan 9811474
(409 Main Street N.)

APPROVED: Portable Garage

A Development Permit for a Discretionary Use does not take effect until fourteen (14) days after the date of this notice provided that no Appeals have been registered with this office.

Persons claiming to be affected by a Development Permit for a Discretionary Use may appeal to the Subdivision and Development Appeal Board by submitting a \$100.00 fee and written notice stating reasons for the Appeal to the Town Manager within fourteen (14) days after this notice is published.

Permitted Uses - For Information Only:

Development

Permit Application#

15-DP-076

Details

Lot 21, Block 3, Plan 7911064
(102 Pembina Drive NE)

APPROVED: Change of
Use - Warehouse

15-DP-078

Lot 19, Block 10, Plan 0913590
(943 Maskell Place SE)

APPROVED: Single family dwelling

*Note: No appeal is available for the issuance of a Development Permit for a permitted use unless provisions of the Land Use Bylaw have been relaxed, varied or misinterpreted.

Brian Stehr
Development Officer



DEVELOPMENT PERMIT

Application # 15-DP-088Roll # 0283400

APPLICATION SECTION

Property Owner:

LACEY HOMES LTD.

Mailing Address / PO Box

2 1311 TRANS CANADA WAY SE

Phone

403-527-0083

Fax

403-529-1736

City

MEDICINE HAT

Prov

AB.

Postal Code

T1B 1J1

Applicant / Contractor / Agent: Owner:

JANE

Mailing Address / PO Box

Phone

Fax

City

Prov

Postal Code

PROJECT LOCATION

Civic (Street) Address of the Property on which the development is to be affected:

314 4TH AVE SW.

Lot(s)

46

Block

33

Plan

1213639.

PROJECT INFORMATION

Description of Proposed Development

SINGLE FAMILY DWELLING☒ Home Occupation☐ Property Improvements☐ Signage☐ Temporary changes☐ Basement Development☐ Demolition☐ Other

Proposed Setbacks

SEE SITE PLAN

Front

5.403

Rear

8.648

Estimated Value of Project:

\$ 327,440.00

Flankage

Left Side

4.962

Right Side

2.438

Parcel Size

673 m²

Number of Units

1

Land Use District

R1-A

Is the development near slopes of 15% or greater

☐ Yes☒ No

Start Date

JANUARY 2016.

Estimated Completion Date

SEPT 30 2016.

Applicant/Owner Signature

[Signature]

Application Date

DEC 14 2016



DEVELOPMENT PERMIT

Application # 15-DP-088

Roll # 0283400

IMPORTANT NOTES:

1. In addition to completing this form, and application for a Development Permit shall be accompanied by the following information, where relevant:
 - a. Site plan showing the legal description, existing and proposed buildings, front, rear and side yards. Any provisions for off street loading and/or vehicle parking, site plan to be accurate at a scale to the satisfaction of the Development Officer.
 - b. Floor plans and elevations, preferably on 11" x 17" inch paper.
 - c. A statement of uses and, in the case of development proposed in an industrial area, a statement indicating the manner in which the applicant intends to conform to any performance standards applicable.
2. A Development Permit does not become effective until the time for appeal has expired (14 days) or until such appeal has been determined.
3. If the development authorized by a permit does not commence within 12 months from the date of its issue, the permit ceases to be valid.

Failure to complete this form fully and to supply the required information and plans may mean that this application for a permit will not be considered and may cause delays in the processing of the application.

5. This is **not** a **Building Permit**, **Occupancy Permit** or **Business License**. Any approvals granted regarding this application does not excuse the applicant from complying with requirements of Federal, Provincial or other municipal legislation, or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.

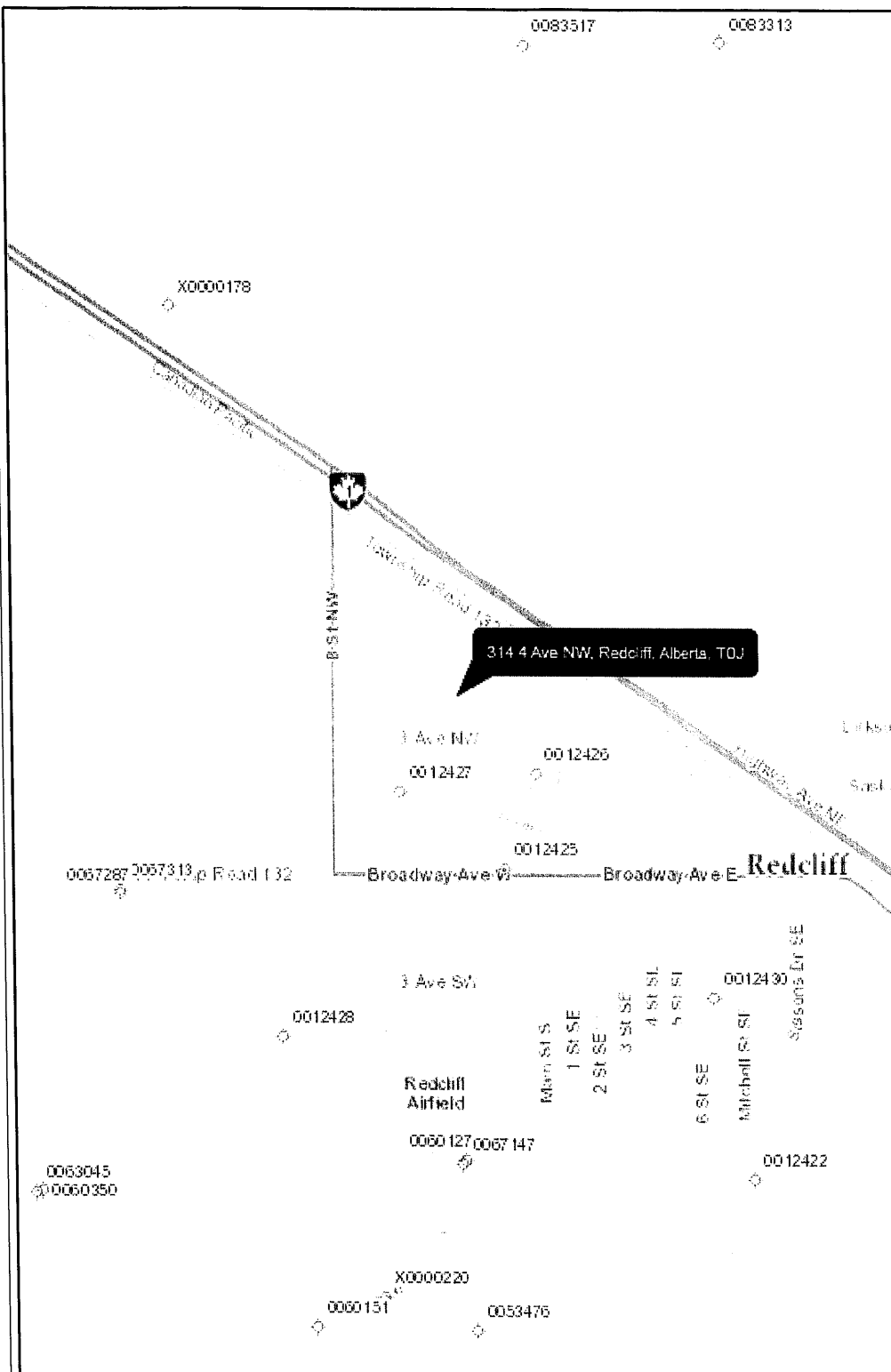
PRIVACY: This information is being collected under the authority of the Town of Redcliff Building and Development Permit Bylaw, Town of Redcliff Land Use Bylaw, the Municipal Government Act and the Freedom of Information and Protection of Privacy Act. This information will be used to process your application and may be used to provide statistical data. This information may also be used for taxation and assessment purposes. This information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact the Town of Redcliff F.O.I.P.P. Coordinator at (403) 548-3618.

PERMIT VALIDATION SECTION (to be completed by the Development Officer)		
Approved <input type="checkbox"/>	Approved with Condition(s) <input type="checkbox"/>	Refused <input type="checkbox"/>
Conditions Note: (see attached Development Permit Report)		
Issuing Officers Name: <u>Brian Stehr</u>		
Issuing Officer's signature	<u>Brian W. Stehr</u>	
Date of Decision:	Date of Issue:	
Date Permit Fee Paid: <u>December 16, 2015</u>	Payment Method <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Cheque <input type="checkbox"/> Debit	
Permit Fees: \$ <u>100.00</u>	Receipt # <u>15955</u>	

Map Results

Legend

- Citations
- Abandoned Wells (large scale)



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While every effort is made to ensure data from this site is accurate and current, the Government of Alberta is not liable for any loss or damage arising from the possession, publication, or use of, that data. This information is provided "as is" without warranty. Note: Any data on the map with licence jurisdiction through AltaLIS will not print.

Wednesday, December 16, 2015 8:32:03 -07:00

1.9 0.96 1.9 Kilometers

Map Scale: 1: 37,795



Alberta Government
GeoDiscover Alberta



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0035 513 705 1213639;33;46 141 288 650

LEGAL DESCRIPTION
PLAN 1213639
BLOCK 33
LOT 46
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;6;13;8;NW

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 131 298 377 +1

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
141 288 650	23/10/2014	TRANSFER OF LAND	\$60,398	SEE INSTRUMENT

OWNERS

LACEY HOMES LTD.
OF 2, 1311 TRANSCANADA WAY SE
MEDICINE HAT
ALBERTA T1B 1J1

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION		
NUMBER	DATE (D/M/Y)	PARTICULARS
121 332 633	19/12/2012	UTILITY RIGHT OF WAY GRANTEE - THE CITY OF MEDICINE HAT. AS TO PORTION OR PLAN:1213640 AS TO AREA B
121 332 634	19/12/2012	EASEMENT OVER AND FOR BENEFIT OF: SEE INSTRUMENT AS TO PLAN AND PORTION: SEE INSTRUMENT
141 288 651	23/10/2014	MORTGAGE

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

141 288 650

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

MORTGAGEE - SERVUS CREDIT UNION LTD.
601 4901-48 ST
RED DEER
ALBERTA T4N6M4
ORIGINAL PRINCIPAL AMOUNT: \$300,000

141 288 652 23/10/2014 CAVEAT
RE : ASSIGNMENT OF RENTS AND LEASES
CAVEATOR - SERVUS CREDIT UNION LTD.
601 4901-48 ST
RED DEER
ALBERTA T4N6M4
AGENT - KIPLING B WIESE

TOTAL INSTRUMENTS: 004

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 16 DAY OF
DECEMBER, 2015 AT 08:49 A.M.

ORDER NUMBER: 29820488

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

Brian Stehr

From: Robert Walburger
Sent: Friday, December 18, 2015 2:24 PM
To: Brian Stehr
Cc: Michel Savard
Subject: 314 4th Ave SW

Hi Brian

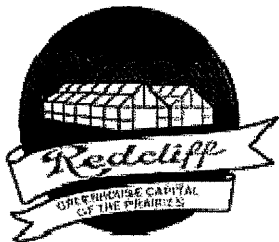
We reviewed the building plans that you sent us. The only stipulations that we have are:

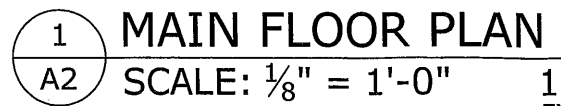
- Builder to insure that lot drainage does not run off into adjacent property.
- Owner to provide a real property report including lot and foundation elevations for a certified surveyor.

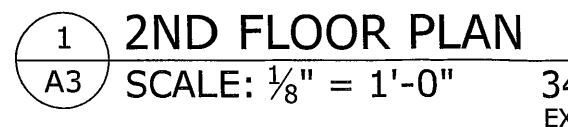
Any questions please let me know.

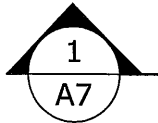
Thanks

Robert Walburger, CET
Engineering Technician
Town of Redcliff
Bus: 403-548-9267
Fax: 403-548-6623
Email: RobertW@redcliff.ca

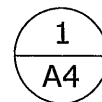
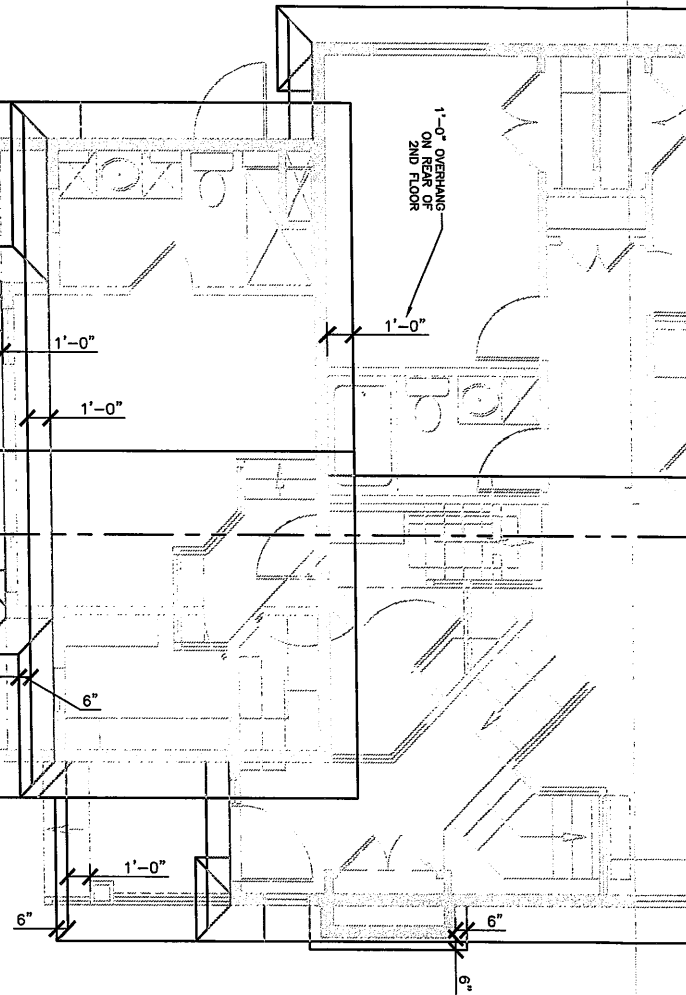






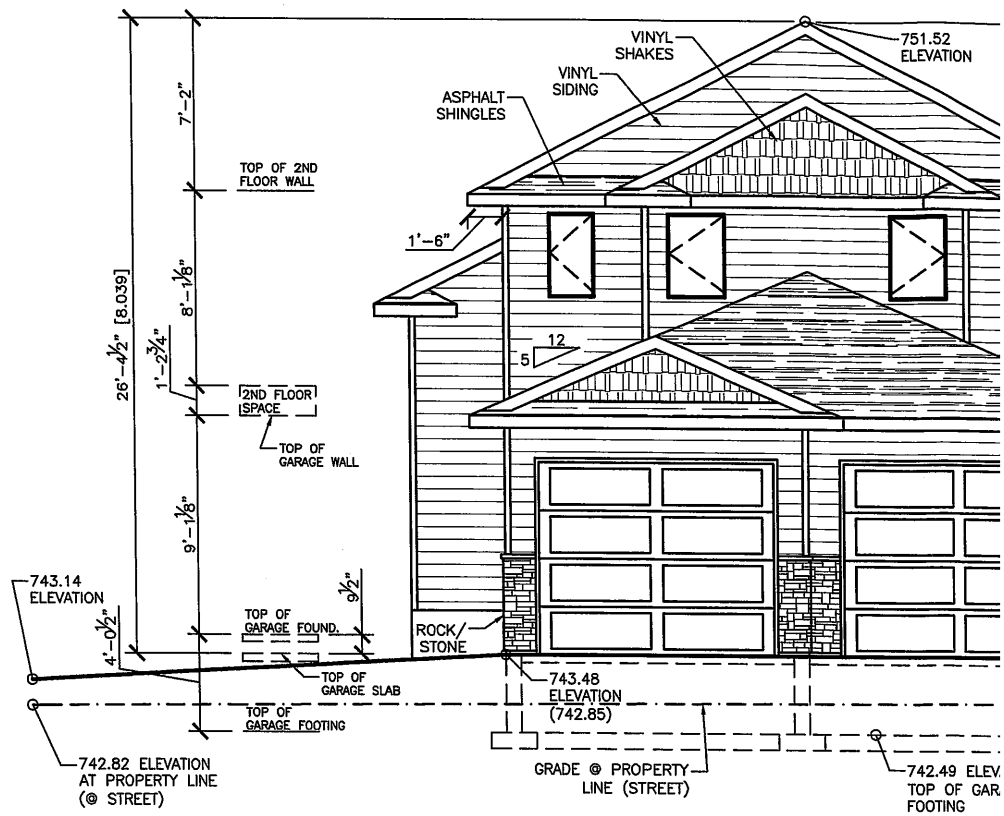


ROOF SLOPE = 6/12
GARAGE ROOF SLOPE = 5/12
INTERIOR VAULT SLOPE = 3/12

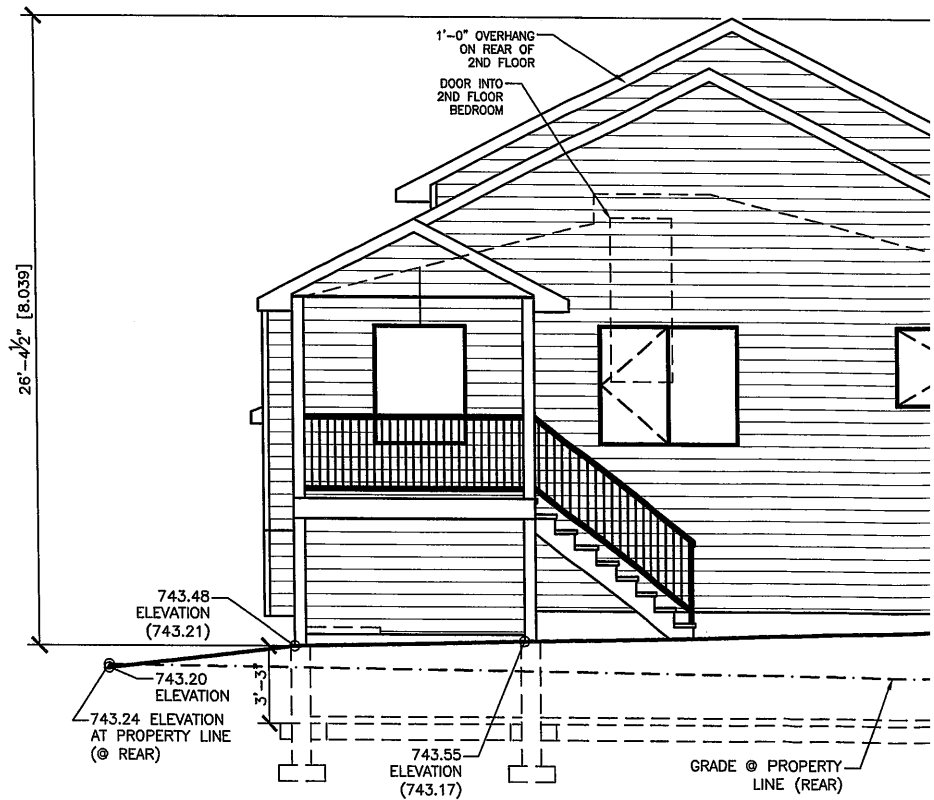


ROOF PLAN

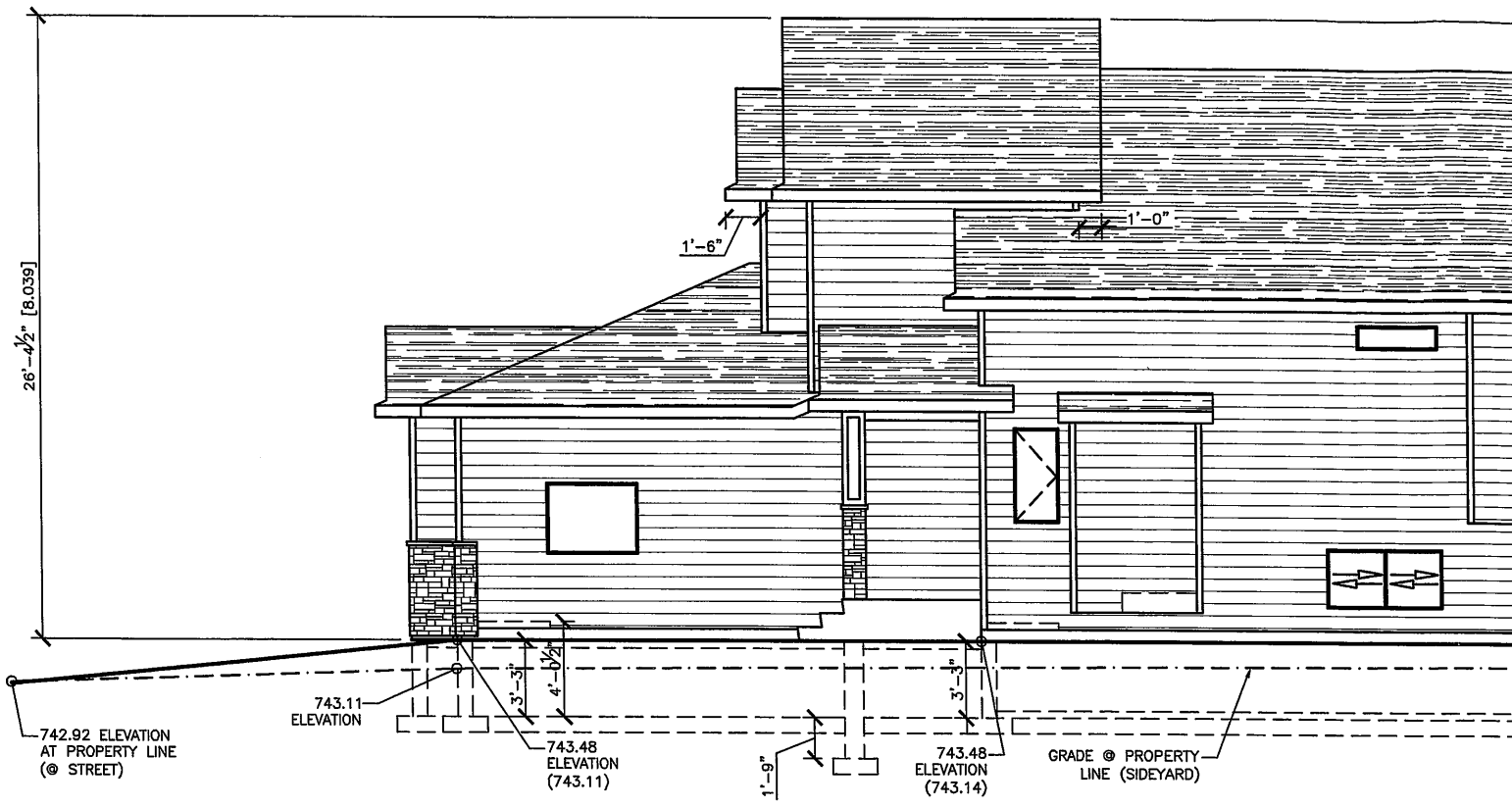
SCALE: $\frac{1}{8}" = 1'-0"$



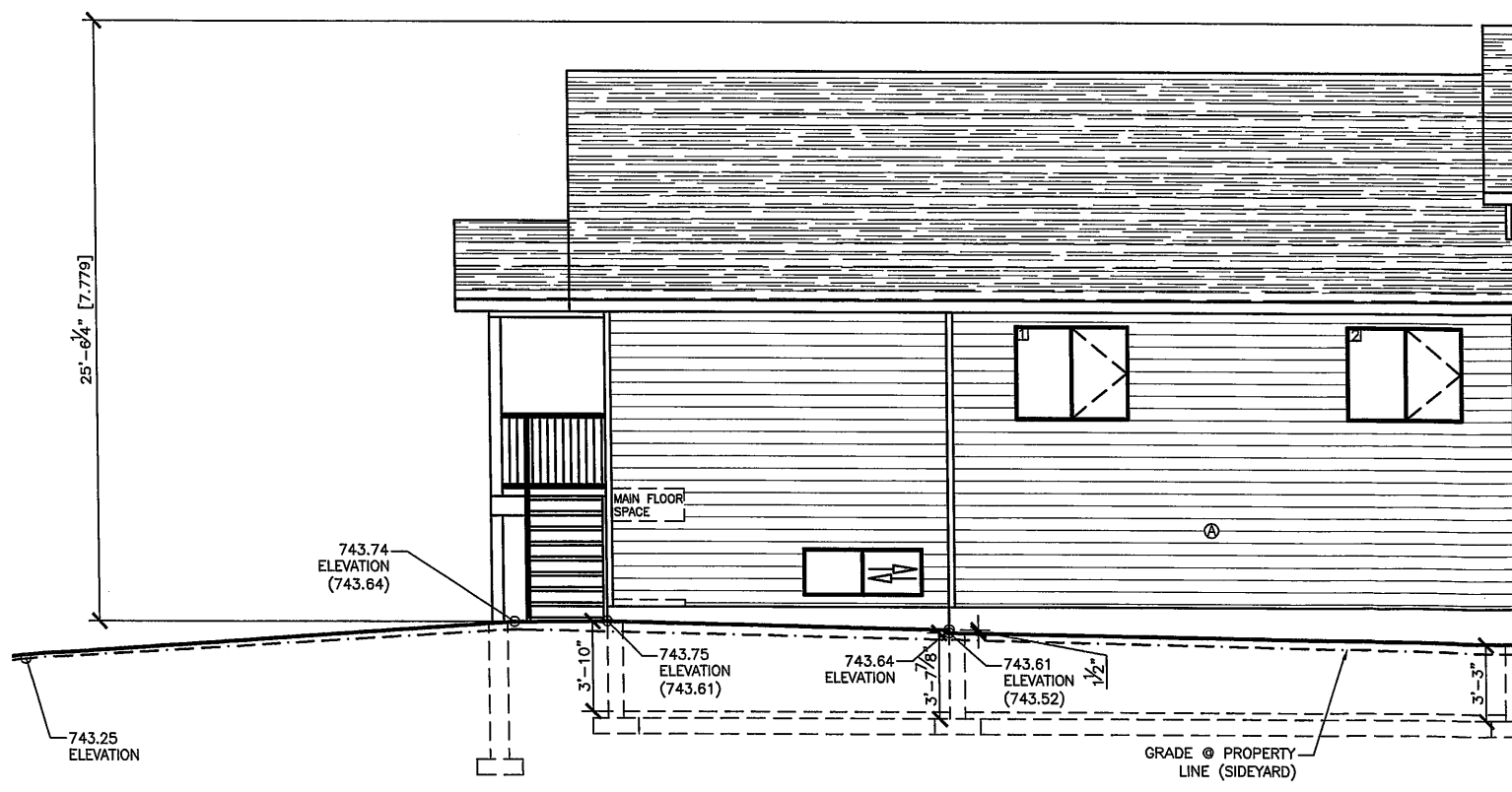
1 FRONT ELEVATION
A5 SCALE: 1/8" = 1'-0"



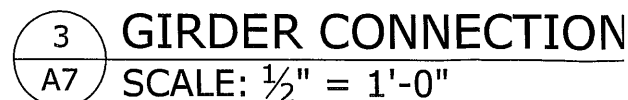
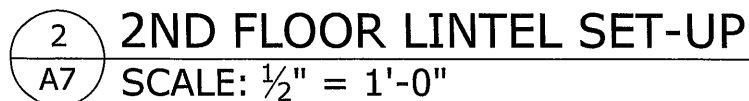
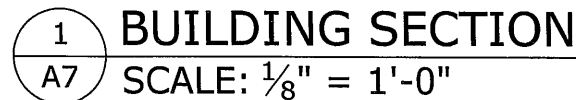
2 REAR ELEVATION
A5 SCALE: 1/8" = 1'-0"



1 RIGHT ELEVATION
A6 SCALE: $\frac{1}{8}" = 1'-0"$



2 LEFT ELEVATION
A6 SCALE: $\frac{1}{8}" = 1'-0"$



1 SITE PLAN
C1 SCALE: 1:200

Development Permit Application **Background Information / Review**

Date: January 13, 2016

Applicant:	Lacey Homes Ltd.
Property Owner:	Lacey Homes Ltd.
Civic Address:	314 4 Avenue SW
Legal Address:	Lot 46, Block 33, Plan 1213639
Land Use:	R-1A Low Density Reduced Landfill Setback Residential District
Development Officer:	Brian Stehr

Background:

On December 16, 2015 Steve Heid, on behalf of Lacey Homes Ltd., submitted a Development Permit Application to construct a Single Family Dwelling at 314 4 Avenue SW.

I have reviewed the Land Use Bylaw in regards to the Development Permit Application and note the following:

- The property is currently zoned R-1A Low Density Reduced Landfill Setback Residential District
- Section 102.c:
 - I. Single Detached Dwelling, Duplex, Semi-Detached: 6.0 m
- Section 11.7:
 - I. The Commission has the authority to vary any condition or requirement of this Bylaw to a maximum variance allowance of 10% with the exception of sizes of accessory buildings.

The proposed setback is 5.403 m, which is less than the 6.0 meters as required by the Land Use Bylaw. However the proposed setback is within the 10% variance power of the MPC, and is being forwarded to you for consideration.

The proposed development of a Single Family Dwelling appears to meet all other relevant requirements of the Land Use Bylaw.

It is the recommendation of the Development Officer that Development Permit Application 15-DP-088 be approved with the following condition(s):

- Exterior finish to match or compliment buildings within the neighbourhood and adjoining properties
- Builder to insure that lot drainage does not run off into adjacent properties
- Applicant to provide confirmation that lot and foundation elevations meet proposed grade. To be completed by a certified surveyor

Processing Your Application

Development Permits

Your application may be reviewed by a number of City departments. If they have any concerns or identify any specific needs, you will be asked to contact these departments as part of the approval process. Once the Development Planner's concerns are addressed, and your proposal complies with the Zoning Bylaw regulations, your development permit will be issued. An address is assigned at this time if one is needed.

Appeals

If your proposal doesn't comply with the Zoning Bylaw regulations and you are refused a development permit, you can appeal to the Subdivision and Development Appeal Board (SDAB). Your appeal must be registered with the SDAB within 14 business days of the decision notification. There is a fee for filing an appeal.

Anyone affected by your proposed development may also appeal if they disagree with the Development Planner's decision to grant you a permit. They must submit their appeal in writing to the SDAB within 14 business days of the decision. The decision of the SDAB can be appealed to the Court of Appeal, but only on a point of law or jurisdiction.

For more information about the appeal process, contact:

Subdivision and Development Appeal Board
Churchill Building
10019-103 Avenue NW
Edmonton, Alberta T5J 0G9
Telephone: 780-496-6079

TIP For commercial projects, it can be helpful to apply for separate partial building permits like foundation or structural frame permits.



Building Permits

After your development permit is approved, the building permit can be processed. The drawings and specifications are reviewed by a Plans Examiner to determine if the project complies with the Alberta Building Code. If the design meets code requirements, a building permit is issued. If the Plans Examiner notes any infractions on the drawings or has questions regarding the design, you will receive a Plans Examination Report to request more information or changes. Extra information will be reviewed and once everything is properly addressed, the building permit will be issued. The building permit may be subject to conditions that will be noted on your plans or permit.

When the building permit application is made, you must pay all the associated fees. Building permit fees are based on the size of the project or by its construction value. Your project may also require additional permits that fees will be charged for, such as plumbing, gas, sewer permits, heating permits, and electrical permits. You might have to pay a water charge to cover the cost of un-metered water use during construction. And there are safety code fees added to every building, mechanical or electrical permit issued.

How to Apply

Fax

780-496-6034

Our fax can take legal and letter sized paper.

In Person

Current Planning Branch
5th Floor, 10250 - 101 Street NW
Edmonton, Alberta T5J 3P4
Office Hours: Monday to Friday,
8:00 a.m. - 4:30 p.m.

Payment may be cash, personal cheque (payable to the City of Edmonton), Visa, MasterCard, American Express or Interac.

Mail

Current Planning Branch
5th Floor, 10250 - 101 Street NW
Edmonton, Alberta T5J 3P4

Cheques should be made out to City of Edmonton. Please allow for extra processing time when mailing application.

Contact

For application forms and additional general information:

Phone

For 24-hour information and access to City of Edmonton programs and services: 311

If outside of Edmonton: 780-442-5311

Web

www.edmonton.ca



Guide to the permit process.

THE CITY OF
Edmonton

Note:
This is a general guide. Additional information may be required.

When you apply, personal information may be collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address may be included on reports that are available to the public. If you have any questions, please contact our office.

April 2012



About the Service

If you are planning any changes to your property such as constructing, renovating or changing the use of a building, you will need permits from the City. The City is responsible for reviewing applications for construction or changing how a structure is used to ensure the building meets all the requirements established under the Edmonton Zoning Bylaw, Alberta Building Code and the Mechanical Permits Bylaw.

Contacting us early will help you avoid surprises and will ensure that your project goes quickly and smoothly. Please talk with us as you prepare your plans so we can help.

We'll tell you:

- What information to submit with applications for development, building and mechanical permits.
- About any other approvals or conditions that could affect your plans or costs.
- What fees are associated with each application.
- How long the process will take.



Permit Types

Development Permits

If you plan to construct a new building, alter an existing one, change how a property is being used, or change the scale to which a property is being used, you will need a development permit. You also need a development permit before you can apply for a business licence. A development permit is written approval from the City that your plans are within the bounds of the Zoning Bylaw regulations.

Development permit types are grouped into three classes that reflect the level of proposed development or use:

Class 0 – No Permit Required

This class includes minor types of construction like minor repairs or fences under a certain height. These projects do not require a development permit.

Class A – Permitted Developments

This class includes developments that comply with all bylaws, and fall under the Permitted Use, Accessory Building, or Activities categories. Applications for signs, accessory functions, and the occupancy of existing buildings on sites that are regulated by a Direct Control Provision Zone are also considered Class A Permitted Uses. These projects require a development permit.

TIP

Make sure you obtain a building permit within 12 months of the issue date, or your development permit will be invalid.

Zoning Verification

Your property's specific zoning may affect your plans.

To verify the zoning of a property, visit

our office or <http://maps.edmonton.ca>

- Click on 'Zoning' located on the right side of the photo
- Review the disclaimer and accept it by pressing 'Ok'
- Click on 'Locate Title by Address' and enter the property's address
- Click on 'Search' to view its zoning and any overlay information

Mechanical Permits

You will need a separate mechanical permit for the installation of heating and ventilating systems, plumbing, gas fitting, water and sewer systems, and any electrical systems. Bonded and licensed contractors usually apply for each of these permits.

If you want to do your own plumbing, heating or ventilation work, you can apply for a permit in person if you own and intend to occupy the single-family dwelling for which the permit is issued. You will be questioned to make sure you have the proper knowledge to safely do these installations. Please note that we do not issue gas permits for new buildings to homeowners.

Building and Mechanical Inspections

Once the building or mechanical permit is issued and construction has started, work inspections need to be done. Inspections on residential construction are usually set at intervals. For commercial projects, inspections are done routinely depending on the complexity of the project. Requests for inspections are by appointment only.

If the inspector identifies any problems, it is your or the contractor's responsibility to have the problems corrected. This may require re-inspection to ensure compliance.



Why Permits?

Permits are here for your protection.

They're the result of years of

experience, testing and feedback.

Having the proper permits will

ensure what is being built is actually

safe and that the appearance and

use is consistent with the context of

your neighbourhood.



What is a Development Permit for a "Change of Use"?

Each Zone in the City of Edmonton Zoning Bylaw 12800 allows a variety of development. A Development Permit for a "Change of Use" is required if the existing Use of a building (or a portion) is changed to an alternate Use under the same Zone in the Zoning Bylaw. This process is in place to manage and document Uses within a Zone and ensure that all Uses have sufficient parking and that development is compatible with adjacent land uses.

An example of this is in the CB2 – General Business Zone, there are a variety of Land Uses that can exist including General Retail Stores, Personal Service Shops, Health Services etc. A Development Permit for a "Change of Use" would be required if an existing Use within a building was to change from one Use to another. If a Personal Service Shop was being changed to a General Retail Store then a "Change of Use" Development Permit would be required. A "Change of Use" would not be required if one type of General Retail Store was proposed in place of another type of General Retail Store (ie. clothing store to shoe store).

To determine whether a "Change of Use" Development Permit is required the following steps should be followed:

- 1) Determine the Zone that the proposed "Change of Use" is in.
- 2) Look under the appropriate Zone information in the Zoning Bylaw to see the listing of Permitted and Discretionary Uses allowed. If your proposed Use falls into one of the Uses within these Use categories, you can apply for a "Change of Use" Development Permit. If you are not sure of the definition of a listed Use in the Zone, check the definitions in Section 7 – Use Class Definitions of the Zoning Bylaw. If your proposed Use is not listed under that Zone, then you will have to look for another property located in a Zone that allows the Use.
- 3) If you determine that you need a "Change of Use" Development Permit, refer to checklist (See "Change of Use" checklist) for all necessary information required to apply.

Applicants should be aware that operating a business prior to approval of necessary permits may result in refusal of the development permit due to concerns regarding incompatible Uses.

CHANGE OF USE CHECKLIST

INFORMATION REQUIRED FOR CHANGE OF USE DEVELOPMENT PERMIT

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application. All materials submitted must be clear, legible and precise. **Only applications that are complete will be accepted.**

Plans submitted should be to a professional drafting standard (rough sketches are not acceptable) in order to ensure that your application is processed accurately and in a timely manner.

OFFICE	APPLICANT SUBMISSION REQUIREMENTS	
<input type="checkbox"/>	<input type="checkbox"/>	1. APPLICATION FEE
<input type="checkbox"/>	<input type="checkbox"/>	2. SITE PLANS (3 Sets) – To scale and dimensioned (min. scale 1:500) showing:
<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Address and Legal Description (Lot, Block, Plan Number)
<input type="checkbox"/>	<input type="checkbox"/>	Location and size of all Buildings, and specific location of the Bay within the subject building that the Use will occupy.
<input type="checkbox"/>	<input type="checkbox"/>	Parking Layout (dimensioned) and Parking Analysis (Sec. 54 of the Zoning Bylaw)
<input type="checkbox"/>	<input type="checkbox"/>	Loading Spaces (location and dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	Vehicular Accesses (location and dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	Identification of all streets and lanes abutting the subject site
<input type="checkbox"/>	<input type="checkbox"/>	Identification of all Uses and their floor areas within all buildings on site
<input type="checkbox"/>	<input type="checkbox"/>	3. FLOOR PLANS (3 Sets) – To scale and dimensioned (min. scale 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	Layout of interior and exterior walls and identification of all proposed/existing room uses on all floors, including mezzanine (ie. storage, retail space, office, seating areas)
<input type="checkbox"/>	<input type="checkbox"/>	All doors, stairs and window locations
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of building and floor area
<input type="checkbox"/>	<input type="checkbox"/>	Public Space - Area which is open to the public. (ie. Restaurants, Indoor Participant Recreation Areas)
<input type="checkbox"/>	<input type="checkbox"/>	Number of Seats or Occupants if required (ie. Religious Assembly, Commercial School)

Applicant's signature is confirmation that all required information has been provided and is correct.

APPLICANT'S SIGNATURE

DATE

PLEASE PRINT NAME

PHONE

OFFICE USE ONLY:

CHECKLIST REVIEW BY

DATE

PLEASE PRINT NAME

PROJECT NO:

DEVELOPMENT PERMIT APPLICATION

Office use only: City File #: _____

for Commercial/Industrial/Multi-Dwelling Residential Developments

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application. All materials submitted must be clear, legible and precise. **Only applications that are complete will be accepted.** PLEASE NOTE: this application is **ONLY** for a development permit. If a building permit is also required, you must apply for it separately.

A General Project Information	
1	Project Municipal Address:
2	Project Legal Description: Plan No. _____ Block _____ Lot(s) _____ or, Quarter _____ Section _____ Twp _____ Range _____
3	Pre Application Meeting: <input type="checkbox"/> Yes, Reference # _____ -001 <input type="checkbox"/> No
4	Type of work being performed: (Check all applicable): <input type="checkbox"/> New Commercial/Industrial Building (must complete Section C7, C8 of this form) <input type="checkbox"/> Addition to Existing Building (must complete Section C7, C9 of this form) <input type="checkbox"/> Exterior Alteration <input type="checkbox"/> Interior Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Other _____ <input type="checkbox"/> Change of Use (must complete applicable portions of Section D of this form) <input type="checkbox"/> New Multi Dwelling Residential - 3 or more dwellings (must complete Section C7, C8, and C10 of this form) <input type="checkbox"/> Solar Energy Systems – Thermal or PhotoVoltaic (PV) (must see Solar Energy Systems brochure for submission requirements)

B Applicant/Owner Information			
5	As the applicant I affirm: <input type="checkbox"/> I am the registered owner of the above noted property <input type="checkbox"/> I have entered into a binding agreement to purchase the above noted property with the registered owner(s). <input type="checkbox"/> I have permission of the registered owner(s) of the above noted property to make the attached application for a Development Permit. <input type="checkbox"/> I have permission of the registered owner(s) of the above noted property to make the attached application for a Combination Permit, which includes an application for a Development Permit and Building Permit.		
6	Applicant Information:		City Customer ID #:
	Last Name:	First Name:	Business Name:
	Contact Name (if different from above):		Email:
	Mailing Address		Telephone:
	City:	Prov.:	Cell Ph.:
		Postal Code:	Fax:

C All New Buildings and/or Additions to Existing Buildings	
7	Detail the proposed use of the new building/addition:
8	Total Site Area (sq m.): _____ Total Floor Area (sq m.), including all floors and mezzanines: _____
Additions to a Commercial/Industrial Building:	
9	Existing Floor Area (sq.m.): _____ Proposed Floor area (sq.m.): _____
Multi-Unit Residential Developments:	
10	Total number of Dwelling Units Proposed: _____ Number of Main Floor Dwelling Units Proposed: _____

D Change of Use within a specific building			
11	Detail what the previous business activity was AND what the previous business name was:		
12	Detail what the proposed business activities will be within the building (e.g. insurance office, steel fabrication plant, jewellery sales):		
13	Detail any proposed business activities that will occur outside of the building (e.g. outdoor storage of pipes, outdoor trucking yard, outdoor display of goods):		
14	Total floor area of business (sq.m.):	Office space (sq.m.):	Warehouse space (sq.m.):
Restaurants, Specialty Food Services, Bars and Neighborhood Pubs, Night Clubs:			
15	Public Space floor area (excluding kitchens, office areas)	What will be the maximum seating capacity?	
16	Will there be an outdoor patio?	If yes, what is the seating capacity of the outdoor patio? (a floor plan is required on the site plan)	
Vehicle Oriented Uses (such as new and used Automotive Vehicle Sales):			
17	Vehicle Oriented Uses, including Automotive Vehicle Sales involving the placement of sales trailers on site is considered a new Commercial development and not a change of use, and therefore shall meet the drawing and information requirements of the Commercial/Industrial checklist.		

E Applicant Declaration:	
	I confirm by my signature below that the information contained in this application, including plans and details, is to my knowledge, true and complete;
	Date: _____ Signature: _____

Office Use Only	
Development Permit Project No. _____	Building Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
This project is: <input type="checkbox"/> New Commercial/Industrial <input type="checkbox"/> New Multi Dwelling Residential <input type="checkbox"/> Addition (all) <input type="checkbox"/> Leave as Built <input type="checkbox"/> Exterior Alterations <input type="checkbox"/> Revision to approved DP <input type="checkbox"/> Interior Alterations <input type="checkbox"/> Demolition Only <input type="checkbox"/> Solar Energy Systems	
Development Permit Description (MUST IDENTIFY ZONING BYLAW USE CLASS): _____ _____	
Zoning: _____ <input type="checkbox"/> Discretionary Use <input type="checkbox"/> Permitted Use Statutory Plan Overlay: _____	
Development fees to be charged? <input type="checkbox"/> Yes : \$ _____ <input type="checkbox"/> No (reason): _____	
Reviewed by: _____ Date (mm/dd/yr): _____	

Personal Information required by City of Edmonton application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact a Service Advisor at the Current Planning Service Centre at 780-442-5054.

Development Permit Information and Drawing Requirements

A separate **Checklist form**, which identifies the drawings and detailed information required for your proposed development, **must be completed**:

- **Commercial/Industrial Checklist** for new buildings and additions, exterior alterations;
- **Multi-Unit Residential Checklist** for 3 or more dwellings, additions, exterior alterations or
- **Change of Use Checklist**.

*****To minimize delays in processing your application, the following must be completed and returned to our office:**

- ***The Development Permit Application form***
- ***The appropriate Checklist***
- ***"The Abandoned Wells Confirmation Form – Proposed Development" with a printout of the map that was used to confirm the absence/presence of abandoned well(s).***

To link to the City's website for the Commercial Development and Building Application Form and Checklists, go to: www.edmonton.ca/currentplanningforms

Additional drawings or information may be required as considered necessary in accordance with the Edmonton Zoning Bylaw and by the Development Officer.

Applications may be subject to additional on and off site fees associated to the proposed development such as Lot Grading fee, Sanitary Sewer Trunk Charge, Transportation infrastructure fees.

Should you have any questions regarding development application requirements, please contact a representative at our **Customer Information Centre** at **311** or if **outside Edmonton 780-442-5311**.

***This is NOT a Building Permit application.
A separate application must be made if a building permit is required.**

Abandoned Wells Confirmation Form – Proposed Development

****Note**** This form must be **1)** signed by the applicant at the time of Development Permit application, and
2) submitted with a printout of the map(s) that was used to confirm the absence/presence of abandoned well(s)

Municipal Address:			
Legal Description:	Plan:	Block:	Lot:

If abandoned wells are *absent* within the site of proposed development:

I, _____, have reviewed information provided by the Energy Resources Conservation Board ("ERCB") as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the information shows the **absence** of any abandoned wells within the site of proposed development.

Printed Name

Signature

Company Name if signing for a company

Date

If an abandoned well(s) is *present* within the site of proposed development:

I, _____, have reviewed information provided by the Energy Resources Conservation Board ("ERCB") as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the licensee(s) responsible for all abandoned wells within the site of proposed development has been contacted in order to have the *Abandoned Well Locating and Testing Protocol* completed in accordance with ERCB Directive 079. To prevent damage to the well, a temporary identification marker will be placed on abandoned wells prior to construction, according to the confirmed well location(s) on site. The site of proposed development contains the following abandoned well(s):

ERCB Well License #	Licensee name	Licensed Surface Location (e.g., 04-20-052-23 W4M)	Contact personnel name	Phone number

Printed Name

Signature

Company Name If signing for a company

Date

Office Use Only:

POSSE #:		LDA:	
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Why do I need to disclose information about abandoned wells on my parcel?

New Requirements

Effective November 1, 2012 the Subdivision and Development Regulation (Alberta Regulation 160/2012) has changed. The changes relate to the Subdivision and Development requirements around abandoned well sites. The new provisions require some changes to our business practices. In addition to our current application submission requirements, all new Development Permit and Subdivision Applications must include the following:

Development Permit Application

An application for a development permit for a **new building that will be larger than 47 square meters, or an addition to or an alteration of an existing building that will result in the building being larger than 47 square meters**, must include:

- Information provided by the Energy Resources Conservation Board (ERCB) identifying the location or confirming the absence of any abandoned wells within the parcel on which the building is to be constructed, or, in the case of an addition, presently exists.
- This information can be obtained by either contacting the Energy Resources Customer Care Centre at 1-855-297-8311 (toll free) or using the GeoDiscover Alberta Map at: www.geodiscoveralberta.ca to confirm whether an abandoned well is located on your property.
 - If you **do not have an abandoned well site on your property**, you must fill out the “*Abandoned Wells Confirmation Form – Proposed Development*” and provide a copy of the map that was used to confirm the absence of abandoned wells on your property. This information must be included with your development application.
 - If you **do have an abandoned well on your property**, you must first meet the requirements as set out in ERCB’s Directive 079 before you can apply for a permit. Once ERCB’s Directive 079 requirements have been met, you must fill out the “*Abandoned Wells Confirmation Form – Proposed Development*” and include a copy of the map used to confirm well location(s) with your development application.

The information is not required if it was submitted to the same development authority within the last year.

The following links provide further information on the added provisions.

Information Bulletin, Alberta Municipal Affairs -

http://www.municipalaffairs.alberta.ca/documents/msb/Information_Bulletin_05_12.pdf

ERCB Directive-

<http://www.ercb.ca/directives/Directive079.pdf>



Tenancy Change

The Tenancy Change is a review to ensure the tenant space has been previously approved for the proposed business use.

What is the Tenancy Change Process?

Application must be made in person

- The appropriate plans and application forms as outlined on the Tenancy Change Application Requirement List **must be submitted in person** at the Planning Services Counter, located on the 3rd floor of the Municipal Building, 800 Macleod Trail SE. This information cannot be faxed or mailed in.
- Applications that are clear, legible and complete will facilitate a thorough evaluation and timely decision of the application.

Note: If there will be any construction, the applicant must apply for a Building Permit. The Tenancy Change review will run concurrently as part of the Building Permit approval process.

Review

The Tenancy Change team reviews the application and a decision is made. If an application is straight-forward, submitted with complete information, and approved, the process can take seven to ten working days.

Approval

If the proposed use is in conformity with the Land Use Bylaw, a letter is issued confirming approval of the application.

Business Licence – If required, the Business Licence will be issued after the Tenancy Change has been approved.

What happens if my application is refused?

If the proposed business use does not comply with the Land Use Bylaw, the Tenancy Change is refused. The applicant may need to apply for a Development Permit for a relaxation of the rules, or a Development Permit for a change of use. The Development Permit process ranges from 3 to 12 weeks, depending on complexity. The applicant may also choose to apply for a land use re-designation. The Land Use Redesignation process may take 4 to 6 months.

Phone 403-268-5311; Fax 403-268-8178

Website - www.calgary.ca



Updated 2015 December 03

LUD _____

PST _____

Complete Application Requirement List (CARL)

Tenancy Change in any Land Use District

The following **Tenancy Change 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 and legal description (plan; block; lot)
 - ☐ 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" (21.5 x 35.5 cm)
 - ☐ each set must be stapled or taped together
 - ☐ 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
 - ☐ drawings must be contained on each page (one 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 26(3) of the Land Use Bylaw 1P2007).

All applications must be made in person at the Planning Services Counter, located on the 3rd Floor of the Municipal Building, 800 Macleod Trail SE .

completed by applicant	office use only	Required Items
<input type="radio"/>	<input type="radio"/>	1. Completed Use Questionnaire (attached)
<input type="radio"/>	<input type="radio"/>	2. Two (2) copies of the Key Plan (sample attached) showing the exact location of tenant space within the building and tenant unit number.
<input type="radio"/>	<input type="radio"/>	3. Two (2) copies of Floor Plans (sample attached) (preferred scale Imperial ¼"=1'0" or Metric 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	dimensions of all rooms
<input type="checkbox"/>	<input type="checkbox"/>	purpose of all rooms/spaces (e.g., showroom, kitchen, bathroom, internal stairways, mechanical room)
<input type="checkbox"/>	<input type="checkbox"/>	location of all walls, partitions, doorways, windows, and other openings
<input type="checkbox"/>	<input type="checkbox"/>	if a restaurant and/or drinking establishment , include seating plan that clearly

indicates the area (both indoor and outdoor) in which the public will have access for the consumption of food and/or beverages

- ☐ ☐ 4. For a child care facility, include a completed [Child Care Service Information Form](#)
- ☐ ☐ 5. For an instructional facility, include a completed [Instructional Facility Information Form](#)

Applicant's Signature

Date

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

Screened by

Date

Planning Services Technician

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

For Further Information:

Phone: 403-268-5311

Web: 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

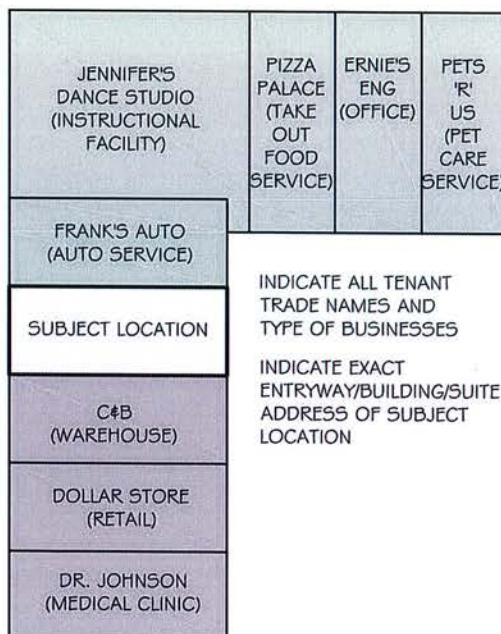
Mail:

The City of Calgary

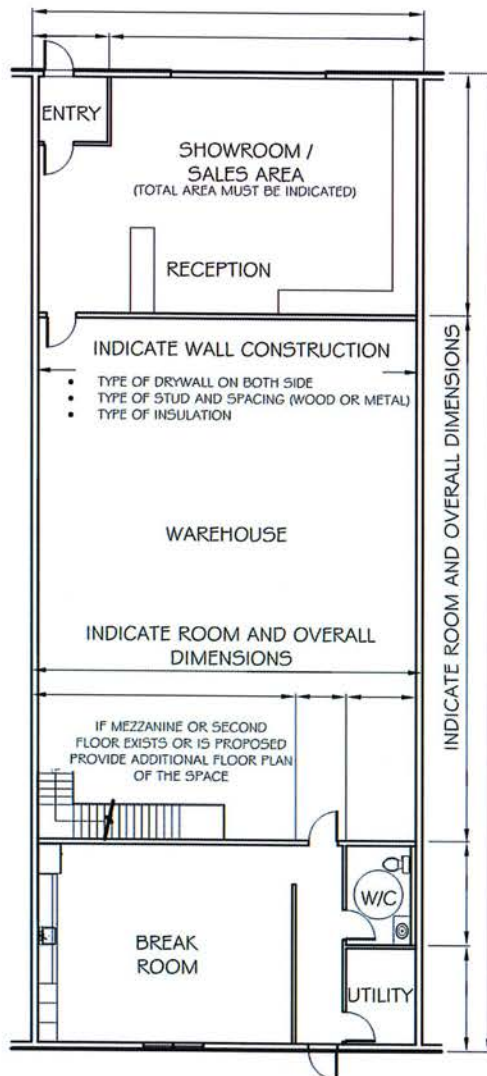
Planning, Development & Assessment (#8108)

800 Macleod Trail SE, Calgary,

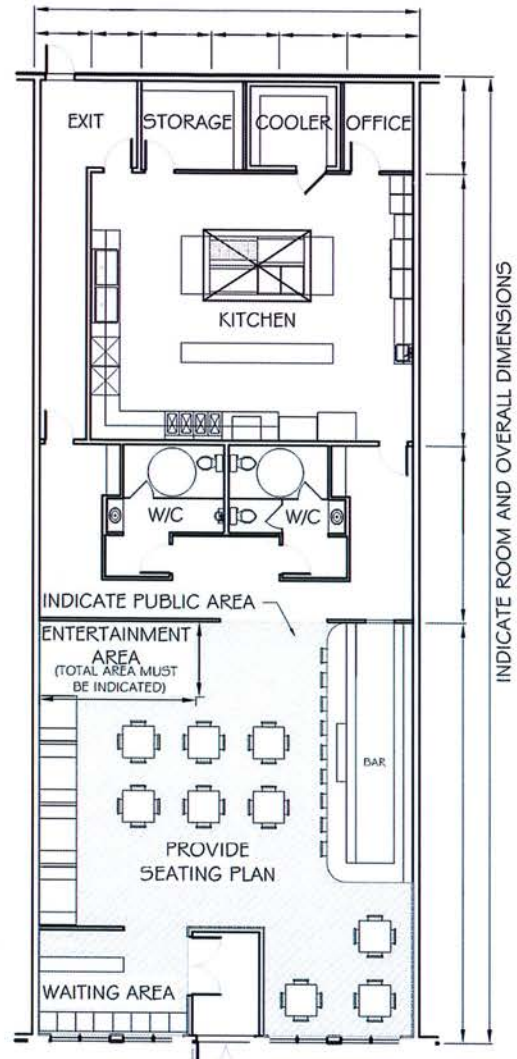
Alberta T2P 2M5



SAMPLE KEY PLAN



SAMPLE FLOOR PLAN 1



SAMPLE FLOOR PLAN 2



Use Questionnaire

Updated 2015 December 02

The Government of Alberta, Alberta Health Services and The City of Calgary require certain safety codes and bylaw compliance for different types of businesses. The questions below will help us to determine if your business meets these requirements. Thank you for your cooperation.

Applicant's name		
Mailing address (your approval will be mailed to this address)		Postal code
Email address	Contact number ()	Alternate contact number ()

Business name	Move in date YYYY MM DD
Business address (including unit number) Note: If the EXACT business address is unknown, contact Planning Data Services for Building Address Confirmation – phone 403-268-8127.	
What was the previous name and type of business to occupy this location? (This information will determine the type of application required. Your landlord should be able to assist you with this information.)	

Detail the business activities to take place at the above business address (e.g., operate an office for computer consulting, manufacture and sell plastic items)		
Detail any business activities that are to take place outside the building at the above business address		
Total business floor area <input type="checkbox"/> ft ² <input type="checkbox"/> m ²	Office space area <input type="checkbox"/> ft ² <input type="checkbox"/> m ² <input type="checkbox"/> N/A	Warehouse / work area <input type="checkbox"/> ft ² <input type="checkbox"/> m ² <input type="checkbox"/> N/A

Will you be sharing this space with another business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
To prepare this location for your business, will you be doing any construction or modifying the space in any way?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be adding or modifying a mezzanine / second floor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any combustible, flammable, or explosive materials stored, used or produced at this business location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the business activities or uses occurring at this location produce any dust, liquids or gases? For example, any business that manufactures; refinishes furniture; repairs vehicles; welds; or, involves the cooking or preparation of food.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Will you be adding or changing any equipment or appliances?

☐ Yes ☐ No

For Industrial businesses:

Will there be any outdoor storage? If yes, indicate the storage area on the site plan. <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, is the outdoor storage screened? <input type="checkbox"/> Yes <input type="checkbox"/> No	Showroom area (must be clearly indicated and dimensioned on the floor plan) <input type="checkbox"/> N/A <input type="checkbox"/> ft ² <input type="checkbox"/> m ²
--	--	--

For Eating & Drinking businesses:

Will there be an outdoor café? It must be shown on the floor plan and the site plan. <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is the seating capacity of the outdoor café?
Restaurant public floor area (not including hallways or washrooms) <input type="checkbox"/> ft ² <input type="checkbox"/> m ² <input type="checkbox"/> N/A	Entertainment / dance floor area (must be clearly indicated and dimensioned on the floor plan) <input type="checkbox"/> ft ² <input type="checkbox"/> m ² <input type="checkbox"/> N/A
What is the indoor seating capacity?	Will minors be prohibited at any time? <input type="checkbox"/> Yes <input type="checkbox"/> No

For Auto-related businesses:

What is the total number of parking stalls on the site?	What is the maximum number of vehicles capable of being serviced at any given time (number of service bays)?	How many parking stalls will be used for displaying or storing vehicles? Highlight them on the site plan.
---	--	---

FOIP DISCLAIMER: The personal information on this form is being collected under the authority of The Freedom of Information and Protection of Privacy (FOIP) Act, Section 33(c). It will be used to provide operating programs, account services and to process payments received for said services. It may also be used to conduct ongoing evaluations of services received from Planning, Development & Assessment. Please send inquiries by mail to the FOIP Program Administrator, Planning, Development & Assessment, PO Box 2100, Station M, Calgary, AB T2P 2M5 or contact us by phone at 311.

I / We hereby certify that the information in this application is true and correct. I / We hereby agree to comply with the applicable regulations that govern its approval.

Applicant's Signature	Company Name	Date YYYY MM DD
-----------------------	--------------	------------------------

Internal use only

Previous use(s)	
Proposed use(s)	
Plans Examiner	BP required? <input type="checkbox"/> Yes <input type="checkbox"/> No



LUD _____

PST _____

Development Permit Complete Application Requirement List (CARL)

Change of Use – Permitted Type 1

Changes inside a Building:

In any Land Use District

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 and legal description (plan; block; lot)
 - ☐ 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" (21.5 x 35.5 cm)
 - ☐ each set must be stapled or taped together
 - ☐ 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
 - ☐ drawings must be contained on each page (one 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 26(3) of the Land Use Bylaw 1P2007).

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

Processing Times and Deemed Refusals

Applicants are advised of their option under the Municipal Government Act to treat their application as being refused if the Development Authority fails to make a decision within 40 days of the application being accepted by the Development Authority, or at the expiry of an extended review timeframe specified by a time extension agreement between the Development Authority and Applicant. [Time extension agreements](#) must be initiated by the Applicant.

To exercise the "deemed refusal" option, an appeal to the Subdivision and Development Appeal Board must be filed within 14 days of the latest specified date for the review, or the right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.

completed by applicant	office use only	
<input type="radio"/>	<input type="radio"/>	Eligibility
<input type="checkbox"/>	<input type="checkbox"/>	Use the Permitted – Type 1 CARL if:
<input type="checkbox"/>	<input type="checkbox"/>	the parking requirement is the same or lower than the previous use;
<input type="checkbox"/>	<input type="checkbox"/>	all Land Use Bylaw 1P2007 rules are met; and
		no relaxations are required.
		Note: If parking is higher and all Land Use Bylaw rules appear to be met, use the Permitted – Type 2 CARL . If a relaxation is required, use the Discretionary CARL .
		Required Items
<input type="radio"/>	<input type="radio"/>	1. Development Permit fee (see Fee Schedule)
<input type="radio"/>	<input type="radio"/>	2. Completed Use Questionnaire (attached)
<input type="radio"/>	<input type="radio"/>	3. Four (4) copies of the Key Plan showing the exact location of tenant space within the building and tenant unit number.
<input type="radio"/>	<input type="radio"/>	4. Four (4) copies of Floor Plans (minimum 1:100 or imperial scale, minimum 3/16"=1') showing:
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (ie, street address) and legal address (ie, plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	all elements of plan labelled as existing or proposed
<input type="checkbox"/>	<input type="checkbox"/>	dimensions of all rooms
<input type="checkbox"/>	<input type="checkbox"/>	purpose of all rooms/spaces (e.g., show room, kitchen, bathroom, internal stairways, mechanical room)
<input type="checkbox"/>	<input type="checkbox"/>	location of all walls, partitions, doorways, windows, and other openings
<input type="checkbox"/>	<input type="checkbox"/>	if a restaurant and/or drinking establishment , include seating plan that clearly indicates the area (both indoor and outdoor) in which the public will have access for the consumption of food and/or beverages
<input type="radio"/>	<input type="radio"/>	5. If the applicant chooses to submit their Building Permit in tandem with this application, a Complete Commercial Building Permit Application is required (see the appropriate Building Permit CARL for application requirements).
<input type="radio"/>	<input type="radio"/>	6. Does this application include any of the following uses? If the following uses are applicable, complete and attach the relevant Use-related CARL. If required, ask for assistance at the time of application.
		<input type="checkbox"/> Agriculture and Animal
		<input type="checkbox"/> Automotive
		<input type="checkbox"/> Commercial
		<input type="checkbox"/> Eating and Drinking
		<input type="checkbox"/> Industrial
		<input type="checkbox"/> Residential Care and Health (includes Child Care and Instructional Facility)

NOTE: This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

Applicant's Signature

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

Date**Screened by**

Planning Services Technician

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

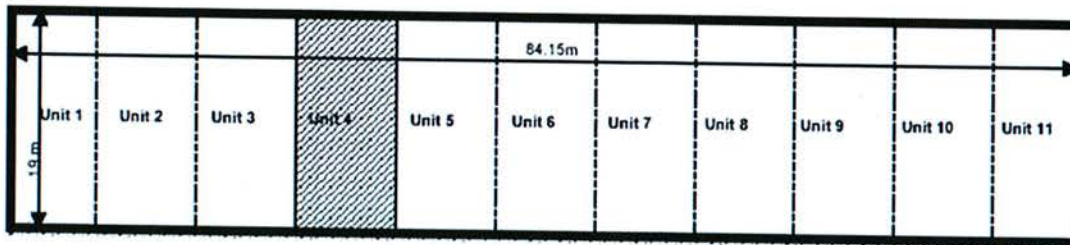
For Further Information:

Phone: 403-268-5311**Web:** calgary.ca**In Person:**

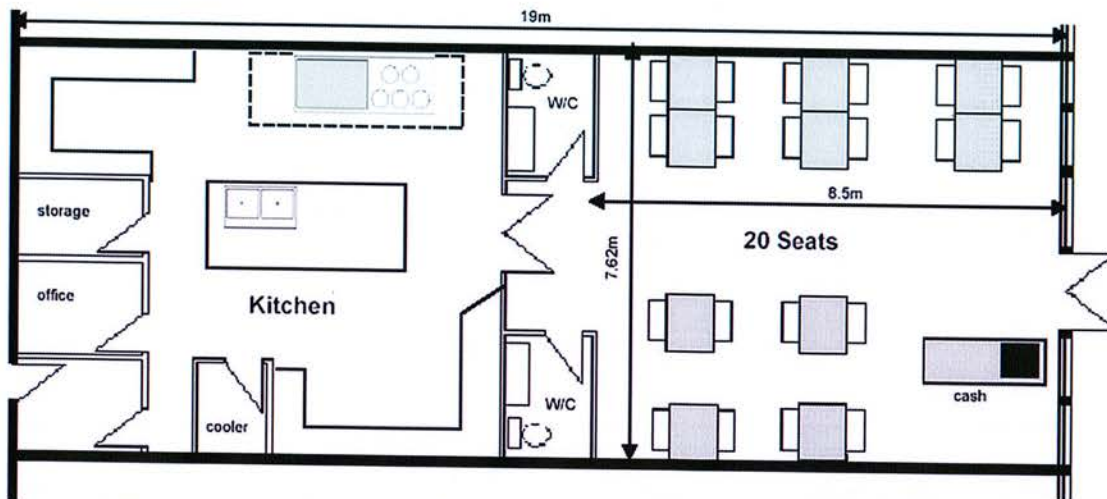
3rd floor, Calgary Municipal Building
800 Macleod Trail SE, Calgary, Alberta
8:00 a.m. to 4:30 p.m. Monday – Friday

Mail:

The City of Calgary
Planning, Development & Assessment (#8108)
800 Macleod Trail SE, Calgary, Alberta T2P 2M5

**Key Plan**

Civic Address: Unit 4, 1200 Nowhere Street SW
Legal Address: Lot 56, Block 12, Plan 55611

**Floor Plan** SCALE 1:100

This Sample Floor Plan is a Restaurant

SAMPLE

The Government of Alberta, Alberta Health Services and The City of Calgary require certain safety codes and bylaw compliance for different types of businesses. The questions below will help us to determine if your business meets these requirements. Thank you for your cooperation.

Applicant's name		
Mailing address (your approval will be mailed to this address)		Postal code
Email address	Contact number ()	Alternate contact number ()

Business name	Move in date YYYY MM DD
Business address (including unit number) Note: If the EXACT business address is unknown, contact Planning Data Services for Building Address Confirmation – phone 403-268-8127.	
What was the previous name and type of business to occupy this location? (This information will determine the type of application required. Your landlord should be able to assist you with this information.)	

Detail the business activities to take place at the above business address (e.g., operate an office for computer consulting, manufacture and sell plastic items)		
Detail any business activities that are to take place outside the building at the above business address		
Total business floor area <input type="checkbox"/> ft ² <input type="checkbox"/> m ²	Office space area <input type="checkbox"/> ft ² <input type="checkbox"/> m ² <input type="checkbox"/> N/A	Warehouse / work area <input type="checkbox"/> ft ² <input type="checkbox"/> m ² <input type="checkbox"/> N/A

Will you be sharing this space with another business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
To prepare this location for your business, will you be doing any construction or modifying the space in any way?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be adding or modifying a mezzanine / second floor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any combustible, flammable, or explosive materials stored, used or produced at this business location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the business activities or uses occurring at this location produce any dust, liquids or gases? For example, any business that manufactures; refinishes furniture; repairs vehicles; welds; or, involves the cooking or preparation of food.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Will you be adding or changing any equipment or appliances?

☐ Yes ☐ No

For Industrial businesses:

Will there be any outdoor storage? If yes, indicate the storage area on the site plan.

☐ Yes ☐ No

If yes, is the outdoor storage screened?

☐ Yes ☐ No

Showroom area
(must be clearly indicated and dimensioned on the floor plan)

☐ N/A

☐ ft² ☐ m²

For Eating & Drinking businesses:

Will there be an outdoor café?

It must be shown on the floor plan and the site plan.

☐ Yes ☐ No

If yes, what is the seating capacity of the outdoor café?

Restaurant public floor area
(not including hallways or washrooms)

☐ N/A

☐ ft² ☐ m²

Entertainment / dance floor area
(must be clearly indicated and dimensioned on the floor plan)

☐ N/A

☐ ft² ☐ m²

What is the indoor seating capacity?

Will minors be prohibited at any time?

☐ Yes ☐ No

For Auto-related businesses:

What is the total number of parking stalls on the site?

What is the maximum number of vehicles capable of being serviced at any given time (number of service bays)?

How many parking stalls will be used for displaying or storing vehicles? Highlight them on the site plan.

FOIP DISCLAIMER: The personal information on this form is being collected under the authority of The Freedom of Information and Protection of Privacy (FOIP) Act, Section 33(c). It will be used to provide operating programs, account services and to process payments received for said services. It may also be used to conduct ongoing evaluations of services received from Planning, Development & Assessment. Please send inquiries by mail to the FOIP Program Administrator, Planning, Development & Assessment, PO Box 2100, Station M, Calgary, AB T2P 2M5 or contact us by phone at 311.

I / We hereby certify that the information in this application is true and correct. I / We hereby agree to comply with the applicable regulations that govern its approval.

Applicant's Signature

Company Name

Date

YYYY MM DD

Internal use only

Previous use(s)

Proposed use(s)

Plans Examiner

BP required? ☐ Yes ☐ No



LUD _____
PST _____

Development Permit Complete Application Requirement List (CARL)

Change of Use – Permitted Type 2 Changes inside a Building: In any Land Use District

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 and legal description (plan; block; lot)
 - ☐ 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" (21.5 x 35.5 cm)
 - ☐ each set must be stapled or taped together
 - ☐ 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
 - ☐ drawings must be contained on each page (one 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 26(3) of the Land Use Bylaw 1P2007).

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

Processing Times and Deemed Refusals

Applicants are advised of their option under the Municipal Government Act to treat their application as being refused if the Development Authority fails to make a decision within 40 days of the application being accepted by the Development Authority, or at the expiry of an extended review timeframe specified by a time extension agreement between the Development Authority and Applicant. [Time extension agreements](#) must be initiated by the Applicant.

To exercise the "deemed refusal" option, an appeal to the Subdivision and Development Appeal Board must be filed within 14 days of the latest specified date for the review, or the right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.

completed by applicant	office use only	
<input type="radio"/>	<input type="radio"/>	Eligibility
<input type="checkbox"/>	<input type="checkbox"/>	Use the Permitted – Type 2 CARL if:
<input type="checkbox"/>	<input type="checkbox"/>	the parking requirement is higher than the previous use;
	<input type="checkbox"/>	all Land Use Bylaw 1P2007 rules appear to be met.
		Note: If the parking requirement is the same or lower than the previous use and no relaxations are required, use the Permitted – Type 1 CARL . If a relaxation is required, use the Discretionary CARL .
		Required Items
<input type="radio"/>	<input type="radio"/>	1. Development Permit fee (See Fee Schedule)
<input type="radio"/>	<input type="radio"/>	2. Completed Use Questionnaire (attached)
<input type="radio"/>	<input type="radio"/>	3. Six (6) copies of Site Plans (1:100 metric scale recommended) showing:
<input type="checkbox"/>	<input type="checkbox"/>	north arrow, pointing to top or left of page
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (ie, street address) and legal address (ie, plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	property lines
<input type="checkbox"/>	<input type="checkbox"/>	adjacent City streets (label street names)
<input type="checkbox"/>	<input type="checkbox"/>	Outline and dimensions of all buildings on the parcel. Indicate:
<input type="checkbox"/>	<input type="checkbox"/>	tenant location(s) within the building
<input type="checkbox"/>	<input type="checkbox"/>	location of all windows, doors, overhead doors
<input type="checkbox"/>	<input type="checkbox"/>	Label all existing tenants on the site (within buildings and outside). Indicate the total area of each (ft² or m²).
<input type="checkbox"/>	<input type="checkbox"/>	Parking areas, drive aisles and circulation roads
<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"/>	Location and dimensions of loading stalls
<input type="checkbox"/>	<input type="checkbox"/>	Location of bicycle parking stalls – class 1 (secure) and class 2 (un-secure) (only required to be indicated for buildings approved after June 1, 2008)
<input type="checkbox"/>	<input type="checkbox"/>	Details of Signage: Refer to appropriate complete application requirement list for signage, available on calgary.ca .
<input type="radio"/>	<input type="radio"/>	4. Six (6) copies of Floor Plans (minimum 1:100 or imperial scale, minimum 3/16"=1') showing:
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (ie, street address) and legal address (ie, plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	all elements of plan labelled as existing or proposed
<input type="checkbox"/>	<input type="checkbox"/>	dimensions of all rooms
<input type="checkbox"/>	<input type="checkbox"/>	purpose of all rooms/spaces (e.g., show room, kitchen, bathroom, internal stairways, mechanical room)
<input type="checkbox"/>	<input type="checkbox"/>	location of all walls, partitions, doorways, windows, and other openings
<input type="checkbox"/>	<input type="checkbox"/>	if a restaurant and/or drinking establishment , include seating plan that clearly indicates the area (both indoor and outdoor) in which the public will have access for the consumption of food and/or beverages

<input type="radio"/>	<input type="radio"/>	<p>5. Does this application include any of the following uses? If the following uses are applicable, complete and attach the relevant Use-related CARL. If required, ask for assistance at the time of application.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Agriculture and Animal <input type="checkbox"/> Automotive <input type="checkbox"/> Commercial <input type="checkbox"/> Eating and Drinking <input type="checkbox"/> Industrial <input type="checkbox"/> Residential Care and Health (includes Child Care and Instructional Facility)
-----------------------	-----------------------	---

For further information regarding parking relaxations for existing buildings in commercial districts, please refer to the City of Calgary's [Planning Policy for Parking Relaxations](#).

NOTE: This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

Applicant's Signature

Date

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

Screened by

Date

Planning Services Technician

Date

Senior Planning Technician

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

For Further Information:

Phone: 403-268-5311

Web: calgary.ca

In Person:

3rd floor, Calgary Municipal Building

800 Macleod Trail SE, Calgary, Alberta

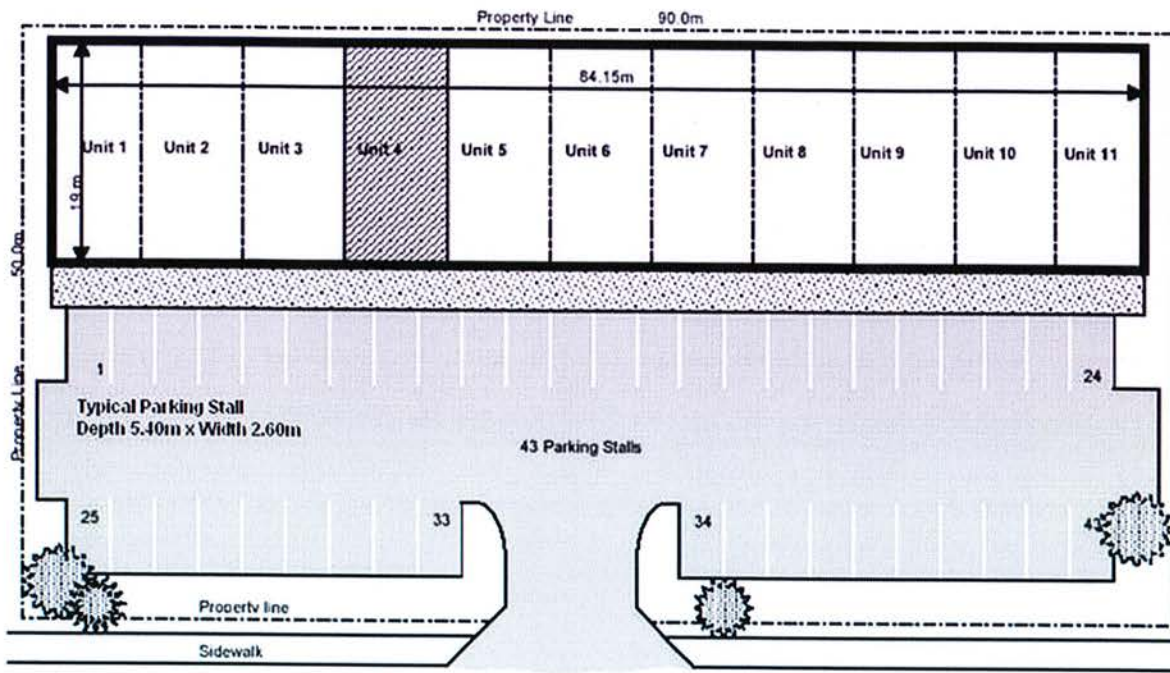
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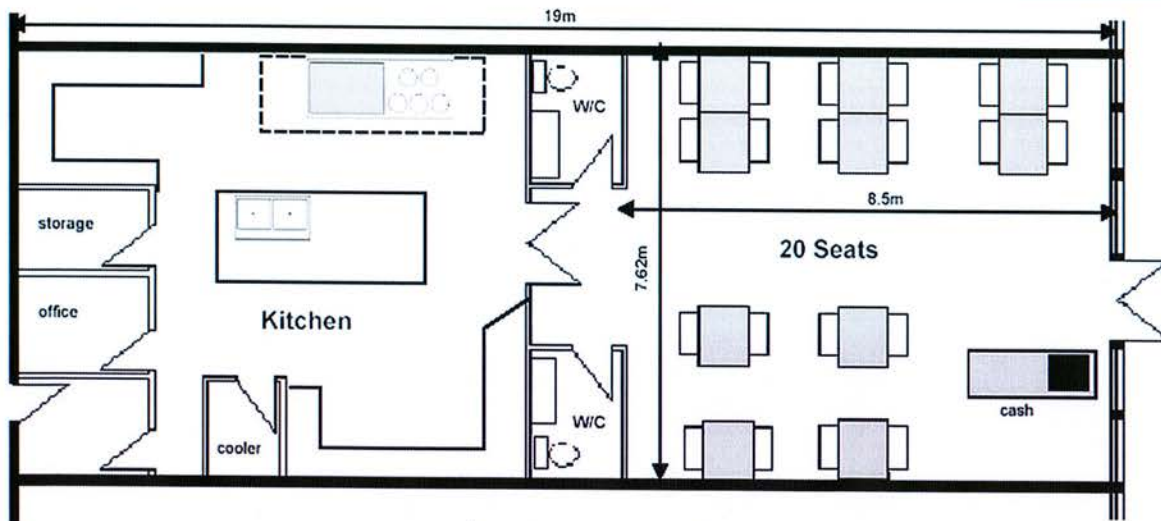
800 Macleod Trail SE, Calgary, Alberta T2P 2M5



Site Plan



Civic Address: Unit 4, 1200 Nowhere Street SW
Legal Address: Lot 56, Block 12, Plan 55611



Floor Plan SCALE 1:100

This Sample Floor Plan is a Restaurant

SAMPLE

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Will you be sharing this space with another business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Will the business activities or uses occurring at this location produce any dust, liquids or gases? For example, any business that manufactures; refinishes furniture; repairs vehicles; welds; or, involves the cooking or preparation of food.	<input type="checkbox"/> Yes <input type="checkbox"/> No

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☐ Yes ☐ No

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☐ Yes ☐ No

If yes, is the outdoor storage screened?

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(must be clearly indicated and dimensioned on the floor plan)

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(not including hallways or washrooms)

☐ N/A

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Applicant's Signature

Company Name

Date

YYYY MM DD

Internal use only

Previous use(s)

Proposed use(s)

Plans Examiner

BP required? ☐ Yes ☐ No



2016 Planning Applications Fee Schedule

RF 001 (R2015-12)

Development Permits

<i>Residential</i>		<i>Base Fee</i>	<i>Grades Fee</i>	<i>DCP Fee</i>	<i>Ad Fee</i>	<i>Total Fee</i>
Additions	to Manufactured Home - 10 m ² and under	\$192	--	--	--	\$192
	to Manufactured Home - over 10 m ²	\$311	--	\$163	--	\$474
	to Single, Semi-detached & Duplex Dwellings in the Developed Area - 10 m ² and under	\$384	--	--	\$32	\$416
	to Single, Semi-detached & Duplex Dwellings in the Developed Area - over 10 m ²	\$621	\$472	\$163	\$32	varies
New	Secondary Suite / Backyard Suite	\$0	--	--	--	\$0
	Contextual dwellings in the Developed Area	\$393	\$472	\$245	--	\$1,110
	Home Occupation - Class 2	\$449	--	--	\$32	\$481
	Manufactured Home	\$592	--	\$245	--	\$837
	Multi-residential development, townhouses, rowhouses - discretionary use or relaxations required	\$837 + \$50 per unit	--	\$245	\$32	varies*
	Multi-residential development, townhouses, rowhouses - permitted use	\$837 + \$50 per unit	--	\$245	--	varies*
	Single Detached, Semi-detached & Duplex Dwellings in the Developed Area	\$1,183	\$472	\$245	\$32	\$1,932
Relaxations	Proposed structures that do not meet all rules of Land Use Bylaw 1P2007	\$380	--	\$163	\$32	\$575
	Existing structures that do not meet all rules of Land Use Bylaw 1P2007	\$380	--	--	\$32	\$412
Renovations	Multi-residential development, townhouses, rowhouses - permitted use	\$690	--	\$163	--	\$853
	Multi-residential development, townhouses, rowhouses - discretionary use or relaxations required	\$690	--	\$163	\$32	\$885

Commercial / Industrial / Mixed Use

		<i>Base Fee</i>	<i>DCP Fee</i>	<i>Ad Fee</i>	<i>Total Fee</i>
Additions / New	Commercial buildings	\$0.80 / sq. m. of GFA (\$1,823 min.)	\$245	\$32	varies*
	Mixed use buildings	\$0.80 / sq. m. of commercial GFA (\$1,823 min.) + \$837 + \$50 per dwelling unit	\$245	\$32	varies*
Change of Use	Permitted use (no relaxations, no changes to site plan)	\$196	--	--	\$196
	Discretionary use or relaxations required (no changes to site plan)	\$621	--	\$32	\$653*
General	Excavating, stripping & grading	\$1,173	--	\$32	\$1,205
	Outdoor cafes	\$621	\$245	\$32	\$898
	Retaining walls (commercial / industrial sites and those that span multiple parcels)	\$980	\$163	\$32	\$1,175
	Special function / event	\$380	\$245	\$32	\$657
	Surface parking lots	\$1,173	\$245	\$32	\$1,450
	Temporary structures (including portable classrooms)	\$980	--	\$32	\$1,012
Renovations	Change(s) to site plan (i.e. landscaping, parking, access)	\$1,634	\$163	\$32	\$1,829*
	Exterior renovations	\$621	\$163	\$32	\$816
	Mezzanine / interior second floor addition - permitted use (no relaxations)	\$621	\$163	--	\$784
	Mezzanine / interior second floor addition - discretionary use or relaxations required	\$621	\$163	\$32	\$816
Signs	Permitted use (no relaxations)	\$100	--	--	\$100
	Discretionary use or relaxations required	\$669	\$163	\$32	\$864

Additional Fees

	<i>Base Fee</i>	<i>DCP Fee</i>	<i>Ad Fee</i>	<i>Total Fee</i>
Calgary Planning Commission (CPC) fee	\$653	--	--	\$653
Planning approval for Business Licence applications	\$41	--	--	\$41
Revised Plans application	50% of the applicable current base fee (max. \$817)	--	--	varies
Reactivation fee	50% of the applicable current base fee (max. \$1,504)	--	--	varies
Recirculation fee	\$1,203	--	--	\$1,203

Other Applications

		Total Fee
Antennas	Type A - new cell tower or height increase of more than 25% to existing tower	\$3,266
	Type B - roof top or pole mount	\$817
	Type C - co-located or temporary up to 3 months	\$124
	Amateur radio towers	\$311
Certificates of Compliance	Residential - single, semi-detached, duplex	\$169 per parcel
	Multi-residential, commercial, industrial - (14 day review)	\$296 per parcel
	Multi-residential, commercial, industrial - (7 day review)	\$455 per parcel
General	Condominium application	\$40 per unit
	Confirmation of land use (zoning letter)	\$77 per parcel
	CPAG pre-application/Explore Meeting	\$631
	Development agreement status letter	\$491
	Development design guidelines	\$621
	Home Occupation - Class 1	\$54
Licences of Occupation	Outdoor cafes	\$7.38 per sq. ft.
	Commercial use of public easement space	\$11.09 per sq. ft.
Pushcarts	Non-food (per cart, per year)	\$547
	Food (per cart, per year)	\$817

NOTES:

Building Grade fee: for new Single, Semi-detached, and Duplex Dwellings, the Building Grade fee is due at the time of Development Permit application, unless previously paid. This fee may also be charged on Additions to Single, Semi-detached, and Duplex Dwellings in the Developed Area - over 10 m², dependent on the scope of the application. The Building Grades fee for multi-residential, commercial and industrial developments is due at the time of Development Site Servicing Plan (DSSP) application. The Building Grade fee is set by Utility Site Servicing Bylaw 33M2005 and is listed on this schedule for convenience only.

***Calgary Planning Commission:** the Calgary Planning Commission (CPC) fee may apply to this application if it listed on the Calgary Planning Commission List. Some examples of when the CPC fee may be required include:

- Developments which require the use of bonus provisions
- Shopping centres over 7000m²
- Direct Control sites where specific Council guidelines require CPC approval
- Proposed Place(s) of Worship - Large
- Addiction Treatment and Custodial Care developments with more than ten residents
- Prominent sites in entranceways or gateways, as defined in the MDP
- Developments which, in the opinion of the Development Officer, should be reviewed by CPC

The examples above are provided on this schedule for convenience only. For the official complete listing, please see the [Calgary Planning Commission List](#)

Condominium applications: the Condominium application fee is set by the Condominium Property Regulation and is listed on this schedule for convenience only.

CPAG pre-application: the pre-application meeting fee is required upon plan submission and is a requirement for pre-application meeting scheduling. 50% of the fee paid will be refunded if the meeting is cancelled at the request of the applicant or The City.

Explore Meeting: the refund policy for Explore meetings is 100% if cancelled within 48 hours after the submission of the meeting request, 50% if cancelled after 48 hours and prior to receipt of the meeting agenda, and no cancellation or refund permitted after receipt of the meeting agenda.

Development Completion Permits (DCP): the City is able to charge for any additional DCP inspections required as a result of project phasing or the need for re-inspection. The current DCP fee will be charged.

Resubmitted applications: where identical applications are submitted at any time up to 30 days prior to expiry of the previous Development Permit, 50% of the applicable current fee will be charged.

Refunds: the policy on refunds is as follows. Where an applicant or The City wishes to cancel an application listed on this schedule:

- within seven calendar days of the application date: 75% of the base fee paid, plus any applicable DCP, CPC or advertising fee will be refunded
- after the initial seven days, and prior to a decision being rendered: 25% of the base fee paid, plus any applicable DCP, CPC or advertising fee will be refunded
- after a decision has been rendered: no refund of the fees paid