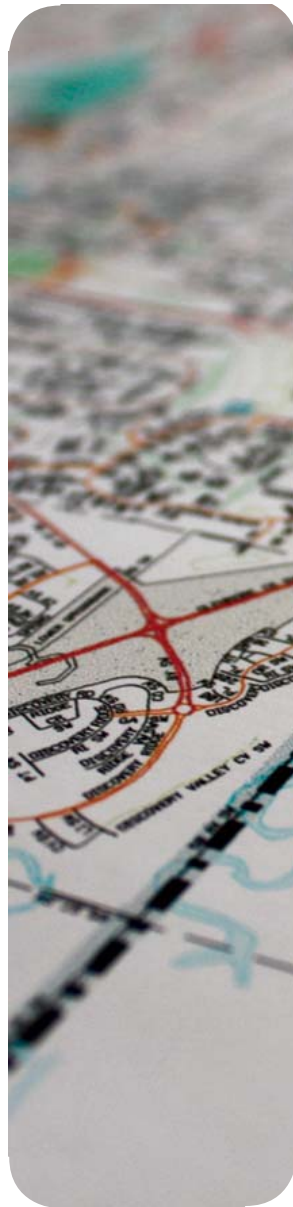


Fourth Edition 2008

# A Community Guide to the Planning Process





# A Community Guide

to the

# Planning Process



THE CITY OF  
**CALGARY**  
*Proudly serving a great city*





# Credits

First Edition      1994  
 Second Edition    1998  
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 Fourth Edition    2008

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# Updates Page

The Community Guide to the Planning Process is periodically updated with additional or replacement pages. When an update is provided for a section of the Guide, this page will also be replaced.

Contact the Federation of Calgary Communities or visit their website at [www.calgarycommunities.com](http://www.calgarycommunities.com) for the latest updates, and to join a contact list to be notified of the latest updates.

The Guide is also posted on The City of Calgary website.

If you see something that needs updating, or have a suggestion to add something to the Guide, contact the Federation's community planner.

Updates:

Fourth Edition, September 2008

# Contacts & Resources

## **Federation of Calgary Communities**

Suite 301, 1609 14th Street S.W.

Calgary, AB T3C 1E5

Phone: 403-244-4111 - Community Planner Extension 203

Fax: 403-244-4129

Email: [planning@calgarycommunities.com](mailto:planning@calgarycommunities.com)

Web: [www.calgarycommunities.com](http://www.calgarycommunities.com)

Partners In Planning – upcoming planning workshops

Web: [www.calgarycommunities.com](http://www.calgarycommunities.com) > Workshops and Events

Other planning information

Web: [www.calgarycommunities.com](http://www.calgarycommunities.com) > Services Offered > Urban Planning

## **City of Calgary - General**

All City departments can be reached by calling 3-1-1 within Calgary or 403-268-CITY. The A to Z Topic and Services Index on the front page of The City of Calgary website is a useful way of finding web-based information; [www.calgary.ca](http://www.calgary.ca)

## **City of Calgary – City Council**

General information and links at [www.calgary.ca](http://www.calgary.ca) > City Hall > Municipal Government

Agendas and Minutes of Council and its Committees [www.calgary.ca](http://www.calgary.ca) > City Hall > Council Agendas and Minutes

For administrative information and Council Policy Library, see City Clerks

### **Aldermen**

Phone: 403-268-2430

Fax: 403-268-8091 or 403-268-3823

Email: [alderweb@calgary.ca](mailto:alderweb@calgary.ca)

Web: [www.calgary.ca/aldermen](http://www.calgary.ca/aldermen)

### **Courier Address**

The City of Calgary

Aldermanic Offices (8001)

700 Macleod Trail South S.E. (Old City Hall)

Calgary, AB T2G 2M3

### **Mailing Address**

Aldermanic Offices (8001)

P.O. Box 2100, Station M

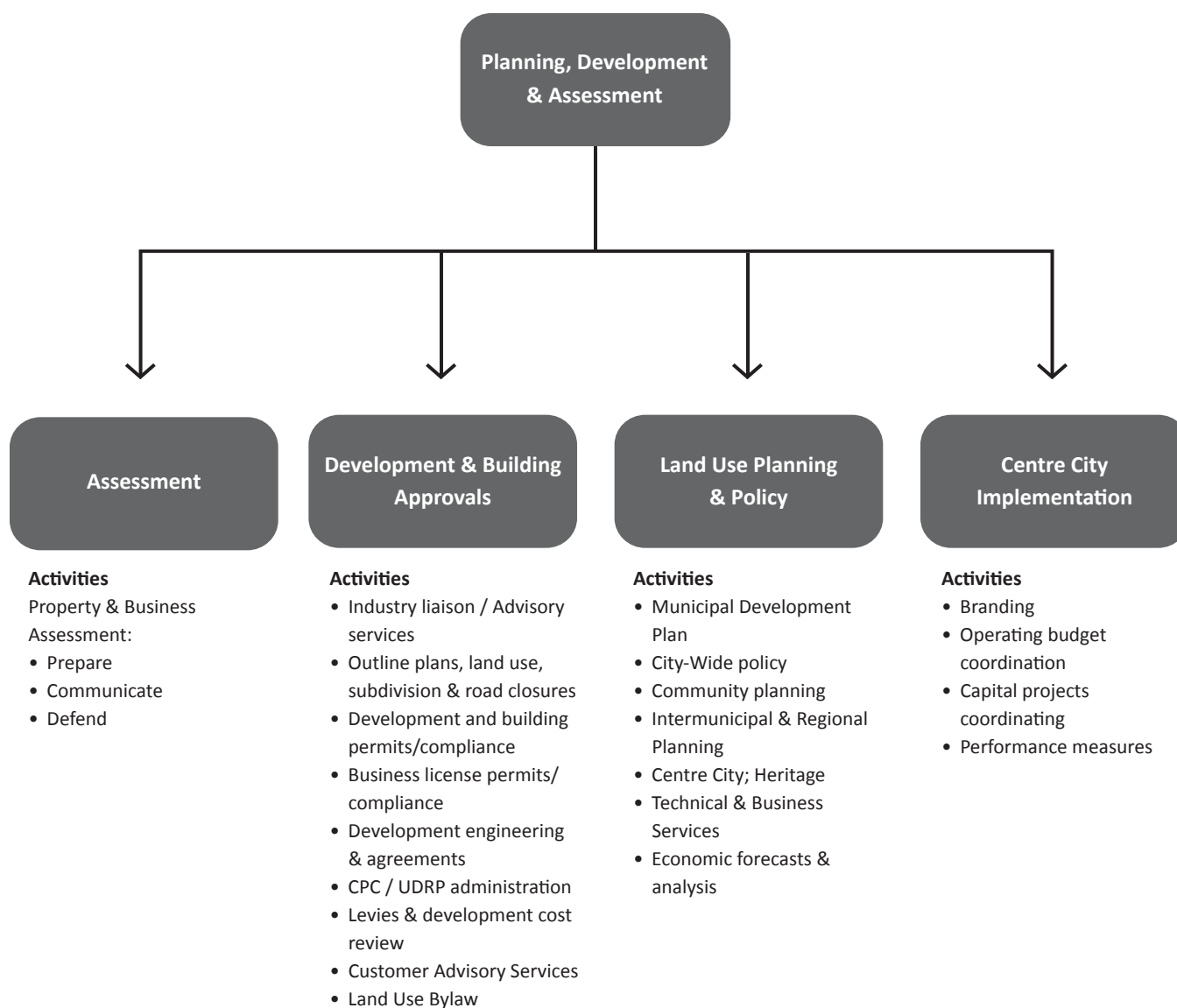
Calgary, AB T2P 2M5

## The Mayor

Office of the Mayor  
The City of Calgary  
P.O. Box 2100, Station M  
Calgary, AB T2P 2M5  
Phone: 403-268-5622  
Fax: 403-268-8130  
Email: [themayor@calgary.ca](mailto:themayor@calgary.ca)  
Web: [www.calgary.ca/mayor](http://www.calgary.ca/mayor)

## City of Calgary – Planning

### Planning, Development & Assessment Organization Chart



## **Calgary Planning Commission – see next section**

### **Development & Building Approvals**

Municipal Building, 3rd and 4th Floor, 800 Macleod Trail S.E.

Phone: 3-1-1 within Calgary or 403-268-5311

Fax: 403-268-8178

Email: [plngbldg@calgary.ca](mailto:plngbldg@calgary.ca)

Web: [www.calgary.ca/dba](http://www.calgary.ca/dba) or [www.calgary.ca/planning](http://www.calgary.ca/planning)

Mailing Address:

Development & Building Approvals

PO Box 2100, Station M (#8108)

Calgary, AB T2P 2M5

### **Development Inspection Services**

Phone: 3-1-1 within Calgary, or 403-268-5491

Development Enforcement (Complaints)

Phone: 3-1-1 within Calgary, or 403-268-5311

### **Building Regulations**

Building without a Permit (complaints)

Information on the Building and Demolition Site Code of Practice

Phone: 3-1-1 within Calgary, or 403-268-2489

For inquiries only: Building, Electrical, Plumbing & Gas, Heating & Ventilation

Phone: 3-1-1 within Calgary or 403-268-2738

### **Business Licence**

Municipal Building, 3rd Floor, 800 Macleod Trail S.E.

Phone: 3-1-1 within Calgary, or 403-268-5521

Fax: 403-268-2291

Email: [fnlcmal@calgary.ca](mailto:fnlcmal@calgary.ca)

Mailing Address

Business Licence Division

PO Box 2100, Station M

Calgary, AB T2P 2M5

### **Land Use Bylaw 1P2007**

To Purchase: Please contact the Planning Information Centre

Phone: 3-1-1 within Calgary, or 403-268-2489

Online at [www.calgary.ca/landusebylaw](http://www.calgary.ca/landusebylaw)

For Bylaw related questions specific to an application, please contact Development & Building Approvals



### **Land Use Planning & Policy**

Municipal Building, 4th Floor, 800 Macleod Trail S.E.

Email: [plngbldg@calgary.ca](mailto:plngbldg@calgary.ca)

Web: [www.calgary.ca/planning](http://www.calgary.ca/planning)

Mailing Address:

Land Use Planning & Policy

PO Box 2100, Station M (#8117)

Calgary, AB T2P 2M5

### **Citywide & Intermunicipal & Regional Planning**

Phone: 3-1-1 or 403-268-5331/ 403-268-5306

New Communities 403-268-5306

### **Sustainable Community Planning (existing communities)**

Phone: 3-1-1 or 403-268-5331/ 403-268-5306

### **Centre City Planning & Design**

Phone: 3-1-1 or 403-268-1502

Web: [www.calgary.ca/centrecity](http://www.calgary.ca/centrecity)

### **Heritage Planning**

Phone: 3-1-1 or 403-268-5833

Web: [www.calgary.ca/heritage](http://www.calgary.ca/heritage)

### **Planning Applications by Community**

New planning applications are posted every Tuesday on The City website in a PDF file. [www.calgary.ca](http://www.calgary.ca) > A to Z listings > Planning Applications

See also MyProperty in the next section

### **Planning Information Centre (Document & Map Sales)**

Municipal Building, 3rd Floor, 800 Macleod Trail S.E.

Calgary, AB T2P 2M5

Phone: 3-1-1 within Calgary, or 403-268-2489

Fax: 403-268-4615

Email: [plngbldg@calgary.ca](mailto:plngbldg@calgary.ca)

More information and Online Publications: [www.calgary.ca/planning](http://www.calgary.ca/planning) > Information Centre

Also see the City Council Policy Library at City Clerks (below), which includes some planning related documents. [www.calgary.ca](http://www.calgary.ca) > City Hall > Municipal Government > Council Information > Council Policy Library

### **Subdivision and Development Appeal Board – see next section**

## City of Calgary - Other Contacts

### Calgary Planning Commission

For information contact:

Secretary, Calgary Planning Commission

The City of Calgary

Development & Building Approvals

4th Floor, Municipal Building, 800 Macleod Trail S.E.

Phone: 3-1-1

Information including a list of CPC members is on The City website:

[www.calgary.ca](http://www.calgary.ca) > City Business > Planning & Building > Public Notices > Calgary Planning Commission Agenda

### Calgary Police Service – Crime Prevention Unit (CPTED)

Calgary Police Service

133 Sixth Avenue S.E.

Calgary, AB T2G 4Z1

Phone: 403-206-8150

Email: [cps@calgarypolice.ca](mailto:cps@calgarypolice.ca)

Web: [www.calgarypolice.ca](http://www.calgarypolice.ca) > Sections and Units > Crime Prevention Unit

### City Clerk's Office (City Council and Committee hearings)

Old City Hall (Sandstone Building), 700 Macleod Trail S.E.

Calgary, AB T2P 2M5

Phone: 403-268-5861

Fax: 403-268-2362

Email: [cityclerk@calgary.ca](mailto:cityclerk@calgary.ca)

Web: [www.calgary.ca](http://www.calgary.ca) > City Hall > Business Units > City Clerk's Department

Mailing Address:

City Clerk

PO Box 2100, Station M (#8007)

Calgary, AB T2P 2M5

### City Council Policy Library (City Clerks department)

This includes Council policies on planning and other items.

Web: [www.calgary.ca](http://www.calgary.ca) > City Hall > Municipal Government > Council Information > Council Policy Library

### Community Transportation (community traffic studies, traffic calming)

Transportation Planning Business Unit – Transportation Solutions

Calgary Municipal Building, 7th Floor, 800 Macleod Trail S.E.

Mailing Address:

P.O. Box 2100, Station M, (#8124)

Calgary, AB T2P 2M5

Phone: 3-1-1 within Calgary or 403-268-2489.

Fax: 403-268-1874

Web: [www.calgary.ca](http://www.calgary.ca) > A – Z directory > Community Transportation

### **Corporate Properties & Buildings (Encroachments, Sales & Leasing)**

Municipal Building, 12th Floor, 800 Macleod Trail SE

Phone: 3-1-1 within Calgary, or 403-268-2489

Fax: 403-268-1948

Email: [cpadministration@calgary.ca](mailto:cpadministration@calgary.ca)

Web: [www.calgary.ca/corporateproperties](http://www.calgary.ca/corporateproperties)

Mailing Address:

Corporate Properties

PO Box 2100, Station M (#8052)

Calgary, AB T2P 2M5

### **MyProperty – [www.calgary.ca/MyProperty](http://www.calgary.ca/MyProperty)**

Through “My Property”, you can look up City of Calgary information about:

- the land use designation or zoning of property
- current development applications and their status
- any building permit or development permit issued on a property in the last three years
- some policy plans that may impact a property (note: data may be incomplete; on specific applications check with City staff)

You can look up individual properties or look at a map of several blocks.

### **Subdivision & Development Appeal Board**

Deerfoot Junction Building (DJ3), 4th Floor, 1212 31 Avenue N.E.

Phone: 403-268-5312

Fax: 403-268-5982

Email: [sdab@calgary.ca](mailto:sdab@calgary.ca)

Web: [www.calgary.ca/sdab](http://www.calgary.ca/sdab)

Mailing Address:

City Appeal Boards, The Subdivision & Appeal Board

PO Box 2100, Station M (#8110)

Calgary, AB T2P 2M5

## **Other Contacts:**

### **Community Mediation Calgary Society**

Suite 640, 1300 8th Street S.W.

Calgary, AB T2R 1B2

Phone: 403-269-2707

Fax: 403-269-2804

Email: [cmcs@mediation.ab.ca](mailto:cmcs@mediation.ab.ca)

Web: [www.mediation.ab.ca](http://www.mediation.ab.ca)

### **Province of Alberta**

Land Titles

Service Alberta Building

710 - 4 Avenue S.W.

Calgary, AB T2P 0K3

Phone: 403-297-6511

Fax: 403-297-8641

Email: [lto@gov.ab.ca](mailto:lto@gov.ab.ca)

Web: [www.servicealberta.gov.ab.ca/](http://www.servicealberta.gov.ab.ca/) > Land Titles

### **Department of Municipal Affairs**

Web: [www.municipalaffairs.gov.ab.ca/](http://www.municipalaffairs.gov.ab.ca/)

### **Queen's Printer (Municipal Government Act online)**

Web: [www.qp.gov.ab.ca](http://www.qp.gov.ab.ca) > search for Municipal Government Act

# Chapter 1:

# Introduction

# Guide to the Planning Process

**Community associations** have an important role to play in planning.

They help to shape and communicate community goals and aspirations in both policy planning and implementation of plans. They are repositories of local knowledge and history. They provide City authorities and development applicants with advice and insight into neighbourhood issues, concerns, and desires.

The Federation of Calgary Communities and The City of Calgary appreciates the many hours community association volunteers commit to ensuring that development makes a positive contribution to our city.

As Calgary grows and we seek more sustainable ways of living the voices of community associations help to manage community change in a way that is respectful of community character, mindful of the future, and that balances the interests of the neighbourhood with the interests of Calgary as a whole.

The purpose of the Guide is to help community volunteers deal with planning issues in an effective and rewarding manner. It is also hoped that the Guide will help to promote positive and productive working relationships among communities, applicants, City staff and all the players in the planning process.

The Guide has been prepared by the Federation in cooperation with The City of Calgary, and with information from various other sources, with community association users in mind. Planning policies and rules often change. So while the Federation will do its best to keep this Guide current and accurate, The City of Calgary will always be the most up-to-date and authoritative source of City information on a current basis.

In brief, the purpose of this Guide is to:

- provide you with a basic understanding of the policy context and legal framework within which planning operates
- clarify the roles, rights and responsibilities of the many stakeholders
- help you with the task of reviewing planning applications
- describe the various steps of the planning process
- provide advice for planning committee operation
- let you know where you can get more information

**Note:** Important terms that appear occasionally (e.g. relaxation) are usually bolded in the text and can be found in the Glossary appendix. Important terms that appear regularly (e.g. land use amendment) are sometimes only bolded the first few times they appear. These terms and others may be found in the Glossary and are often more fully described in a section of the Guide, so check the table of Contents as well.

The Community Guide to the Planning Process was first published in 1994 as part of the Planning Education Program, and has been updated periodically ever since. The Federation of Calgary Communities intends to update this document regularly. See the Updates Page for further information.

# Chapter 2:

# Planning In

# Calgary

Planning in Calgary includes:

- A. Principles of Good Planning
- B. Overview of Planning
- C. Hierarchy of Plans
- D. The Land Use Bylaw
- E. Changing Rules, Plans and Policies
- F. Other Planning Considerations
  - Safety
  - Heritage Resources
  - Transit-Oriented Development
  - Public Improvements
  - Special Care Facilities



## A. Principles of Good Planning

“Good planning” is a general concept – there is no single approved statement of what good planning consists of. Over time a number of principles, concepts and practices have been accepted as bases for good planning:

- Create and maintain aesthetically appealing, orderly and comfortable communities.
- Promote sustainable development that meets the needs of the present, without compromising the ability of future generations to meet their own needs.
- Evaluate the physical and use impacts of a proposal, and attempt to minimize any negative impacts and maximize positive impacts.
- Respect the landowner’s right to the use and enjoyment of their land and restrict those rights only to the extent necessary for the greater public interest.
- Protect and promote the health, safety and welfare of the public.
- Consider ecological and environmental impacts.
- Consider impacts on culture, heritage and community.
- Protect the public interest when managing growth and development, including efficiency in the development, delivery and use of infrastructure.
- Encourage public participation in planning decisions. This includes informing the public of proposals that would affect them, and soliciting and considering their opinions.
- Maintain fair planning processes in which good development can flourish.
- Recognize the responsibility of planners to implement the rules and policies established by the appropriate authorities (e.g. City Council or other levels of government).



These considerations may not be applicable in all situations, and there may be more! But this list is a reasonable basis for the evaluation of planning proposals.

## Good Planning in the Calgary Context

Calgary's City Council recently adopted policies that give direction to planning decision-making, reflecting a vision for a more sustainable city:

### Triple Bottom Line

Triple Bottom Line (TBL) is a decision-making, planning and reporting policy. Decisions of all kinds, including planning decisions, are to be evaluated using the Triple Bottom Line (social, economic, environmental) framework.

The TBL Policy Framework is a synopsis of Council-approved policies, categorized into 20 themes under four categories: Economic, Social, Environmental and Smart Growth policies. Approved by Council in 2004, the Triple Bottom Line Policy Framework is used to ensure a more comprehensive, systematic and integrated approach to decision-making by Council and Administration. It assists The City to create economic, social and environmental value and minimize any harm resulting from City activities.

TBL requires that decisions:

1. Incorporate sustainable development principles by considering and addressing the social, economic, environmental and smart growth impacts of all its decisions and actions, with regard to planning, policy, strategies, services, operations, approvals, and all other City business;
2. Protect and enhance the economic, social and environmental well-being of present and future generations of Calgarians.

The Triple Bottom Line Policy Framework is available from The City of Calgary.

### Sustainability Principles for Land Use and Mobility

In 2007 City Council approved 11 sustainability principles for Land Use & Mobility as the overarching direction for a new Integrated Land Use and Mobility Plan (the **Municipal Development Plan**). Council also approved the use of the sustainability principles as guiding principles for major land use and transportation studies and decisions until the new plan is completed.

Plans to be informed by these principles include **inter-municipal development plans**, transportation network plans, regional policy plans, **area structure plans**, **area redevelopment plans**, major **outline plans** and major development permits. The sustainability principles are listed on the next page.



- Principle 1 - Create a range of housing opportunities and choices
- Principle 2 - Create walkable environments
- Principle 3 - Foster distinctive, attractive communities with a strong sense of place
- Principle 4 - Provide a variety of transportation options
- Principle 5 - Preserve open space, agricultural land, natural beauty and critical environmental areas
- Principle 6 - Mix land use by having homes, businesses, schools and recreational opportunities in closer proximity.
- Principle 7 - Strategically direct and manage redevelopment opportunities within existing areas
- Principle 8 - Support compact development
- Principle 9 - Connect people, goods and services locally, regionally and globally.
- Principle 10 - Provide transportation services in a safe, effective, affordable and efficient manner that ensures reasonable accessibility to all areas of the city for all citizens.
- Principle 11 - Utilize green infrastructure and buildings.

See Appendix A for more information on The Sustainability Principles.

### **Council Priorities**

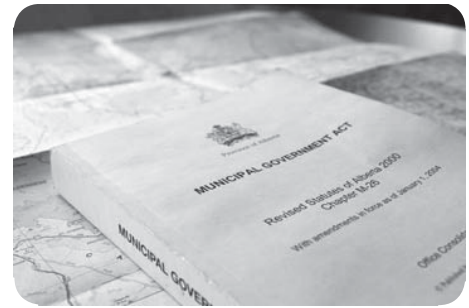
City decision making is also measured against a list of Council Priorities, which is typically established every three years. The current list of Council Priorities is available from The City of Calgary.



Photo courtesy The City of Calgary

## B. Overview of Planning

- Planning in Alberta is governed by the Municipal Government Act (MGA).
- The MGA establishes a hierarchy of plans, identifies Planning Authorities in the Province of Alberta, and provides provincial statutory guidelines for the administration of local improvements.
- The MGA also establishes the required procedures and the relevant planning matters that can be considered in preparing and implementing planning policies and making decisions on planning matters.



2

The purpose of the Planning & Development Section of the Municipal Government Act:

“is to provide means whereby plans and related matters may be prepared and adopted:

- (a) To achieve the orderly, economical and beneficial development, use of land and patterns of human settlement, and;
- (b) To maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta, without infringing on the rights of individuals for any public interest except to the extent that is necessary for the greater public interest.”

The MGA enables The City of Calgary to create **statutory plans** and a **Land Use Bylaw**. In turn, these documents aid Planning Authorities such as Development and Subdivision Authorities, Planning Commissions and Appeal Boards to make decisions on proposals to designate, subdivide or develop land.

City of Calgary land use planning and control can be divided into two categories:

- Policy Planning;
- Implementation Planning

## Policy Planning

**Policy planning** guides long term planning in the city. This area of planning addresses growth management and such topics as community change/stability, community improvement, heritage, etc.

The Land Use Planning & Policy Business Unit is responsible for policy planning in a number of geographic divisions through a variety of planning documents.

- **City-Wide Planning** - The Municipal Development Plan (MDP), and Special Planning Studies
- **New Communities** - Area Structure Plans (ASPs), Community Plans (CPs) and Special Planning Studies
- **Inner City and Established Communities** - Area Redevelopment Plans (ARPs), Community Plans (CPs) and Special Planning Studies
- **The Centre City (Downtown and Beltline)** - Area Redevelopment Plans (ARPs), Special Planning Studies
- **Intermunicipal Areas** - Intermunicipal Plans developed in conjunction with the adjacent Municipal Districts, Policy planning matters such as annexation, and compatible urban/rural development in fringe areas

## Implementation Planning

**Implementation planning** is a means of implementing the above mentioned policy documents and occurs in response to a specific application by or on behalf of a landowner. Applications must also conform to the **Land Use Bylaw**.

The tools and instruments of implementation planning consist of a variety of approvals and permits established by Council and reviewed by the administration in response to applications made by the public.

Examples of implementation tools include:

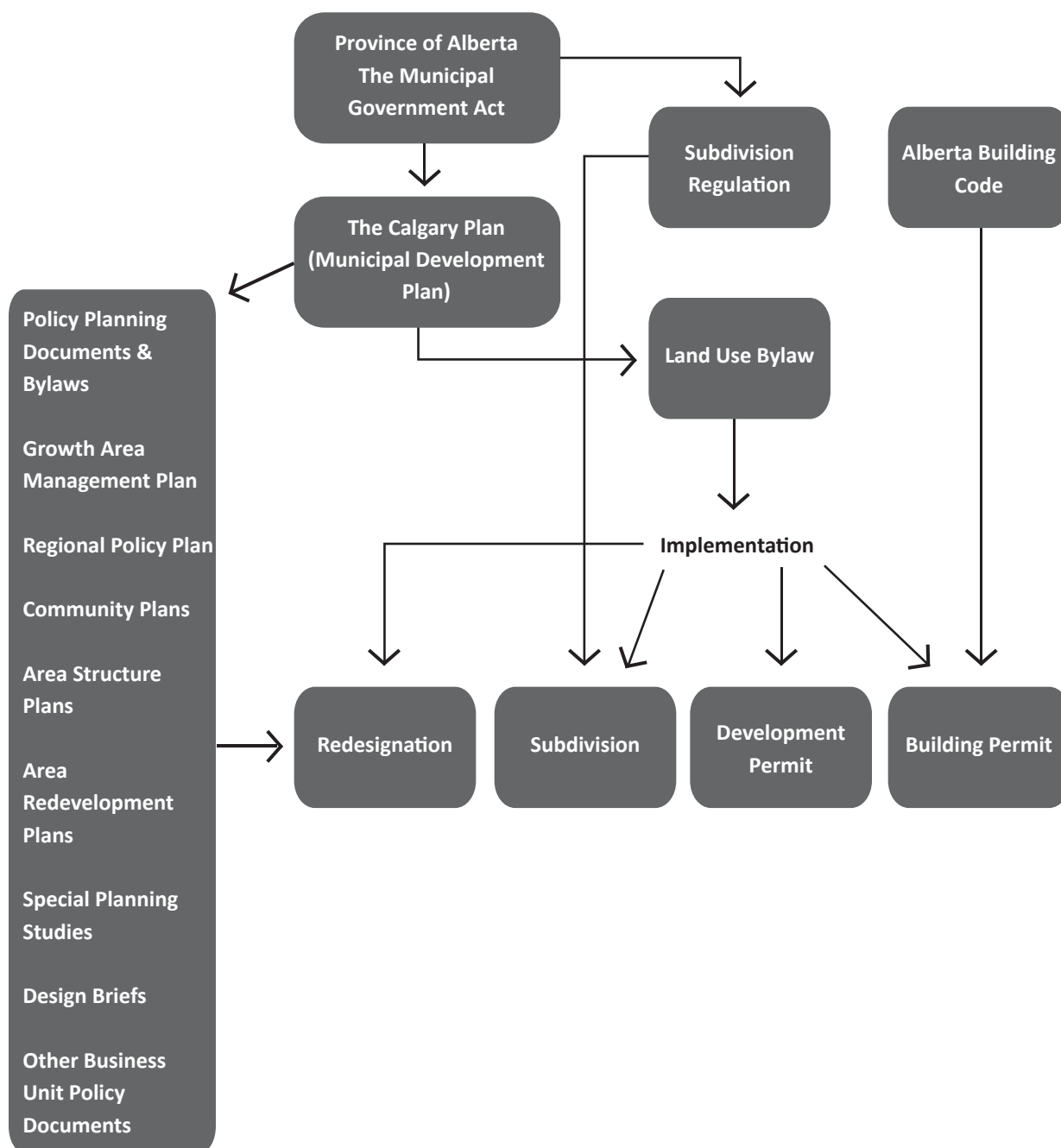
- Land Use Redesignations
- Subdivisions (including outline plans, tentative plans, and subdivisions by instrument)
- Development Permits
- Building Permits

For more on implementation planning see Chapter 5



## C. The Hierarchy of Plans

The Municipal Government Act sets out the roles of the various planning documents. All such documents fall within the overall framework of the Municipal Development Plan.

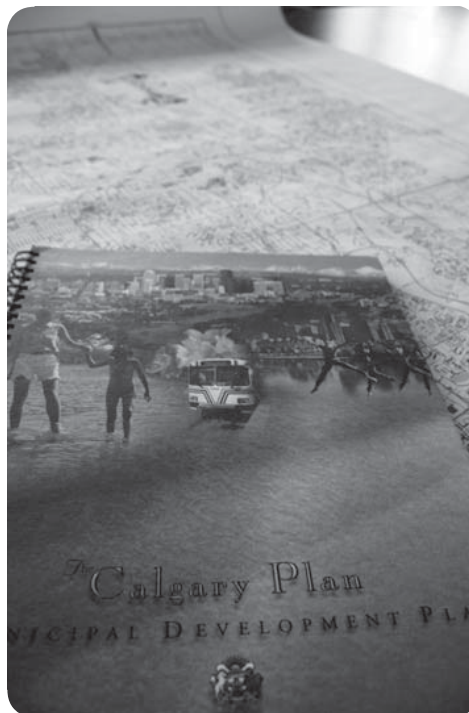


## The Municipal Development Plan (MDP)

The **Municipal Government Act** requires Alberta municipalities with a population of 3500 or more to adopt a municipal development plan setting out general planning directions.

The current **Municipal Development Plan** for Calgary, usually referred to as *The Calgary Plan*, was approved in July 1998. It contains policies relating to transportation, housing, economic activity, recreation, environment and social issues. *The Calgary Plan* is a statutory plan, adopted by bylaw, and all subordinate plans and decisions must be in keeping with its policies. Amendments to The Calgary Plan require a public hearing of City Council. As of 2008 a new Municipal Development Plan is expected to be completed in 2009.

See Chapter 5 for more information on how policy plans and other factors are used in Implementation Planning.



# Municipal Development Plan

## Planning Process

Identify Issues



Identify & Evaluate Options



Draft Produced

Circulate & Revise



Proposed Plan Prepared

Council Committees & CPC



Public Hearing - City Council



## Public Involvement

Various Techniques:

- Surveys
- Open Houses
- Meetings

Public Involvement to identify and evaluate options

Public Review of Draft

Write to Council Committees or Calgary Planning Commission (CPC)

Public Hearing of Council



## Area Structure Plans (ASPs) and Community Plans (CPs)

Area Structure Plans (ASPs) and Community Plans (CPs) provide the basis for the more detailed levels of planning (land use redesignations, subdivisions, etc.). Plans for new areas are approved either by Bylaw (ASP) or by resolution of Council (CP). In both cases, the process for approving and amending a plan is similar and involves a public hearing of City Council.

Area Structure Plans and Community Plans establish the general planning framework for turning undeveloped areas into new suburbs. They address a range of technical matters such as transportation, servicing networks, locations of schools, parks, and commercial sites and the **density** and types of uses permitted. They may also address specific issues such as sour gas, airport noise and the environmental impact of new development.

ASPs and CPs are prepared by the Land Use Planning and Policy Business Unit in close consultation with the landowners and developers, municipal service providers, outside servicing agencies (e.g. school boards, utility companies) and affected interest groups. An initial draft of the plan is circulated to all parties affected by the proposed development including adjacent communities.

After the circulation responses have been received and considered, a proposed plan is prepared and presented to a public hearing of Council through the **Calgary Planning Commission**. ASPs and CPs provide the basis for the more detailed levels of planning (land use redesignations, subdivisions, etc.).





## Area Structure Plans / Planning Studies

### Planning Process

Plan Prepared by  
Landowners, City Business  
Units & School Boards



Draft Plan Produced



Circulate & Revise



Proposed Plan  
Prepared



Council Committees  
& CPC



Public Hearing  
- City Council



Implementation



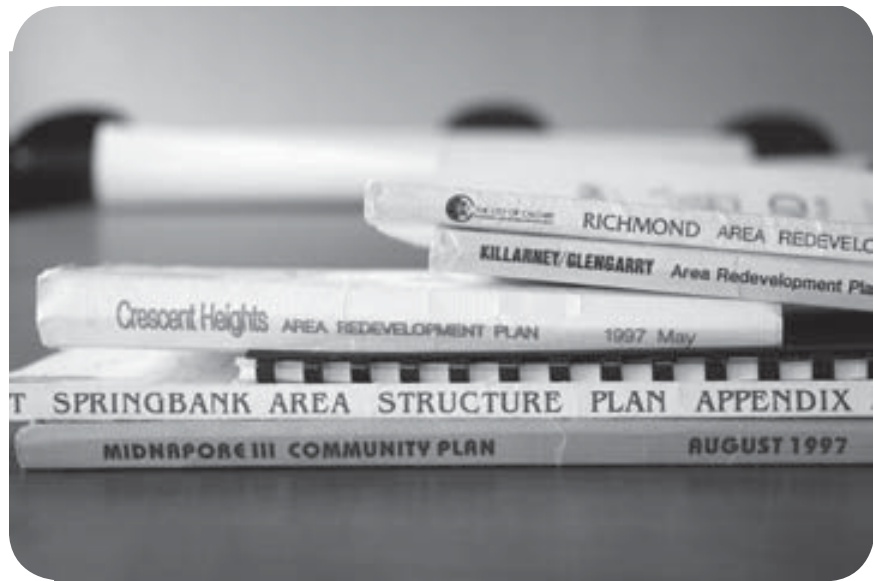
### Public Involvement

Letter is sent to all affected landowners  
and adjacent community associations

Public Review of Draft  
ASP/Planning Study

Write to Calgary Planning Commission  
(CPC)

Public Hearing of Council



### Area Redevelopment Plans (ARPs)

Area Redevelopment Plans (ARPs) are medium to long-range community planning studies undertaken by the Land Use Planning and Policy Business Unit at the direction of City Council. Although most ARPs in Calgary have been prepared for residential communities, they may also be undertaken for industrial, commercial or mixed-use areas.

ARPs contain policies that help guide the future development of individual communities. In addition, ARPs provide mechanisms to implement, in a sensitive manner, city wide objectives at the community level. ARPs typically address **land use designations** (zoning), transportation issues, open space and recreation and some social issues.

An ARP often has white and blue pages. Technically the ARP is the white pages only, which are adopted as a Bylaw by City Council. The blue pages contain the background supporting information and have no legal status.

Extensive public participation programs are always an essential component of the ARP process. However, communities differ in their range of issues, political engagement, number of interested volunteers, and general attitude toward development. These and other factors can result in modifications to the basic public participation component of the ARP process.

The general steps in the ARP process are:

- Notify landowners of the process
- Identify issues
- Create a Community Planning Advisory Committee (CPAC)
- Planning process – identify alternatives
- Build consensus around preferred alternatives
- Approval process - Draft Plan
- Approval process - Final Plan

## Area Redevelopment Plans / Planning Studies

### Planning Process

Issue Identification  
Set up CPAC



Generate & Evaluate  
Policy Proposals



Draft Produced



Circulate & Revise



Proposed Plan  
Prepared



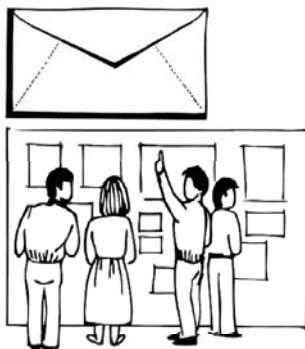
CPC



Public Hearing  
- City Council



Implementation



### Public Involvement

Letter is sent to all owners/tenants  
in community inviting participation  
in Community Planning Advisory  
Committee (CPAC) and attendance at  
Open House

Open House

Survey (usually)



CPAC & City Staff prepare Draft



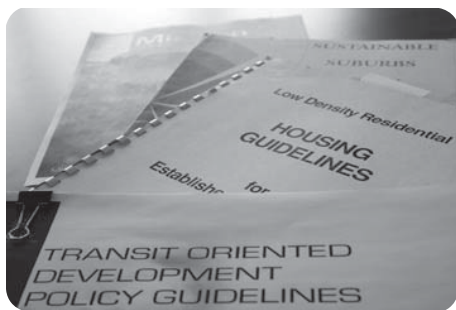
Public Review of Draft ARP



Write to Calgary Planning  
Commission (CPC)



Public Hearing of Council



### Special Planning Studies (Concept Plans, LRT Station Area Plans, Special Land Use Studies, etc.)

Special Studies are prepared by The City to address specific planning issues which usually cover a broad geographic area. Some examples are the *Sustainable Suburbs Study*, the *Centre Street Special Study*, and the *Low-Density Residential Housing Guidelines for Established Communities*.

As these types of studies are not specified in the Municipal Government Act they are non-statutory documents, approved by Council resolution rather than adopted by bylaw.

Where a special study is for a specific geographical area with an existing resident population, the public participation process is normally similar to that of an ARP. In studies for non-residential areas, potentially affected individuals are contacted and offered the opportunity to become involved in the process, in ways that have been tailored to the needs of the particular study. Other special studies that are not geographically based (e.g. Transit-Friendly Design Guidelines) will have a participatory process designed specifically for that study. These processes are intended to ensure the involvement of those persons and organizations that may be affected by recommendations of the study. Community consultation may be undertaken through appointees from the Federation of Calgary Communities if no local interest group can be identified.

As non-statutory documents, these studies do not require a public hearing for approval, however City Council has traditionally held a public hearing before approving these documents.

## D. The Land Use Bylaw (LUB)

Alberta's Municipal Government Act requires that each municipality adopt a Land Use Bylaw. A Land Use Bylaw regulates the use and development of all buildings and land within the municipal boundaries. It does so by defining the range of uses considered appropriate for any particular site and setting out basic rules for site and building design. The LUB works in concert with other bylaws, plans and policies. It is the bylaw used, on a site-by-site basis, to implement Council policies established by the Municipal Development Plan, Area Structure Plans, Community Plans, Area Redevelopment Plans and policy studies.

A LUB also establishes the structure for the development permit decision-making process. And it provides the **Development Authority** with the powers and duties responsible for administering the Bylaw and deciding upon all development permit applications. (The Development Authority at The City of Calgary is represented by **Calgary Planning Commission** and designated officers including lead planners, principal planners, chief development officers.)

## Content of the Land Use Bylaw

Calgary's Land Use Bylaw is sometimes referred to by its bylaw number 1P2007. Sections include:

- Interpretation of the Bylaw - Interpretive instructions and definitions
- Administration - Rules for development permit applications, notification requirements, appeals, and decision-making
- Rules Governing all Districts - Rules for parking, lighting, signs and **floodway/flood fringe** regulations
- Uses and Use Rules - Definitions for different land uses and rules applicable to the uses
- Land Use Districts
- Land Use Maps



## Land Use Districts

There are several categories of land use districts in the Land Use Bylaw:

- Low-Density Residential Districts provide for uses such as single detached, duplex and semi-detached dwellings
- Multi-Dwelling Residential Districts provide for uses such as apartment or townhouse buildings
- Commercial Districts provide for uses such as stores, offices, services
- Industrial Districts provide for uses such as manufacturers, warehouses, repair and service
- Special Purpose Districts include parks, recreation facilities, educational, medical, social institutions, airports and future urban development lands
- Downtown and Beltline Districts specific to those areas

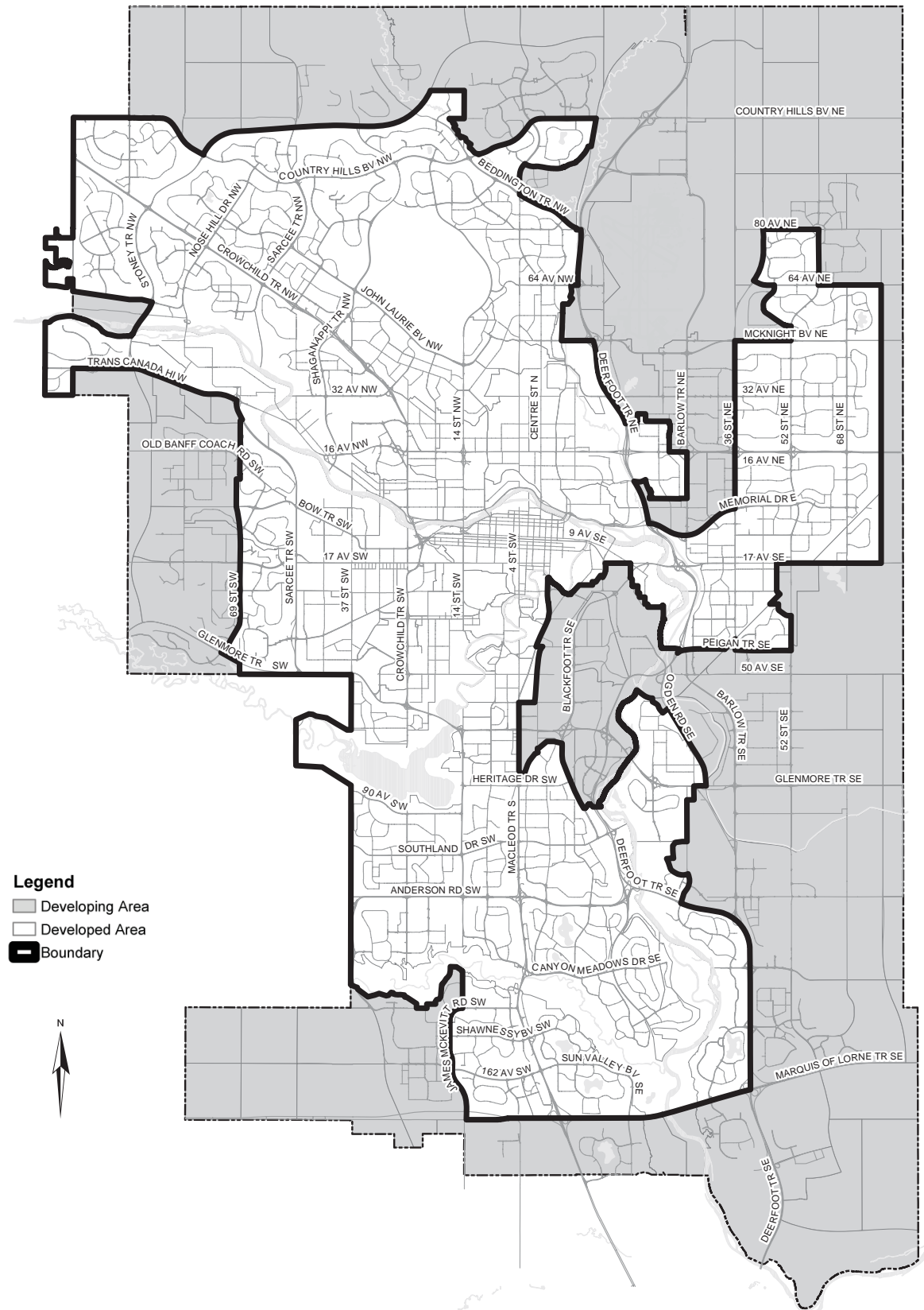
Each category includes a number of specific districts. For example, in multi-residential there are districts ranging from townhouse-type development (M-G) to high-rise apartment buildings (M-H3). Appendix B includes an overview of the land use districts currently used in the Land Use Bylaw.

All land within the city, with the exception of expressways, has been assigned a **land use designation**. To find out the land use designations in your community, or for a specific property, go to [www.calgary.ca/landusebylaw](http://www.calgary.ca/landusebylaw) or [www.calgary.ca/MyProperty](http://www.calgary.ca/MyProperty)

## Uses and Rules

Within each land use district, there are allowable uses designated as either **Permitted** or **Discretionary**. Permitted uses are generally considered to be uses that are always appropriate, regardless of circumstances. If a proposed development for a permitted use meets all the rules of the Bylaw, the development must be approved and a permit issued. Discretionary uses are generally considered to be uses that may be appropriate in the land use district.

## Developed Areas/Developing Areas





The **Development Authority** will consider this use in this district but may or may not approve and issue a permit. Any use not listed as either permitted or discretionary is not allowed in the district.

Each land use district sets out the minimum development standards or rules that regulate parcel size, size of the building and the uses that may go on the land or within the building(s). Whereas the uses identified as permitted or discretionary are fixed and cannot be changed without a **land use amendment**, the rules governing development standards such as **setback** areas, building height, etc. are more flexible and may be varied by a **relaxation**, where warranted, of the LUB rules by the Development Authority.

## Developed Areas / Developing Areas

The Land Use Bylaw also includes general rules for landscaping, road right of way, airport vicinity rules, parking, **floodway/flood fringe** regulations, etc. The Land Use Bylaw divides the city into Developed Area and Developing Area. The Developed Area applies to those areas of the city that have completed their initial residential development and the Developing Area applies to those areas that have yet to complete their initial residential development at the time the 1P2007 bylaw was adopted (in 2007). The boundary between the Developed and Developing Areas will not change as developing communities are built out.

This concept recognizes that development happens very differently in each of these areas. In a Developed Area, property owners want assurances that redevelopment and additions will respect the pattern of development already established. Residential districts for use only in the Developed Area contain a “C” in the district notation (i.e. R-C1, R-C2, M-CG, M-C1) for “Contextual.” Contextual rules mean that new developments must take into consideration existing building height, **massing** and setbacks of neighbouring properties. In a Developing Area, where no established pattern of development yet exists, the focus is on ensuring efficient development and providing opportunities for innovative housing. There is little or no built **context** to take into consideration. Developing Area districts have different standards for residential development including **built forms**, building height and parcel coverage.

See Chapter 5 Implementation Planning, Section C Development Permit Applications for more information about the application of Contextual rules.

## Application of the Bylaw

For more information on how the Bylaw is applied in development decisions, see Chapter 5 on Implementation, in particular Section C on Development Permit Applications.

## Bylaw Sustainment

The Land Use Bylaw is not a static document. It will continue to evolve in coming decades as City Council responds to societal and industrial shifts, consumer demand changes and technological advances. A long-term sustainment team monitors and facilitates implementation of on-going changes.

If you have any concerns or suggestions for improvement that could be considered by the Sustainment team, contact the Land Use Bylaw team at The City of Calgary or (for community associations) the Federation of Calgary Communities Planner.

## More information

For more information visit The City of Calgary website [www.calgary.ca/landusebylaw](http://www.calgary.ca/landusebylaw):

- Full-text version of the Land Use Bylaw in PDF format
- Maps showing **land use designation** for each land parcel within the municipal boundaries
- Online training modules

One copy of the Bylaw is available, free of charge, to each recognized community association through the Federation of Calgary Communities.

Reference copies of the Land Use Bylaw may be viewed at W.R. Castell Library (downtown) and select other branches.

The Federation of Calgary Communities and The City of Calgary offer a free course on the Land Use Bylaw each year through the Partners In Planning (PIP) training program.





## E. Changing Rules, Plans & Policies

There are a range of rules, plans and policies that govern the planning process, some created by the Province, some by The City. Those rules that have been adopted by City Council can only be changed by Council. Changes to approved bylaws, plans, policies or other rules may be requested. However, it should be recognized that changes take substantial time and effort and may not always be successful.

### To Change the Existing Rules

1. Understand the existing rules and which level of government is responsible for them.
2. Contact the municipal or provincial department involved to obtain background information on the rules you wish to change. Inform the responsible authority of the changes you would like to see and request their advice. Perhaps at this stage, you will find that there are good reasons for keeping the rules in place and you would better spend your time organizing your case within the existing rules.
3. If you wish to proceed, contact your appropriate elected representative.
4. Copy any correspondence with the Alderman or MLA to the responsible civil servant or planning authority.
5. Generally follow the advice you receive from the elected officials and staff. This may involve writing reports, garnering more popular support, and speaking to the parties whom your proposed change would affect.

If you have questions about changing the rules contact the Federation of Calgary Communities, The City's Land Use Planning and Policy Business Unit, or your Alderman or MLA for advice.

### Getting a new area plan

Communities sometimes request an updated ARP or other policy work. These requests must compete with other priorities for the resources of The City, and to find a place in the planning department work plan. To judge the need for new policy planning work, and consider possible alternative means to address the issues, speak to the Policy Planner for your area and also to your Alderman.



## F. Other Planning Considerations

- Safety / CPTED
- Heritage Resources
- Transit Oriented Development
- Public Improvements
- Special Care Facilities

### Safety

Safety in the private and public spaces of our city is an important element of achieving a good quality of life. Keeping our city a safe place to live requires the efforts of both citizens and The City of Calgary. You may become involved in the safety of your community through programs such as Block Watch, Block Parent, Apartment Watch and the Police and Community Telephone system (P.A.C.T.).

You may want to conduct a safety audit in your community. The goal of a safety audit is to identify why you feel unsafe in an area and, if possible, to improve the environment or the activities in the area to make it safer and less threatening.

The benefits of doing a safety audit in your community may include:

- getting to know your neighbours better;
- reduced feelings of fear;
- physical changes that make a place feel safer;
- increased participation in community programs (after dark);
- reduced incidence of crime; and
- increased community pride.

### Crime Prevention through Environmental Design (CPTED)

While the underlying reasons for crime are complicated and not easy to resolve, it is important to consider how the design of a space may encourage or reduce opportunities for crime. It is also important to recognize that if a space feels unsafe, normal activities and uses of the space can be discouraged. There are CPTED principles that encourage the design of spaces that are perceived as user friendly and safe.

Some of these principles include the natural surveillance of property. Consider such things as lighting, fence height and landscaping.

Other CPTED principles particularly useful for public spaces included good maintenance practices and programming of activities.

For more information on safety audits and CPTED, contact the Crime Prevention Unit of The Calgary Police Service or visit their website (See Contacts and Resources section).

## Heritage Resources

Calgary's heritage is an inheritance passed down from generation to generation. Archaeological resources, in present day Calgary, tell us that native Canadians have occupied the area for thousands of years. In just over a century, the small settlement of traders that grew up around Fort Calgary developed into the great western Canadian city we know today. The character of our communities, **streetscapes** and parks are the valued legacies of our brief history in the area.

For community associations, heritage issues can come into play (for example) when there are development applications affecting **historic resources**, when planning policies encourage heritage preservation, or when community groups want to identify, protect and celebrate historic places as part of their community character.

City Council, in February 2008, approved the Calgary Heritage Strategy, a long-term approach to support preservation of Calgary's historic resources. The Calgary Heritage Strategy is based on the historic preservation principles of **Identify – Protect – Manage**.

The Strategy will be used to:

- provide guidance for long range heritage planning decisions
- provide input into corporate work plans and budgets
- provide a source of ideas/inspiration
- contribute to Calgary's prosperity and quality of life

City of Calgary Heritage Planning services include:

- Evaluating potential **heritage sites** and maintaining the "Inventory of Evaluated Historic Resources" (on The City website at [www.calgary.ca/heritage](http://www.calgary.ca/heritage))
- Reviewing planning permit applications on historic resource sites
- Exercising regulatory authority, under the Historical Resources Act, regarding the protection and alteration of municipally designated historic resources
- Recommending sites to City Council for designation protection under the Historical Resources Act
- Providing advice and information to City Council, Administration and the public on heritage conservation legislation, policy and best practices



Photo courtesy Calgary Heritage Initiative Society

- Awarding Lion Awards to citizens for significant achievements undertaken on behalf of heritage conservation in Calgary and presenting interpretive plaques to raise heritage awareness
- Building partnerships with institutions, non-profit organizations and the private sector to facilitate and build capacity for community heritage conservation
- Maintaining a website of heritage information at [www.calgary.ca/heritage](http://www.calgary.ca/heritage)

Heritage Planners are available to discuss heritage issues and programs that relate to your community. Go to [www.calgary.ca/heritage](http://www.calgary.ca/heritage) for more information or contact The City of Calgary – Land Use Planning & Policy, Heritage Planning



## Transit-Oriented Development (TOD)

Transit oriented development (TOD) is a walkable, mixed-use form of area development typically focused within a 600m radius of a transit station – a Light Rail Transit (LRT) station or Bus Rapid Transit (BRT) stop, prior to the arrival of LRT.

Higher density development is concentrated near the station to make transit convenient for more people and encourage ridership. This form of development utilizes existing **infrastructure**, optimizes use of the transit network and creates mobility options for transit riders and the local community. Successful TOD provides a mix of land uses and densities that create a convenient, interesting and vibrant community for local residents and visitors alike. (The application of such development principles can be appropriate in many circumstances, not just TOD specifically.)

### TOD in Calgary

*The Transit Oriented Development Policy Guidelines (2004)* provide land use and development polices and design guidelines for the development or redevelopment of properties within a Transit Station area. Within the document are six planning objectives that must be achieved in developments and plans in station areas:

- Ensure transit-supportive land uses
- Increase density
- Create pedestrian-oriented design
- Make each station area a “place”
- Manage parking, bus and vehicular traffic
- Plan in context with local communities

Design guidelines found under each Policy Objective provide options for implementing the TOD within the contexts of the different station types throughout Calgary. Together, the Policy Objectives and Guidelines provide direction for all levels of planning processes and applications in station areas, which help to clarify The City's intent for development and achieve Council approved policy.

A copy of the *Transit Oriented Development Policy Guidelines* is available from The City of Calgary at [www.calgary.ca/todplanning](http://www.calgary.ca/todplanning), or contact City of Calgary - Land Use Planning & Policy.

## Public Realm Improvements

The City, community associations, **Business Revitalization Zones (BRZs)** or groups of residents may want to make improvements to the public realm. Improvements are sometimes initiated by The City, or by property owners through petition, and are sometimes funded by special taxes or levies on affected property owners.

### Local Improvements

Local Improvements are construction projects upgrading or improving **infrastructure**. This is commonly street or lane paving, new or replacement sidewalks, curb and gutter, and street lighting.

As part of an on-going program, all sidewalks, curbs and gutters in older communities are inspected and ranked on a priority list based on their condition. When replacement is required, The City initiates a local improvement. In other cases, local improvements are identified after The City receives public concerns.

The City also works with BRZs, community associations, and other groups to identify improvements in specific areas, like streetscape improvement projects. When The City initiates a local improvement project, the property owners and City Council ultimately decide whether the project will be constructed.

For more information on Local Improvements, contact City of Calgary Roads, Local Improvement Unit. More information at [www.calgary.ca/roads](http://www.calgary.ca/roads) > Services For Your Neighbourhood > Local improvements

### Special Taxes / Maintenance and Enhancement Levy

A Maintenance and Enhancement Levy pays for enhanced landscape and boulevard maintenance or other community amenities. Whereas local improvements are normally one-time levies, Maintenance and Enhancement Levies normally appear on property tax bills every year. These special taxes are



Photo courtesy Hawkwood Community Association

the result of a successful community petition to The City of Calgary, and also require Council approval. For more information on Maintenance and Enhancement Levies, contact the Maintenance Agreement Coordinator at City of Calgary Parks.

### **Petitioning for and against**

If you want a project funded by Local Improvement or Maintenance and Enhancement Levy in your community, there is a specific petition process. There is also a petition process to oppose these initiatives. For more information on petitioning for or against local improvements and special taxes, contact The City of Calgary.

### **Other Public Improvement Options**

In many cases, community associations want to make improvements to the public realm paid for by private fundraising and grants. Contact The City of Calgary department responsible for the land (often Roads or Parks), and also contact the Federation of Calgary Communities for information on what grants might be available.

### **Learn from other Community Associations**

The Federation of Calgary Communities can put you in touch with community associations who have been involved in public realm improvement projects.

## **Special Care Facilities**

Special care facilities are defined as providing for the accommodation and care or rehabilitation of individuals and include facilities such as nursing homes, group homes; half-way houses and shelters, but do not include hospitals, day care, or assisted living. It applies only to facilities which provide accommodation.

Special care facilities are an integral part of complete communities and critical to meeting the growing need for a wide range of specialized accommodation and care in Calgary. It is not unusual for neighbours to be concerned when some kinds of special care facilities are proposed, but there is little empirical evidence that these uses have negative impacts, and the Calgary experience is that once established they are well accepted in communities and generate few concerns or complaints.

Working with community and agency stakeholders, The City has developed a system of planning principles and Land Use Bylaw provisions that define different special care uses and provide opportunities for a range of facilities throughout the city. As far as possible, services are provided within a residential setting and that there are opportunities for public consultation when special care facilities are proposed.

The planning principles encourage smaller facilities, dispersed throughout the city and fitting with the neighborhood, and discourage an over-concentration of facilities serving one type of need. Other measures encourage a cooperative approach involving service providers, community associations, and City staff including the establishment of an advisory group to Administration, the development of a best practices guide for applicants and stakeholders, an inventory and monitoring system to track facilities and performance, and identifying opportunities for ongoing public education and dialogue.

For more information on the *Planning Principles to Guide the Location of Special Care Facilities and Shelters (2008)*, and special care facilities in general, contact The City of Calgary, Land Use Planning & Policy.





# Chapter 3:

# Roles

Roles include:

- A. Role of the Community Association
- B. Role of the Public and Neighbours
- C. Role of the Applicant
- D. Role of CPAG and the Development Authority
- E. Role of Calgary Planning Commission
- F. Role of the Urban Design Review Panel
- G. Role of Council and Aldermen
- H. Role of the Federation of Calgary Communities

## Roles, Responsibilities and Relationships

Community associations and other groups play important roles in the planning process, and each has certain responsibilities and priorities. The key to success among these players is relationships. Taking the time to build relationships with City staff, Aldermen and development applicants will result in better information, better discussion, better outcomes and a more rewarding experience for community volunteers, applicants and other players.

# A. Role of the Community Association

Community associations are one of many participants in the planning process. Community association planning committees may take on a number of roles and tasks related to community-building, change and improvement. Most planning committees will be primarily involved in reviewing applications for redesignation (rezoning), subdivision and development permits. *Their role is advisory. Their job is to comment on how a proposed development fits into the community and, where possible, suggest changes which could make the proposed development more compatible or beneficial.* Because it is the committee's role to comment on the "bigger picture," the views of a planning committee may not always coincide with the views of some individual residents in the community. It is not necessary for the Planning Committee to come to an agreement with everyone. However, it is best to include all strongly held opinions in the response to The City.

Communities are encouraged to discuss the application with the applicant and invite them to a meeting of the planning committee. Good relationships between applicants, community associations and **file managers** can result in more timely approvals and development projects that are beneficial to the community. Chapter 4 includes more discussion about building positive relationships and win-win solutions

When circumstances permit, the community association should try to ensure that adjacent residents are aware that there is an application for development that could affect them. There will be a City **notice posting** on most occasions. If requested, your committee can facilitate their participation in the planning process by offering to voice their concerns to The City, even though the association itself may not have any concerns. You also have the option, if requested, to assist the neighbours with presentations to Council or the **Subdivision and Development Appeal Board**.

### What you should communicate in response to applications:

The City of Calgary respects the unique understanding that you have of your community. The City, and also the applicant, benefit from hearing what you like or do not like about a proposal, and the reasons why you feel that the development will or will not suit your community. As such, The City (and the Applicant) needs constructive comments expressing the positive and negative aspects of a proposal. If there are problems, you may want to point to potential solutions.

- See Chapter 3, Section G for the role of the Alderman as it relates to development.
- See Chapter 4 for more on community association planning committees.
- See Chapter 5 for more information on responding to planning circulations, including issues that planners consider when reviewing applications.

## B. Role of the Public and Neighbours

The public is usually interested in the planning process when an application affects them directly. The public and neighbours are not usually mailed planning applications. They usually learn about applications through **notice postings** (signs posted on the site of the proposed development setting out the nature of the application), **advertisements** in the newspaper in some specific cases, and sometimes through the Community Association Planning Committee or outreach by the applicant.

See Chapter 5 for information on public notification for different kinds of applications.

The public and neighbours have an opportunity to comment on planning applications independent of the community association. Notice postings and other advertisements indicate who to contact for more information and how to participate further in the approval process for the specific application.

The public is invited to participate in the process to provide information and insight on local community conditions to the **Development Authority**. This is particularly important because of the potential impact a new development may have on the neighbours. Although the public may raise various issues, the Planning Authorities are limited by legislation as to what arguments they may consider in making a decision. It is, therefore, best to concentrate on planning issues.



The specific method available for the public to make their position known varies on whether the application is for a redesignation, subdivision or development permit. The different routes are outlined in Chapter 5.

Community associations may wish to assist neighbours in navigating the planning process.



## C. Role of the Applicant

The applicant is the person or corporation making the application. This could be anyone from your neighbour to a small builder to a representative of a company engaged in large scale developments.

The applicant has a right to expect to develop their land within certain physical constraints and policy limitations. The courts and common law tradition guarantee that they will be treated fairly and consistently, that the applications will be judged in relation to existing policies, and that decisions are based on planning principles and approved planning documents. The applicant pays fees that are designed to offset the cost of processing the application.

Applicants may contact the community association and adjacent residents prior to submitting applications. While there is no legal requirement to do this, it is strongly encouraged as it is a valuable means of receiving initial feedback from the community and is a benefit to all parties.

Applicants often spend a considerable amount of time and effort dealing with the planning process before development can happen. Constructive relationships between applicants, community associations and neighbours can help to secure more timely approvals, avoid appeals, and result in outcomes that are mutually beneficial to the applicant and the community.

Community associations can be proactive by initiating contact with applicants and would-be applicants and by inviting them to meetings when appropriate

## D. Role of CPAG & the Development Authority

### What is CPAG? - Corporate Planning Applications Group

The Corporate Planning Applications Group (CPAG) is the interdepartmental group of staff who review planning applications including land use redesignation, subdivision and development permits. CPAG includes planners, engineers, technicians and support staff from Development and Building Approvals (which includes both the planning and engineering functions), Transportation Planning and Parks Planning & Development. The recommendations of CPAG are forwarded to the Development Authority, for a decision or other action.



3

### Who is the Development Authority?

The Development Authority is an official appointed by City Council to exercise development powers and perform duties on behalf of the municipality, including rendering decisions on development permit applications. The Development Authority makes the decision on most development applications. However, at The City of Calgary, certain more complex applications are forwarded to the **Calgary Planning Commission (CPC)** for a decision. In these cases, CPC acts as the Development Authority.

### Role of the CPAG team

CPAG deals with all planning applications that require a multi-departmental review; when a review by more than the planner is required in order to properly assess the application. This review typically requires engineering, transportation planning and/or parks planning expertise.

CPAG is broken down into a number of teams, based on geographical areas and functional requirements. Currently, planning applications requiring an interdepartmental review are distributed to one of the following teams:

- *the CII Team* (Commercial, Industrial and Institutional), which processes the applications for most commercial, industrial and institutional proposals
- *the Inner Residential Team*, which processes residential applications and small-scale community-oriented non-residential applications in the developed part of the city, and
- *the Outer Residential Team*, which processes residential applications in the developing areas on the outskirts of the city
- *the Centre City Team*, which processes all applications for the Downtown/Beltline area.

Each CPAG team has representatives from the four core functions: Planning, Urban Development (Engineering), Transportation and Parks. The representative on the CPAG team is known as a “generalist”. All generalists are required to have a broad knowledge of the requirements of the departments they represent. They function as equal partners in the technical review and decision-making process for CPAG applications. In addition, the CPAG team has access to over twenty “specialists” within the City Administration for feedback and advice on issues such as heritage status of buildings, geotechnical matters, etc.

### The File Manager

The CPAG team generalist from Planning acts as the **file manager** for the application and oversees the management of the application through the process. The file manager’s name and contact information can be found on the circulation cover sheet and on the **notice posting**. The File Manager is the principal contact for applicants, community associations and other interested parties.

### The Role of the CPAG Business Office

The CPAG Business Office oversees business processes related to the review of planning applications for The City of Calgary. It ensures the timely circulations of planning applications, coordinates training across CPAG teams, facilitates performance development and enhancement initiatives for CPAG staff, leads continuous improvement initiatives related to business processes and tools, works to resolve issues and conflicts related to CPAG files and monitors overall CPAG performance.

## E. Role of Calgary Planning Commission

Calgary Planning Commission (CPC) is a committee appointed annually by City Council to act as the Development Authority on all subdivision matters, to make recommendations to City Council on land use planning matters in The City of Calgary, and to act as Development Authority on some developments.

### Who sits on CPC?

The Membership of CPC includes the general managers of Planning and Transportation, two Council members, and six citizen members. A full list of members is included on The City website, as well as CPC agendas and other information. See the Contacts and Resources List at the beginning of the Guide.

## What does CPC do?

- Makes recommendations to Council on land use planning documents such as Area Structure Plans, Area Redevelopment Plans, and other plans.
- Makes recommendations to Council on applications to change **land use designations (zoning)** for individual properties within the city.
- Makes recommendations to Council on street and lane closures, street names, and community names and boundaries.
- Acts as **Subdivision Authority** for The City of Calgary, and makes recommendations on the disposition of publicly-owned reserve lands.
- Responds to requests from Council on planning related issues.
- Acts as Development Authority on certain types of development permits. Development permit applications dealt with by CPC are typically larger or more complex developments, or where policy issues are in flux.

Development permit applications that typically go to CPC include:

- large multi-dwelling developments
- developments recommended for approval by the **Administration** that, in the Administration's opinion, are in significant conflict with approved policy documents for the area
- developments that involve "**bonusing**," (e.g. increased density in exchanged for a defined public benefit)
- larger shopping centres
- Direct Control zoning sites where specific Council guidelines require CPC approval
- places of worship - large/medium (see LUB for definition)
- civic building projects (e.g. LRT stations, major interchanges, civic buildings, etc.)

Administration may also take to CPC any development that is judged to be pertinent to CPC. This is defined as projects with major impact, **discretion** and/or precedent in policy, or exemplary projects for the information of CPC.

There are many potential reasons a development application could go to CPC, so check with your file manager.

## Can community associations communicate with CPC?

The planner is expected to include community comments received in their report to CPC, but there are further opportunities to communicate with CPC. First, determine if and when the development, land use application or policy plan you are concerned with is going to CPC. Ask the planner responsible (typically the file manager) or the CPC Secretary. The CPC agenda is usually posted on The City website the Friday before the meeting.





Any letter received by the CPC Secretary in a timely fashion will be circulated to CPC for their consideration. You can also contact individual members of CPC directly. The contact information for CPC members is on The City website. Meetings of CPC are open to the public, but they are not public hearings. Affected parties are not able to speak unless a member of CPC asks them a question. (Some CPC matters later wind up at a public hearing of Council).



## F. Role of the Urban Design Review Panel

Some applications are reviewed by the Urban Design Review Panel (UDRP). The mandate is to review, from an urban design perspective, new development and major redevelopment proposals within the Centre City, **Business Revitalization Zone (BRZ)** areas, Transit Oriented Development (TOD) areas and other significant items referred to it by the Development Authority.

Urban design issues include the relationship between buildings in a neighborhood, and the relationship between the buildings and the streets, parks and other spaces that make up the public domain.

The UDRP provides non-binding advice through the application review process – it may consider a project at the pre-application stage, or during the circulation period.

The panel's advice is forwarded to CPAG, the applicant, and to Calgary Planning Commission as part of the CPC report. The CPC report will also typically include the applicant's response to the advice of the panel. The UDRP does not have any powers of approval and the applicant or Development Authority may or may not act on the panel's comments at their own discretion.

The panel is comprised of nine members of the public appointed by Council for a term of one year. The members of the panel have professional backgrounds in areas such as architecture, landscape architecture, planning, urban design.

The meetings are not open to the public.



## G. Role of Aldermen and Council

Aldermen are decision makers in the planning process for redesignations and policy plans. Before they make a decision, they hear opinions from the public at a public hearing. See Chapter 5, Section A regarding Land Use Redesignation for information on speaking to a public hearing of Council.

City Council is not directly involved in decisions on subdivisions and development permits. Council has delegated the decision making power for subdivisions and development permits to the Calgary Planning Commission, to staff members acting as the Subdivision Authority or the Development Authority, and to SDAB in the case of appeals. Individual aldermen are appointed by Council to sit as members of the Calgary Planning Commission (CPC) and the Subdivision and Development Appeal Board (SDAB)\*.

When not acting in their official capacity, aldermen are not expected to use their position to attempt to influence the decision of the Development Authority.

\*Aldermen who sit on the Subdivision and Development Appeal Board (SDAB) cannot participate in appeals in their own ward. As it is a quasi-judicial body, it is important that you not talk to any SDAB member (including any appointed aldermen) about an appealed development permit otherwise they would have to disqualify themselves from the debate and decision on that SDAB item.

### Communicating with your Alderman

It is very helpful for community associations to maintain a good relationship with their aldermanic office.

On matters which are Council's responsibility your alderman should be aware of the community's position. On ward matters, the position of the ward alderman carries a lot of weight with other Council members. However, the question of what is a ward matter and what is a matter of city-wide interest can vary with different projects and the aldermen must weigh local and city-wide interests. While the decision of an alderman should be based on planning principles it is important that they are aware of your comments and concerns.

Although the formal role of the aldermen is limited to the specific roles noted above, if there is a problem or land use issue in your community, it is important that you bring this to your alderman's attention. They can be helpful in the resolution of problems, and can explore and initiate policy reviews and changes which may avoid future problems. Development applicants often meet with Aldermen to discuss their plans, including in the pre-application stage.



Aldermen may encourage applicants to meet with the community and do appreciate it when community associations provide a coherent, constructive voice on development issues.

## Role of Council Committees

The City of Calgary has a number of boards, commissions and committees that assist in policy formulation and decision-making. Most notably, City Council operates several Standing Policy Committees and Special Committees comprised of Aldermen that allow for detailed consideration of items prior to a full Council meeting.

The meetings are usually open to the public, except for in camera items. Standing Policy Committee (SPC) meetings are public hearings. Most items discussed at SPC do not have a public hearing at City Council, so this may be your only opportunity to speak to them in front of the Aldermen.

Check with City staff or your alderman if an item of interest to you is going to a Council committee and see if there is an opportunity to speak.

Agendas and Minutes of City Council and Committees are posted on The City website. Agendas are usually posted the Friday before the meeting.

## Standing Policy Committees (SPC)

Standing Policy Committee meetings are public hearings. SPCs that often deal with planning matters include:

- **SPC on Land Use Planning and Transportation**  
Terms of reference: planning, design and monitoring of transportation routes, traffic operations, parking facilities and public transit; land use planning and policy, property assessment, development and building approvals.
- **SPC on Utilities and Environment**  
Oversees services provided by the Utilities and Environmental Protection Department and its business units, including Environmental & Safety Management, Water Services, Water Resources and Waste & Recycling Services.
- **SPC on Community and Protective Services**  
Terms of reference: parks, recreational, cultural, and social services, disaster services, emergency medical services, fire and rescue services, and associated grants provided or allocated by The City.

## Special Committees

Special Committees are not public hearings, but members of the public may attend (except for *in camera* sessions). The following Special Committees sometimes deal with planning-related issues:

- **Land and Asset Management**

Terms of reference: overseeing The City's involvement in property transactions, and The City's properties and buildings; overseeing The City's vehicle assets; overseeing The City's project management processes for the design and construction of new City assets. Meetings are often *in camera* due to the nature of the items

- **Intergovernmental Affairs Committee**

Responsible for representations concerning the impact of other governments' policies on The City, coordinating long term growth and development plans between Calgary and other municipalities, and Developing strategies to address the needs of affordable housing in Calgary.

## H. Role of the Federation of Calgary Communities

The Federation of Calgary Communities is a non-profit, umbrella organization which serves the needs of community associations. Its mission is "to improve neighbourhood life in Calgary by providing services and programs that create, support and sustain vital and representative community associations."

The Federation's planning role includes:

- educating and informing community associations about the planning process and current planning issues;
- helping communities deal with specific planning issues;
- encouraging networking and information sharing among communities and other groups on planning issues of common concern;
- facilitating community involvement in some planning processes;
- representing community interests on some city-wide planning issues; and
- advocating the community association role in planning.

The Federation employs a Community Planner that is available to assist community associations in the establishment and operation of planning committees and answer questions about the planning process and planning issues.



The Federation and The City of Calgary conduct the Partners In Planning training program to educate volunteers about the planning process and planning issues. Courses are offered several times a year.

The Federation maintains the Community Guide to the Planning Process. If you think something should be updated or added contact the Federation Planner.

Planning information and news is published in the monthly electronic newsletter to community associations (Engage!) and is also posted on the Federation website.

The Federation plays a role in updating The City's community contact person for planning circulations. It is essential that communities receive and respond to these circulations in a timely manner. If your community association has a new person responsible for reviewing planning circulations, contact the Federation. Updates are forwarded to the CPAG on a monthly basis.

Contact information for the Federation is in the Contacts and Resources section.



Photo courtesy Federation of Calgary Communities

# Chapter 4:

# Community Association Planning Committees

Community Association Planning Committees Includes:

- A. General
- B. Committee Membership
- C. Guidelines for Planning Committee Operations
- D. Principles for Planning Committees
- E. Making Meetings Work
- F. Dispute Management

## A. General

Community Association Planning Committees may take on a number of planning-related roles and tasks related to community-building, change and improvement. The primary role of a planning committee is to review and respond to planning applications affecting the community and address general planning and development issues as they arise.

Community associations that receive few planning applications may feel it is unnecessary to set up a fully functioning planning committee. It may be better for the association executive to act as the planning committee in these situations, but at minimum a “Planning Director” should be designated to manage issues that arise.

If your community faces numerous proposals for development, you should consider establishing a Planning Committee.

The purpose of a Community Association Planning Committee is to:

- monitor the planning and development of the community;
- respond to planning application circulations from The City (and sometimes the pre-application approaches from developers); and
- respond to planning and development issues which may arise in the community in general.

### Other issues

Your mandate may also include traffic issues, long range planning exercises (initiated by The City or the community), providing planning information to the community in your newsletter, promoting good development, public improvements to streets and parks, and other initiatives related to environmental initiatives, heritage, etc. It is important that your committee not take on too much. Some issues may be best dealt with by subcommittees or other community association committees.

## B. Committee Membership

The membership of the community planning committee is very important. Ideally:

- It is important to have enough committee members to provide a variety of perspectives on development proposals, and a pool of people you can draw upon if some are unavailable. Many successful committees have 6 to 12 people, but meetings should not be too large. The committee should have a minimum of three people. The task of reviewing applications should not be left up to one person.
- Try to select people from different areas of the neighbourhood and include people who represent a cross section of community members. You should have a mix of different ages and backgrounds, residents of different housing types, and a mix of long-time residents and newcomers to the community. It may be useful to include a local merchant to represent the business community. A well-balanced committee will have a sense of continuity and will also be looking to the future.
- Both continuity and turnover are important. Always have some people who have been around for a few years but bring in new blood on a regular basis. Keep in mind that there is high turnover in City departments. The knowledge and “institutional memory” of your committee can be an asset to file managers.
- Your committee should have access to a volunteer who understands the planning process from a technical or professional perspective (e.g. an architect or designer, an urban planner, a builder, a developer or a real estate agent). The person may be a regular member of your committee, or someone you can consult on occasion.
- Record keeping is important for the purposes of continuity. Some projects take a long time to conclude or go dormant and resurface in other forms. It is good to have an avid archivist who will help you keep good records and materials.
- Availability is important. Busy committees benefit from having a Chair or members who have flexibility during work hours and can attend meetings or respond quickly to an issue.
- If your community has an Area Redevelopment Plan, try to select someone who sat on the ARP committee. Their experience will be helpful, and they will have a good idea of what type of development is consistent with your ARP. Participants in other relevant planning studies will also be helpful.



- Have members who participate in the Partners In Planning (PIP) program or have a Partners In Planning Certificate. All committee members should take the free PIP courses.



## C. Guidelines for Planning Committee Operations

The following guidelines indicate how some associations handle their planning committees. These are only suggestions, and if your community has found a system that works, pass on your success by letting the Federation of Calgary Communities know about it. Some community associations have established formal terms of reference and procedures. If you would like a sample of these, contact the Federation.

In setting up your community association planning committee you need to consider the following elements:

- *Mandate* - the purpose of your committee, your goals, your authority.
- *Membership* - Members should be residents of the community, and members in good standing of the community association. Some community associations require individuals to demonstrate commitment by attending a minimum number of meetings before becoming a full member. See Section B regarding committee membership.
- *Leadership and Management* - The chair of the planning committee should be a member of the board of the community association. It may also be helpful to have a co-chairman and a secretary/record-keeper. Applications come in at all times of year, including around the holidays, so think about who would replace key people during vacation times or succeed them if they leave the committee. Delegation of tasks (properly supervised) is necessary to build the skills of committee members
- *Procedures to Process Applications*
  - to receive and review applications in a timely manner
  - to call and conduct your meetings
  - to communicate with applicants and adjacent residents, inform them of certain meetings and invite them to attend
  - to convey comments to The City and report to the community

It is important to have a robust, well-organized process for receiving planning applications and disseminating information to committee members. It is better to have a permanent and frequently checked mailing address for circulations (the community hall, for example), but



if the address or other contact information changes make sure you update the Federation of Calgary Communities immediately; the Federation will update The City monthly.

- *Authority and Accountability* - The committee should be able to communicate with The City and the Applicant without referring back to the board of the community association except in the case of very substantial or controversial developments. Larger or more controversial issues may go to the board for discussion and final approval. In cases of very large projects the community association, perhaps in collaboration with the applicant or The City, may hold public meetings. Generally, the more impact a project has, the greater accountability and consultation there needs to be. Typically, larger and more complex projects have longer timelines that allow more consultation.
- *Rules of the committee* – You need to consider responsibilities of committee members, conduct of meetings, how to make decisions, who speaks on behalf of the committee, committee structure, minutes, reporting to the community association, and issues like ethics and conflict of interest.

Some communities find simple membership rules (residency, minimum meeting attendance, etc.) sufficient to avoid potential conflict of interest situations (e.g. a developer with financial interests in the community as a committee member), and some have other guidelines. Another issue that can arise is a committee member who is right next door to a proposed development. Neighbour input is always welcomed by The City, but the planning committee has to keep the broader community interest in mind as well.

- *Conduct of meetings* – some communities have rules for the conduct of meetings when applicants are invited to attend. For example, applicants may present their project and answer questions, but they leave the room when the committee discusses the proposal and comes to a decision. (Having said that, negotiations with applicants are better carried out in the committee meeting rather than one-on-one, so there is no misunderstanding.)
- *Decision-Making* - Consider procedures for decision-making. Planning committees usually operate by consensus and rarely take votes. Consensus doesn't mean that everyone agrees, just that everyone can live with it.
- *Writing the response* - Chairs often write the response letters to planning applications, but sometimes this job is delegated. Letters that are straightforward can go back through the Chair. If the issue is complicated, it can be circulated to the committee for further review and approval. If a new person is delegated to write the letter a more experienced person can be assigned to help them.



- *Meeting schedules* – Planning committees often meet monthly. Committees may meet more or less frequently depending on how busy they are, but to keep on top of things and for group cohesion, most committees find it useful to meet regularly. Some committees deal with simpler applications via email, but face-to-face meetings are best for complex applications and productive dialogue.
- *Responsibility* - It is important that your committee recognize the needs of both Calgary and the community as a whole, as well as concerns of residents immediately adjacent to a proposed development. For example, a common conflict arises when communities benefit from increased population or amenities, but the adjacent property owners object to higher densities or new uses.
- *Reporting to the community* – Planning outcomes should be communicated to the board, and also to community residents through the community newsletter, website or other means. If timelines permit, the planning committee can solicit input on current applications through the newsletter. If residents know there is a planning committee looking after community interests, they are more likely to contact you when they see a notice posting sign, or if they have something to contribute. Communication is an important part of being legitimate and representative.
- *Development Principles/Guidelines* – It is helpful for planning committees to have development principles or guidelines. These may be principles in your ARP or other guidelines developed with your community association. Informal community guidelines do not hold the weight of City plans, but are helpful to committee members (particularly new ones), and will help shape consistent and coherent responses to planning applications. They can also be helpful for development applicants and file managers - to better explain your point of view.

## D. Principles for Planning Committees

These suggested process-related principles are meant as general guidelines for your committee to keep in mind as they review circulations. They should help you execute your role in the planning process more effectively.

In order to be a valuable participant in the planning process, your community association planning committee should try to follow rules and guidelines which govern their approach to planning. Here are some cornerstones:

### 1. *Be Informed*

- Be familiar with the site where the development is proposed. It is a good idea to have a committee member take a look at a potential development site before it is discussed at the committee meeting.
- Be familiar with *The Community Guide to the Planning Process*. Understand the basic steps of the planning process as presented in this guide.
- Take advantage of planning education courses available through the Partners in Planning program and other initiatives. Read the Planning News in the Federation's newsletter Engage!. Pay attention to policy and planning developments in the city. Visit The City and Federation websites for useful information.
- Familiarize yourself with any policy studies, ASPs, ARPs, or other planning documents that relate to your community.
- Have a copy of the **land use designation** map and know what each designation means. Just because a lot is sitting vacant now, does not mean it will stay that way.
- Be aware of the difference between good planning arguments, and arguments that are inadmissible (i.e., that cannot be considered by the planning authorities as relevant in rendering a decision).
- Have realistic expectations. It is not necessary or possible for neighbours or volunteers to "re-design" projects in detail, or turn around established bylaws or policies in response to an application, except in the most unusual circumstances. (See Chapter 2, Section E on Changing Rules, Plans & Policies). Work in good faith with the other people who are doing their jobs in the planning process – the file manager and the applicant.
- Keep in mind that the file manager is dealing with many applications and also has deadlines to meet. Applicants also appreciate prompt feedback from communities and City planners. The earlier the feedback, the easier it is for applicants to make changes, secure timely approval and start building.
- Being informed can help you focus your comments and thus participate more effectively in the planning process.

## 2. Be Representative and Communicative

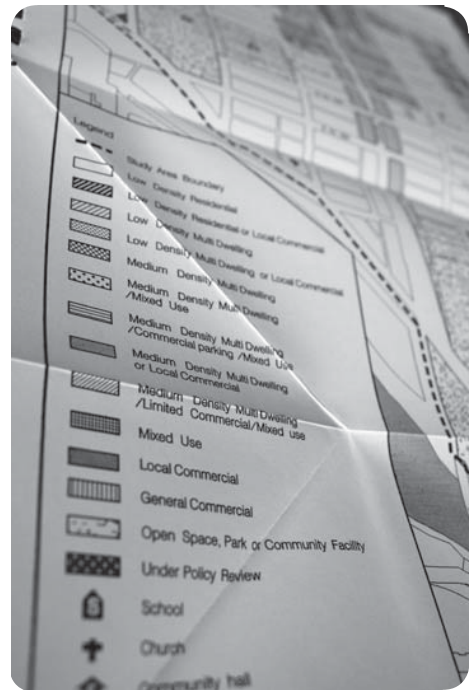
- Have the delegated authority to represent your community association's perspective. Your board should delegate the authority to the planning committee to respond independently in most circumstances.
- You represent the community as a whole; therefore, your position may differ from individual residents in the community.
- Report to residents on planning issues in the community newsletter. Residents should be aware that there is a planning committee looking after community interests on planning matters. Encourage residents to get in touch with you if they have an issue (e.g. if a notice posting sign is posted next door to them).
- You can notify residents who live near a proposed project that there has been an application made to develop land near them. There will also be notice posting signs in most cases – if residents know about the planning committee, they may take the initiative to contact you. Neighbours can be invited to the meeting at which the development will be discussed.
- If requested, facilitate neighbour participation in the process. You can also note their views in your response to The City, even if they conflict with yours.

## 3. Be Proactive

- Communicate with the file manager to understand the issues and possible solutions.
- Endeavour to develop good, communicative relationships with applicants and file managers. This can make the work of your committee easier and more rewarding. Applicants and file managers can benefit from your knowledge of the community and its history.
- Take a team approach to planning. Try to bring your committee members, the neighbours and the applicants together to reach positive solutions that benefit everyone. It is important to articulate the interests of your community in a constructive manner and look for common ground with the developer in order to resolve conflicts. This sometimes referred to as moving from “positions” (we oppose your project) to “interests” (this is what our community is looking for – how does your project support that?) Success is more likely when all

parties move beyond positions to find solutions based on their interests. Look for a win-win solution.

- As Calgary continues to grow, development in new areas and redevelopment in existing areas presents opportunities to improve communities. By participating in the planning process community associations can help to manage and direct positive change. You should strive to support development that is compatible and beneficial to its surroundings and contributes positively to the overall character of the neighbourhood.
- To understand what may eventually be built in your community, you may wish to do an inventory of vacant land and its zoning. Publish this information in your community newsletter, so all residents are aware. If you identify land use issues in your community, bring them to the attention of your board. They may authorize further actions such as contacting the land owners, the Alderman, or The City.



#### 4. Be Consistent

- Consistency refers to the stated position of your committee with respect to a particular type of application. Consistency does not mean that you shouldn't try to negotiate a unique solution to potential problems. Negotiations should be carried out at the committee meeting (rather than one-on-one) so the applicant and committee members have a clear idea of the community's position. Consistency also means not arbitrarily changing positions on a project, but only in response to good reasons. Over long processes plans and situations can change considerably, so it is important to keep good records, continuity, and keep the lines of communication open.
- Draft some development guidelines or principles for your committee that can be used to evaluate specific types of development proposals.
- Appoint one contact person for your committee to communicate with The City or applicants.
- These guidelines can help to avoid the common situation where one member of the committee tells The City or a developer one thing, and another member seems to contradict them. The committee should try to remain as cohesive as possible.

### 5. Be Prompt

- Deadlines are important. If a file manager does not hear from a community within the time allotted to respond to an application, they must assume that there are no concerns over the development.
- The time given to community associations to respond to circulations is three weeks from the mailing date.
- City planners understand that it is sometimes difficult for volunteers to be able to meet and review applications within the given deadlines. If you cannot comment by the date requested call the file manager as soon as possible to see if more time is available. If you arrange a new deadline, make sure you provide your comments at the time agreed upon.
- Note that most circulation cover sheets ask communities to fax or email back immediately if there are “comments to follow.” This assures the file manager that you have the application in hand and that comments can be expected. If you have no concerns and do not intend to provide comments, you can indicate “no comment” on the response sheet, and the file manager will not expect anything further from the community association.



## E. Making Meetings Work

Running a meeting is an art. You can “get through” a meeting or you can make your meetings a positive experience so that your volunteers are willing to come back again. You have people who want to be useful, and who have given up their evening to help their community. It is important for you to manage the meeting effectively.

Small groups like community committees have two functions – task and maintenance. To keep the group working on their tasks you have to make sure the group is maintained. This means you have to be aware of the subtle needs and motivations of your members and attempt to address them. Group members want to feel useful and respected. They generally are willing to learn and they enjoy working with people. This suggests that the chairperson needs to ensure that all members have an opportunity to speak and there is some response to the comments they make.

The most important and simple improvement to small group community meetings is going around the table at the end of a discussion and giving each person a minute or less to summarize what is important to them about the discussed

issue(s). Creating an environment of openness and encouraging input is very important to group effectiveness. Without such an environment, certain members feel their opinions are undervalued and dissent forms within the group. As tension increases and people are not openly communicating, assumptions form and groups become polarized. Giving each member the opportunity to be heard reduces monopolization and moves the groups towards consensus (making the chairperson's job much easier). Here are a number of other simple guidelines which will help your meetings be more productive:

### Suggestions for Managing Small Group Meetings

1. *Prepare*

Every minute spent preparing cuts time from the overall meeting length. If you have questions about an application speak to the applicant or file manager before the meeting to get the answers.

2. *Keep the group manageable*

Small groups work best. Keep your committee manageable (seven is a good meeting size), but also make sure your group is reasonably representative and you have an adequate number of people to call upon.

3. *Large public meetings make good decision making very difficult*

If you must have a large public meeting on a single issue break the group up into small groups for at least part of the time to get quality and depth in the discussion.

4. *Maintain discipline among committee members*

Although a good chairperson is the servant of the group you may have to maintain strong controls to ensure a fair and focused discussion at some points in the meeting.

It is important to take guidance from the group in the organization of the meeting rules and procedures. But once the group has established the rules you should be firm about enforcing them. The meeting will be shorter and more productive.

Active listening is defined as an intent to "listen for meaning", in which the listener checks with the speaker to see that a statement has been correctly heard and understood. The goal of active listening is to improve mutual understanding. Active listening by all is important. People have to respect what is being said by other group members; otherwise it will be repeated until it is heard or the person ignored will start to withdraw. Remember that understanding what someone is saying does not mean that you necessarily agree with their perspective.

The chairperson should ensure that quiet members are specifically asked for their opinions and if possible each person should be given a chance for a final comment before the chairperson summarizes the discussion.

5. *Invite developers and neighbours*

If you are going to discuss a planning application you should consider inviting the applicant who can answer questions and may modify the proposal to address your concerns. Many meetings have had to be repeated because the applicant was not invited the first time. Some planning committees ask the developer to present the proposal and take questions, and then leave the meeting while the group discusses the proposal among themselves. At the end, the committee should present a unified point of view.

6. *Don't rush*

Go back frequently, summarize your understanding of where the discussion is and invite clarification. Bring everyone along with you. It saves time in the long run and saves volunteers.

7. *Know beforehand how you want your community to grow*

The community association should have an idea how it wants the community to develop. Some type of visioning or strategic planning process should be undertaken to define long term goals so you have a basis to respond to applications. Contact the Federation of Calgary Communities if you want to be put in touch with communities that have already done this sort of work.

8. *Keep your opinion to yourself*

This is a hard one. On major issues your role as chairperson is to manage the debate, not to participate in it. You have enough to do ensuring that all the issues are covered and everyone is participating. If necessary you can state your opinion at the end or you can step down for the discussion and let someone else chair. On controversial matters you cannot be an advocate for one side and still be the chairperson.

9. *Find Consensus*

On important matters take as much time as necessary to find consensus. (Consensus does not mean that everyone likes the decision, only that they can all live with it). Avoid voting if you can.

When dealing with planning applications, The City of Calgary wants to know what problems you have with an application not how the committee voted. A summary of your committee's concerns is all that is requested and used.

10. *Take risks*

There will be times when you feel that the discussion is going nowhere, ideas are being missed or the group dynamics are wanting. Have



courage and take action. Interrupt the meeting and suggest using a brainstorm, having a break or dividing into smaller groups. Don't be afraid to try new things – there is an insight that comes from being a leader and you should trust it.

**11. Have a flip chart**

Provide a portable flip chart and keep point form notes of the discussion. It is an invaluable aid to keeping meetings on track and preventing repetition of the same ideas.

**12. Create a safe environment**

It is up to you to ensure that your committee meetings are not threatening to participants. People need to be able to speak freely – even venting some emotion. Conflict is normal and acceptable but you need to channel it into productive discussion.

**13. If you don't know, ask**

City planners are happy to answer questions on applications. Or call the developer. The Federation of Calgary Communities can also provide advice.

**14. Take positives from conflict**

Instead of looking at conflict as a negative force, effective leaders see conflict as a 'value-added' commodity within organizations and committees. Why?

- a) Conflict provides information: like a toothache announcing a cavity, conflict is an error indicator in a committee.
- b) Conflict contributes to opportunity for change: managed appropriately and strategically, conflict reduces over-reliance on status quo.
- c) Conflict alerts the committee to potential safety or human rights issues.
- d) Conflict offers clarity regarding roles, responsibilities and results.
- e) Conflict provides opportunities for 'clearing the air' and starting over.
- f) Conflict provides opportunities for self-expression, and expression of differences that have potential value for the committee or others.
- g) Conflict normalizes differences and allows for fuller expression of ideas and also enhances creativity.
- h) If conflict happens in meetings, committees, etc., consider the positives that can arise from this conflict.



## F. Dispute Management

If you have considered the advice in the previous section your meetings should proceed more efficiently. However, conflict can still occur between applicants and the committee members or the neighbours. Conflict is certainly not bad, but if not managed properly can inject faulty reasoning and exaggerated arguments that move the whole group further away from a solution.

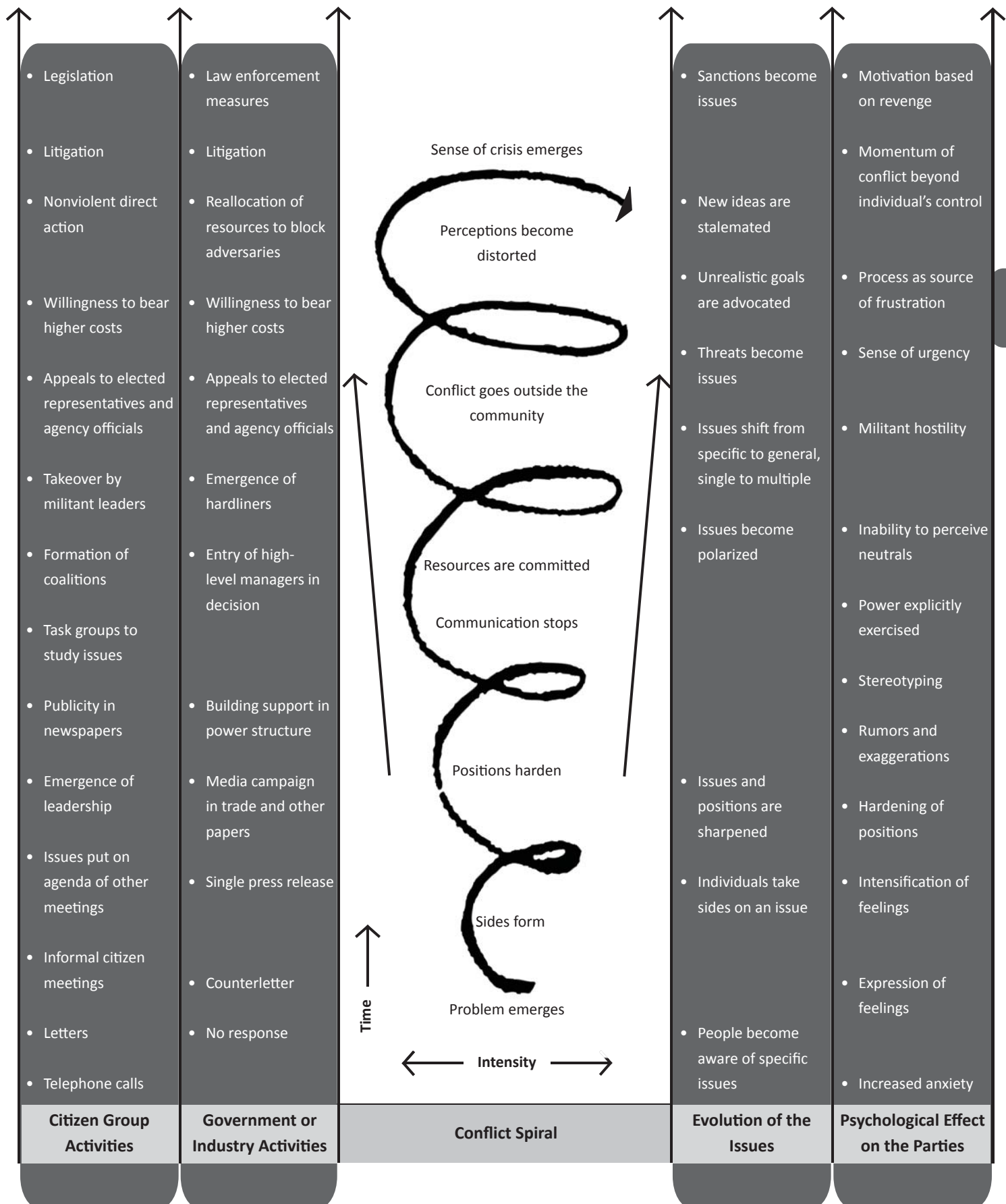
In addition to the frustration associated with major disputes we sometimes lose good projects because builders will not risk the uncertainty of the approval process for innovative or controversial projects. One good example is the lack of seniors housing in the inner communities. Because of strong neighbour opposition it is sometimes very difficult to get town housing projects approved in low density communities. The failure to accept this type of development means that as residents age they must leave their communities if they wish to find low maintenance (townhouse or apartment) accommodation.

The model, illustrated on the next page, describes the 'spiral of unmanaged conflict' which all of us involved in the planning process have seen operate far too often. The spiral and its captions illustrate the possible escalation of conflict if we do not work effectively to find solutions.

### Figure 1 - Spiral of Unmanaged Conflict

Recreated with permission from: Carpenter, Susan L. & Kennedy, W.J.P. Managing Public Disputes: A Practical Guide to Handling Conflict & Reaching Agreements Copyright 1988 Jossey – Bass Inc., Publishers.



**Figure 1. Spiral of Unmanaged Conflict**

## Some Ways of Reducing Conflict

1. *Choose the Best Format for your Purpose*  
Large public meetings are very poor for discussion but good for giving information and answering questions. Consider the range of formats you have available: community-wide meetings, block meetings, workshops, open houses, videos, surveys, etc. Choose the best for your purpose.
2. *Make sure all parties are present*  
Unless all major, affected parties involved in the dispute are sitting together talking, any meeting has a good chance of doing more harm than good. Agreements reached among certain parties can be easily repudiated by non-attendees resulting in the need for another meeting to readdress the matter.
3. *Make sure good notes are taken and agreed to*  
Too often different parties leave a meeting thinking they have an agreement which turns out not to exist. Be sure the details of any agreement are gone over and written down before the meeting ends.
4. *Keep your opinion to yourself*  
Controversial matters require a full time chairperson. Your ability to maintain your credibility depends upon your effectiveness in handling the meeting. Save your opinions for the end of the discussion, if you need to state them at all.
5. *If you have conflicting points of view, record them all*  
Sometimes you can avoid unnecessary debate by simply including all the opposing points of view in your circulation comments. City planners consider and evaluate all issues identified and attempt to address them, where possible, no matter how many people hold the opinion.
6. *Propose solutions or improvements*  
If there are ways to improve the development proposal or offer alternative proposals include them in your response to The City.
7. *Break the problem down and deal with the parts*  
It is often valuable to take an issue and get the parties to break it down into parts which can be more easily addressed. Thus opposition to a new store can be dealt with in regard to traffic, garbage, noise, etc. – topics which can be addressed one at a time. This will allow you to get to the bottom of people's concerns quickly and avoid constant recycling of arguments.
8. *Define group goals first*  
Define the objective you want to achieve and focus on the specific concerns and issues you are trying to resolve not generalized positions. Focus on what is important to the parties rather than their position.

#### 9. *Work with strong individuals*

Your meeting will be much improved if you moderate the strong individuals and ensure all interested parties have generally equal opportunities to participate.

**The Community Mediation Calgary Society (CMCS)** is a non-profit organization of volunteers available to assist in resolving conflicts between neighbours and within community associations and non-profit organizations.

They are a group of trained and skilled mediators who supply this free, confidential and voluntary (non-legal) service to the community.

The CMCS provides the following services:

- a) Neighbourhood Dispute Resolution in relation to neighbourhood relationships, boundaries and fences, noise, harassment, pets, parking and trees
- b) Workplace dispute resolution for non-profit organizations and community associations
- c) Board Facilitation for community association boards, church boards, non-profit boards
- d) Condominium and condominium board disputes

Visit [www.mediation.ab.ca](http://www.mediation.ab.ca) or see the Contacts and Resources section.



# Chapter 5:

# Implementation

# Planning

Implementation planning includes

- A. Land Use Designation
  - Making Presentations to Council
- B. Subdivision (Outline Plan, Tentative Plan, Subdivision by Instrument)
- C. Development Permit Applications
  - Contextual Rules
  - Role of the Infill Guidelines
- D. Signs
- E. Certificate of Compliance
- F. Development Completion
- G. Development Inspection Services
- H. Business Licence
- I. Tenancy Change
- J. Home Occupations
- K. Building Permit
- L. Occupancy Permission
- M. Building Construction & Demolition Site Management Code of Practice
- N. Cell Phone Towers



# A. Land Use Designation

## What is Land Use Designation (zoning)?

The **land use designation** is the legal control on the use and intensity of development on a parcel of land.

The **Land Use Bylaw** is the heart of the land use designation (zoning) system and includes:

- The general procedural and operational rules of the LUB
- A set of land use districts
- List of uses and sets of development rules that apply for each land use district
- A set of maps that assigns a land use district to every parcel of land in the city

Through the land use designations, the Bylaw sets out the rules that determine how each piece of land may be used and developed. Each designation, or land use district, includes:

### 1. Detailed purpose statements

- Purpose statements are at the beginning of every Bylaw district.
- These statements are intended to capture the intent of the district and to guide the application of the district through the land use and subdivision process.

### 2. List of permitted and discretionary uses

- The uses allowed in a district cannot be modified. Developments are only allowed if the proposed use is included in the list of permitted and discretionary uses for that district. There are two uses that are allowed even though they are not listed, in every land use district: Motion Picture Filming Location is a permitted use in all districts; and Excavation, Stripping and Grading is a discretionary use in all districts.
- **Permitted uses** must be allowed if they meet all the rules of the Land Use Bylaw.
- **Discretionary uses** are evaluated on their merits and may not be allowed if the use is considered by the Development Authority to be inappropriate in a particular location.



### 3. The district rules:

- District rules establish guidelines and requirements for developments. Rules may include minimum **setback**, parking requirements, maximum density and height limits, etc.
- The designation Direct Control (DC) is used for specific uses that are listed in Section 21(3) of the LUB, for developments that are so unique they are not listed, or for a use that can't be regulated through any other district in the Bylaw.

## What is a Land Use Amendment (Redesignation)?

A Land Use Amendment is required when a proposed use is not listed as either a permitted or discretionary use in the land use district of the site in question. Any owner of a site or their authorized agent or other persons having a legal or equitable interest in the land may apply to have the land use designation of the site changed by way of a Land Use Amendment.

In developments requiring subdivision, as is common in **greenfield** situations, Land Use Amendments are usually accompanied by an Outline Plan (Chapter 5, B).

Land Use Amendments may also be proposed by The City of Calgary as the result of a planning process leading to an Area Development Plan, for example.

## Who Renders Decisions on Land Use Amendments?

While the Development Authority is allowed to make decisions on development permit applications, they are not able to approve Land Use Amendments. All Land Use Amendments are done by bylaw and only City Council can approve or refuse bylaws.

Upon receiving an application for a Land Use Amendment, the Corporate Planning Applications Group (CPAG) evaluates the proposal and makes a recommendation for approval or refusal to the Calgary Planning Commission (CPC). CPC acts as the Development Authority that provides recommendations on the amendment application to City Council at a public hearing.

## What is the Land Use Amendment (Redesignation) Review Process?

### Pre Application

- If the proposed redesignation is likely to be controversial, the applicant may be wise to meet with the community association and neighbours prior to making an application. The applicant may also choose to



request a pre-application meeting with a planner to discuss from the City's perspective any issues or potential problems prior to making an application.

### Application

- The applicant applies for a Land Use Amendment and completes all the requirements as outlined on the Complete Application Requirement List (CARL).

### Circulation

- The file is reviewed by CPAG team members and then circulated to relevant City Business Units, community associations, and outside agencies.
- At the time of the initial file circulation, adjacent land owners, as defined in the **Municipal Government Act (MGA)** are notified, by mail, of a Land Use Bylaw Amendment application. This notification invites landowners to submit a letter concerning the matter to the Corporate Planning Applications Group (CPAG) during the initial stages of the application review.
- A notice posting sign will be posted on the subject site (yellow notice) at the time of the initial file circulation. The purpose of this notice posting early in the CPAG review process is to provide **adjacent land owners** with information about the proposal and the planning process, as well as an opportunity to comment on the proposal prior to the CPAG staff recommendation to Calgary Planning Commission.

### Planning Review

When evaluating proposals for land use redesignation CPAG/CPC may take into account relevant plans and policies, aspects of the context, the merits of the proposal and sound planning principles. Circulation comments and comments in response to the notice posting are considered by, as part of the application review.

### CPC Recommendation

- Following the circulation process, the applicant is informed by way of a Detailed Team Review (DTR) as to CPAG's intent to either recommend approval or refusal of the application. The applicant may address any issues of contention in order to acquire a more favourable recommendation.
- CPAG presents the application and its recommendations to CPC who then make a recommendation to City Council. If CPC recommends a refusal, the applicant has the opportunity to decide whether or not to pursue the application through a public hearing of City Council.
- When a Land Use Amendment is taken to Council, a public hearing must be held. A notice of the public hearing must be given in accordance with the requirements in the Municipal Government Act in Section 692.

### Notification of Public Hearing

- Following CPC's recommendation, details of the application and date of the public hearing are advertised in The Calgary Herald and Calgary Sun at least 21 days prior to the hearing. **Adjacent landowners** are notified by mail. The site is notice posted again.
- Following the public hearing, Council either approves, refuses, or possibly tables the proposed amendment. Tabling or referral to administration is typically to allow further consultation. As Council's decision is final and binding, there is no appeal process available to the applicant.

### Re-application

- When a Land Use Amendment application has been refused by Council, or withdrawn by the applicant after advertisement, the same application or a similar change in land use designation may be reapplied on the same parcel only after six months has passed from the date of refusal or withdrawal of the application.



## Land Use Amendment (Redesignation)

### Planning Process

Pre Application Meeting



Submission of  
Application



Circulation & Comments  
Received



Review & Recommen-  
dation by CPAG to CPC



CPC Review  
Recommendation to  
Council



Notification of  
Public Hearing



Notification of  
Public Hearing



### Public Involvement

It is wise for the applicant to meet with the community association and neighbours (if possible) before submitting an application. An applicant may also request a formal preapplication meeting with City staff.

Site notice posted

Application circulated to community association, Ward Alderman and any applicable special interest group, (e.g., Business Revitalization Zone).

CPC is a public forum but not a public hearing. Applicants are advised to attend and observe the proceedings.

Notice letters sent to adjacent owners.

Site notice posted (when appropriate; yellow sign).

Ad in newspapers.

## How You Evaluate a Land Use Amendment (Rezoning) Circulation

1. Are you familiar with the site and the site **context** (development and uses adjacent to the site)?
2. Do you understand what is proposed?
3. What uses are allowed under the proposed designation, what is included or excluded?
  - When reviewing an application be aware that development may occur within the full range allowed by the land use designation. The applicant may state the intention of developing to a lower intensity (or height) than the Land Use Bylaw allows, but you should base your evaluation on the full range of uses and intensity of use that the Land Use Bylaw allows under the proposed district. For example, if the proposed designation is M-1 evaluate the application as if the 14 metre height will be used for any form of dwelling (e.g. townhouse, apartment) that could be built.
  - If it is a Direct Control (DC) proposal, be sure you know what the specific controls are (only with DC applications are specialized uses and design rules included). If a use in DC is made permitted it may not be possible to appeal the use at the development permit stage.
4. Does the proposal help achieve the intent and expectations of any approved policies (e.g., ARP, ASP)?
5. Will the proposal have an undue adverse impact on the neighbours and the community? Remember that the CPAG staff already has the information regarding such things as parking requirements, city-wide transportation policies and Land Use Bylaw rules. They want to know if there is something specific to the site or area they may be unaware of (e.g. if there is already a significant parking problem in the area).

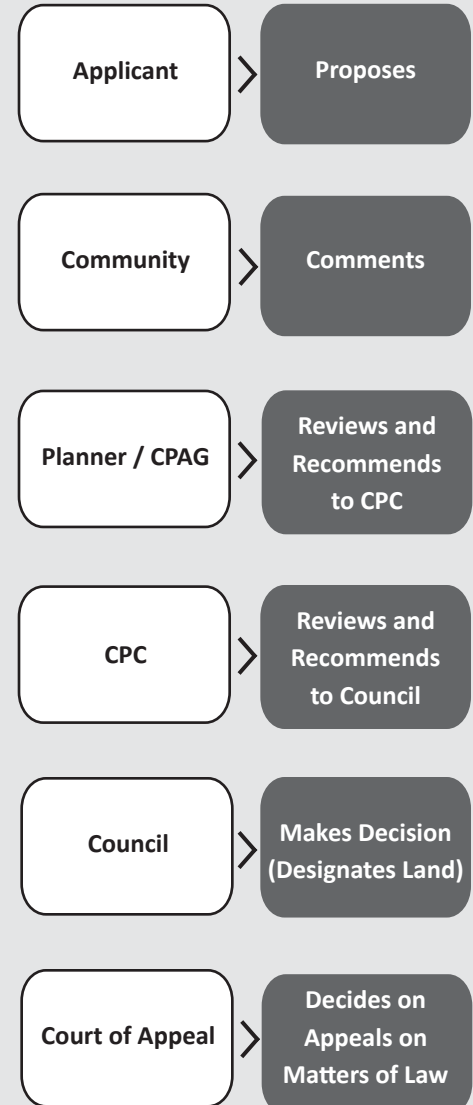
Remember the USE of the land is the main issue in Land Use Amendment applications.

These are some matters that cannot be considered:

- the characteristics of people who may use the proposed development; (e.g., tenant vs. owner occupied). Comments must address the land uses, not the land users.
  - the economic benefits or losses (e.g., increasing tax revenue to The City, increased competition resulting in the loss of revenue to an existing business, etc.).
6. Would you like to inform or set up a meeting for the immediate neighbours, the surrounding blocks, or the entire community?

## Redesignation Sets Type of Land Use

**Who? Does What?**



If you hold a meeting to discuss the proposal, it would be wise to invite the applicant to explain the details.

7. Can you get your comments in by the date requested? If you cannot comment by the date requested and you need an extension (to meet with the neighbours or the applicant, for example) call the file manager of the land use amendment to see if more time is available. You are normally given three weeks to respond with your comments and you should work to this timeline.

If you will not have written comments please call or email the contact person on the circulation sheet to let them know not to wait the three weeks for your comments.

8. Do your written comments:
  - Give reasons why you think this is a good or not so good land use for your community and identify any important issues you feel should be addressed.
  - Point out any concerns with the proposed Land Use Amendment and provide suggestions as to how your concerns might be alleviated.
  - Give your opinion as to the appropriateness of the proposed land use.
  - Include comments and concerns from everyone in your response to The City and note when a specific concern is limited to a particular group. There may be disagreement between the neighbours and the planning committee or the general community membership on a proposal.
  - Sometimes community associations actually vote on whether or not they support the application. Rather than a vote, City staff are interested in suggestions the community may have to improve the proposal if they have concerns.
9. Would you like to contact your alderman to discuss the proposal? Land Use Amendment decisions are made by City Council and your alderman is interested in how you feel about the proposal.
10. Community Association comments will be reported to the Calgary Planning Commission and City Council and you have the opportunity to address Council at the public hearing.
11. Land Use Amendment applications are circulated for your information. Even if you choose not to respond to the initial circulation, you still have the opportunity for input at the public hearing.

## Land Use Designation & Land Use Amendment Questions

### How do you find out the land use designation on a piece of land?

Through the “My Property Website”, you can look up City of Calgary information about:

- the land use designation or zoning of property
- any building permit or development permits issued for the property in the last three years
- the community, ward number and the name of the Ward Alderman

[www.calgary.ca/myproperty](http://www.calgary.ca/myproperty)

Contact The City of Calgary, Development & Building Approvals for more information.

### How is the public notified about Land Use Amendment applications?

- The community association receives copies of all applications in their area to inform them of a proposed land use change.
- The applicant may meet with the community association or with adjacent land owners. There is no obligation on the part of the community or the applicant to arrange such a meeting but it can be useful to both parties.
- Owners of property immediately adjacent to the site are notified of the application having been received and then later on of the public hearing. These notifications are by mail and there is a notice posting on the site.





- All sites are posted with a notice of the upcoming public hearing after CPC has reviewed the application and made their recommendation to Council.
- The public hearing is advertised in the newspapers at least 21 days prior to the public hearing.

### **How long does the Land Use Amendment process take?**

It depends upon the type and complexity of the application. Land Use Amendment applications take a minimum of 3 months and usually about 6 months to process. It may be much longer if there are difficult policy or technical issues that need to be resolved.

### **Making Presentations to Council**

The final decision on all land use redesignation applications is made by City Council at a Public Hearing.

Council's agenda is available the Friday before the Monday public hearing and is posted on The City website. The order of the agenda may be changed at the beginning of the Council meeting so if there is an item you wish to speak to it is wise to let your Alderman know. You may also want to have a representative in Council Chambers at the beginning of the meeting (9:30 am) to see if the order of the agenda is changed. Items are not heard at specific times, but in the order Council approves. You may have to wait through many items for yours.

#### **This is what happens at a Public Hearing:**

- The Mayor introduces the items on the agenda, in the order established by Council
- The Administration describes the proposal and the reasons for the Calgary Planning Commission recommendation
- Those persons in favour of the proposed redesignation are called upon to speak first
- Those persons opposed are called upon to speak after those in favour
- Speakers are allowed five minutes excluding any time required to answer questions Council members may ask
- There is no opportunity for rebuttal
- The Administration may then be called upon to provide clarification.
- Council debates and votes on the item

#### **When requested by the Mayor to address Council, you should:**

- Come forward to the microphone
- Speak directly into the microphone
- Introduce yourself and explain how you are an affected party
- Address the Mayor as 'Your Worship' and Aldermen as "Alderman... (Last name)".



**Written submissions:**

- Are accepted provided that they are printed, typed or legibly written
- Must be received by the City Clerk no later than 10:00 pm twelve days prior to the Public Hearing to be included in the Agenda of Council. For contact information for the City Clerk's office please refer to The Contacts & Resources section.
- Anyone wishing to distribute additional material at the Public Hearing must have a minimum of 35 copies available at the time of the presentation to give to the City Clerk. However, acceptance and distribution of this material will require the approval of the Mayor.
- You may also contact your alderman and other Council members directly prior to the public hearing

**Time limit:**

- Each speaker is allowed a maximum of five minutes, excluding any time required to answer questions from Council.

**Use of visual aids:**

The following audiovisual equipment is available for use when making a presentation:

- Document viewer (hard copy material is encouraged)
- 35 mm slide projector (please bring your own carousel)
- VCR

If you need a laptop computer, bring your own and advise City Clerks in advance so it may be set up ahead of time. Always bring hard copies in case of equipment or programming failure.

Arrangements can be made to test your audiovisual presentation or arrange for the display of architectural models prior to the Public Hearing. To do so, please contact the City Clerk's Office.

**Number of speakers:**

Every citizen has the right to address Council however it is wise to limit the number of speakers. Have your presentation well thought out and organized before you present it. Avoid having several speakers make the same points over again. Don't be apprehensive. Council is aware that it is hard for people to address them and they appreciate your effort.

The following is a checklist that can be used in preparation for making a presentation at a Public Hearing.

## Checklist for Presentations at Public Hearings of Council

### Research and Presentation Preparation:

- ☐ Contact/meet with affected parties – if applicable host public meetings in the community and document the outcome (take minutes)
- ☐ Review and document relevant planning documents (Area Redevelopment Plans, Area Structure Plans, the Infill Housing Guidelines, etc.)
- ☐ Carefully document meetings, discussions, and phone calls that took place during the process
- ☐ Seek advice from the Ward Alderman
- ☐ Review the Calgary Planning Commission report and recommendations
- ☐ Discuss any questions/clarifications with the planner/File Manager
- ☐ Familiarize yourself with procedures by attending a Public Hearing of Council prior to making your presentation
- ☐ Advise affected community residents of their opportunity for input (written and verbal submissions to Council at the Public Hearing). Recognize that community opinions may differ and acknowledging this gains credibility

### Written Submissions:

- ☐ Written comments should:
  - Outline the pros and cons of the proposal;
  - Identify relevant/specific community planning issues.
  - Be as concise as possible. Few situations need a ten or twenty page explanation.

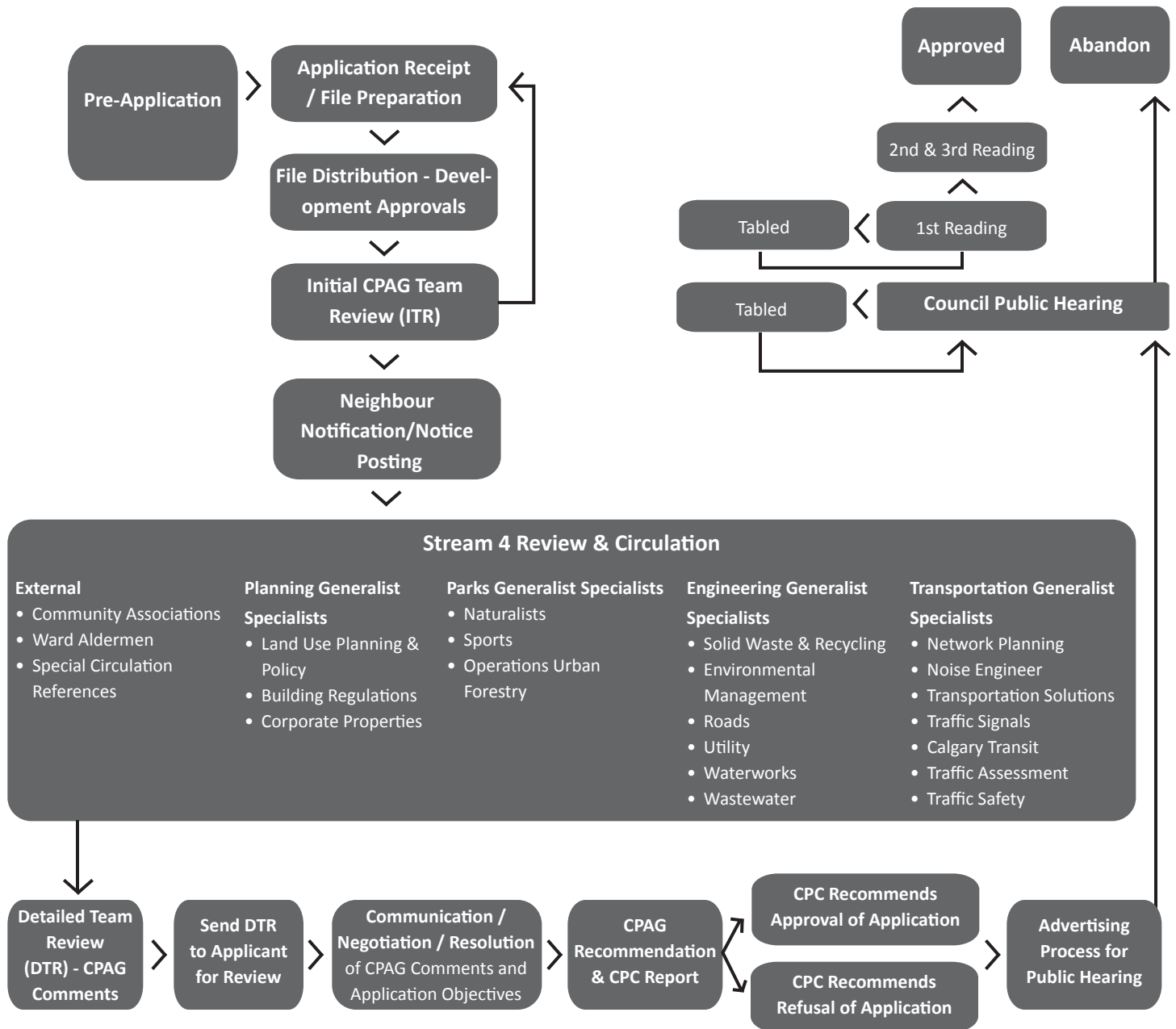
### Plan your presentation to include:

- ☐ An introduction of yourself and who you represent (Only speak for others when they have agreed to you doing so);
- ☐ A description of the community's involvement with the applicant and affected neighbours; and
- ☐ Reasons why you support or oppose the proposed redesignation.

## Presentation Tips

- ☐ Order of speaking: those in favour of the application speak first; opposed speak second. There is no opportunity for rebuttal
- ☐ Focus on the use, not the users – characteristics of the users of the proposed development do not carry weight in the decision process. This is also true for issues of economic benefits/losses and property values, as Council cannot take these into account and has to rule such information out of order
- ☐ Identify appropriate speakers (if more than one). Encourage affected parties to make brief and to the point presentations
- ☐ Avoid repetition – 20 people saying the same thing is ineffective
- ☐ Use visual aids
  - Prepare in advance and check for accuracy
  - Make reference to visuals during your presentation – they are only useful if they have relevance to what you are talking about
  - It may be helpful to have two people give the presentation - one responsible for speaking and the other responsible for the visual aids
- ☐ Practice and time your presentation including your visual aids – each speaker has a maximum of five minutes
- ☐ Remember
  - Be informed
  - Stick to facts
  - Be prepared
  - Be fair
  - Be respectful

## Site-Specific Land Use & Road Closure Application Process Overview Flowchart



## B. Subdivision

### What is Subdivision?

Subdivision is the process of dividing land into smaller parcels. In Calgary, the Subdivision Authority is currently the Calgary Planning Commission (CPC) or a designated City staff.

There are several types of subdivision, which serve different purposes:

#### Outline Plan

- An Outline Plan is prepared by an applicant or developer at the initial stage of major subdivision applications.
- It is usually processed together with a Land Use Amendment to ensure a workable distribution of land uses, open space, servicing, road networks, etc.
- The Outline Plan must be in keeping with any approved Area Structure Plan or Community Plan for the area.
- The Outline Plan includes details such as the location and size of the roads, distribution and size of parks and school sites, and the general location of the various land uses. It does not show individual lots and dimensions.
- Once approved by the Calgary Planning Commission, it forms the basic concept for subsequent tentative plans. As it is not a statutory document, there is no appeal route for outline plans.

#### Tentative Plan

- A tentative plan is prepared when a proposed subdivision will create two or more lots and the subdivision is to be undertaken by a plan of survey.
- A conforming tentative plan details all the information contained in an approved outline plan. Specific lots are shown together with all dimensions and areas.
- The Subdivision Authority must make a decision within 60 days of receipt of a completed application unless the applicant grants the authority an extension in writing.



- Unlike outline plans, tentative plans are statutory plans, and decisions or conditions related to them may be appealed by the applicant, School Authority or Provincial Department.
- Tentative Plan approval triggers the preparation of a Development Agreement between the developer and The City. The Development Agreement specifies construction and maintenance obligations, and includes rates charged by The City for storm, sanitary, water, inspection, roads and preparation of joint use school sites.

### Subdivision by Instrument

- When land has previously been subdivided and divided into lots (e.g. Lots 1, 2 and 3), some of the lots may have been consolidated into one Title. The applicant may wish to create individual Titles to those lots. In order to do this, the applicant must apply for a subdivision by instrument.
- A survey is not required, however if existing buildings are to remain, a **Real Property Report (RPR)** is required.
- A concurrent development permit may be required for at least one of the new lots.
- The Subdivision Authority must make a decision within 21 days of receipt of a completed application unless the applicant grants an extension in writing.
- Subdivisions by instrument are statutory, and the applicant may appeal the decision or any conditions in the approval.

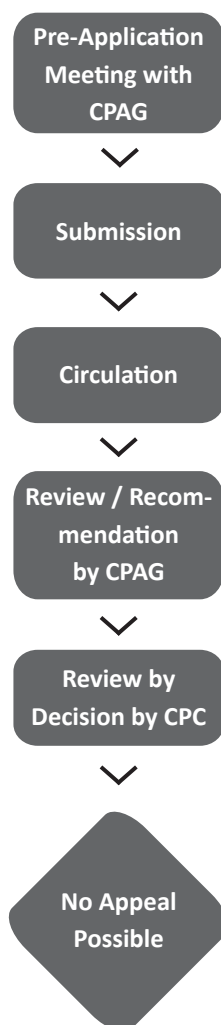
### What is the Subdivision Approval Process?

- The landowner or the owner's agent applies for a subdivision.
- An analysis and identification of surrounding conditions is undertaken. This includes an assessment of adjacent land uses, landform, existing road networks, trunk lines for water, sanitary and storm sewer, electrical power, and a review of Council policies.
- Depending upon the type of project, subdivision applications may take one of three processing routes as circulation requirements, '**affected persons**' and appeal opportunities differ slightly.

## Outline Plan

- Outline plans, usually with concurrent Land Use Amendment applications are circulated to relevant City Business Units and outside agencies, the Ward Alderman, **adjacent landowners**, community associations and Provincial Departments.
- CPAG staff make a recommendation to the Calgary Planning Commission, which makes the final decision on the plan.
- There is no appeal process for Outline Plans as they are not statutory.

## Planning Process



## Public Involvement

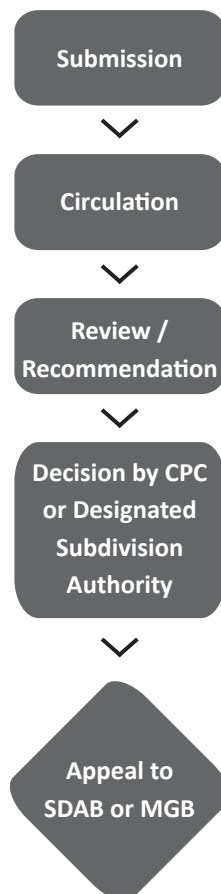
Most Outline Plans are processed concurrently with a Land Use Amendment application for which there is circulation to the public and a public hearing.



## Tentative Plan

- A Tentative Plan that conforms to an approved Outline Plan can be approved without circulation by a designated Subdivision Authority.
- If there is no Outline Plan, or the application does not conform to an approved Outline Plan, a full circulation may be required and a decision made by CPC.
- Tentative Plan decisions may only be appealed by the applicant, School Authority or Provincial Department. Once a Tentative Plan has been approved, addressing occurs. Addressing refers to the process of assigning a building number to each lot within the site.

## Planning Process



## Public Involvement

If the Tentative Plan conforms to an approved Outline Plan and is located within an approved Area Structure Plan (ASP) or Community Plan (CP) area, there is no circulation for public input.

If there is no Outline Plan, or the application does not conform to an approved outline plan or is located within an Area Redevelopment Plan (ARP) area, the Tentative Plan is circulated for public input.

Refusal Decision or conditions may be appealed by applicant to SDAB or the Municipal Government Board (MGB).

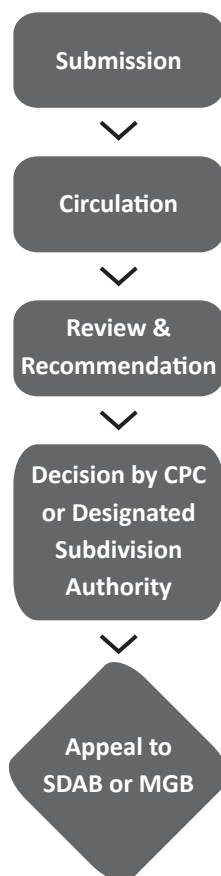




## Subdivision by Instrument

- A Subdivision by Instrument is usually approved by the designated **Sub-division Authority**
- The application is circulated to relevant City Business Units and outside agencies, Ward Alderman, **adjacent landowners** and community associations.
- A Subdivision by Instrument may only be appealed by the applicant. Once the application is approved, addressing occurs. CPAG may require the concurrent processing of a development permit.
- Other parties cannot appeal a Subdivision by Instrument (they can appeal a development permit if it accompanies the subdivision)

### Planning Process



### Public Involvement

Subdivisions by Instrument, such as for inner city infills are sometimes accompanied by Development Permit applications. This chart assumes there is no Development Permit.

Application is circulated to the community association and Ward Alderman.

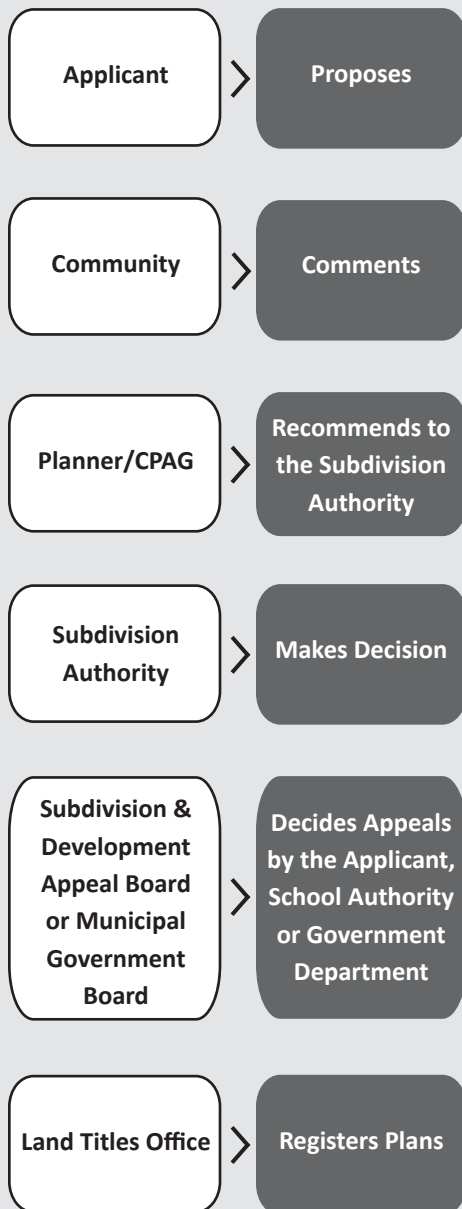
Written notice of appeal is given as per the Municipal Government Act, Section 679.

Applicant may appeal to SDAB or Municipal Government Board (MGB) (if property abuts a river).



## Subdivision Creates Parcels / Lots

Who? Does What?



## How You Evaluate a Subdivision Circulation

### Outline Plan

An outline plan circulation is often accompanied by a **Land Use Amendment** application.

Generally, outline plans are for vacant land in the outer areas of the city, however large areas undergoing redevelopment require Outline Plans also (e.g. Garrison Woods, the former Bow Valley Centre site). The Outline Plan/Land Use Amendment process allows for resolution of all major land use, transportation, servicing and open space issues. If a land use amendment accompanies an outline plan, refer to the previous section for information on that process.

Most outline plans are submitted after City Council has approved an Area Structure Plan or Community Plan for which there has been a public hearing. Accordingly, no formal notification to adjacent owners occurs. Primarily, the outline plan is circulated to communities for your comments on any planning matters which may affect you, and for information to advise you that planning is underway for the next phase of the development. If you have concerns or questions about the outline plan call the file manager listed on the circulation.

### Tentative Plan or Subdivision by Instrument

These plans are more detailed than an outline plan, and show dimensions of individual lots, etc. If they conform to a previously approved outline plan and the land use designation is within an approved Area Structure Plan (ASP) or Community Plan (CP) area, they are not circulated.

Some tentative plans and subdivisions by instrument within Area Development Plans (ARP) are not related to approved outline plans, and are circulated. When you receive a subdivision circulation:

- Look for how well the proposal fits into its surroundings
- List how the proposal could impact (pros & cons) the neighbours and the community
- If you have any questions, contact the file manager listed on the circulation, or the Applicant
- Depending on the impact of the subdivision proposed, you might want to talk to the immediate neighbours or hold a community meeting. The landowners adjacent to a proposed subdivision receive a written notice of the application.

Only applicants can appeal (refusals of or conditions of) Tentative Plans and Subdivisions by Instrument to the Subdivision & Development Appeal Board. Approvals cannot be appealed.

## Subdivision Questions

### How long does the subdivision approval process take?

It is difficult to generalize the length of time for the subdivision approval process, as it is dependent upon the unique circumstances of each application.

### How is the public notified about subdivision applications?

- Where a community association exists, it is circulated most applications.
- **Adjacent landowners** receive written notice of most applications in developed areas.
- The Applicant may choose to meet with the community association and neighbours before the application is made.

### What happens after the Subdivision Authority approves a tentative plan/instrument?

The plan/instrument (**ePlan** or **Separation of Title** document) is endorsed by the Subdivision Authority, and then is registered at the Land Titles Office. The endorsed plan/instrument must be registered with Land Titles within a year of the endorsement date. Transfer of title of lots cannot occur until the plan/instrument is registered.

## What are other subdivision related processes and notifications?

Process	Notification
<i>Street &amp; Lane Closure</i>	<ul style="list-style-type: none"> <li>- Council Public Hearing is advertised</li> <li>- Letter sent to adjacent owners</li> </ul>
<i>Disposition of Reserve</i>	<ul style="list-style-type: none"> <li>- Notice is posted on the site</li> <li>- Council Public Hearing is advertised</li> </ul>
<i>Street Name Change</i>	<ul style="list-style-type: none"> <li>- Letter is sent to parties whose address will be changed</li> </ul>
<i>Address Change</i>	<ul style="list-style-type: none"> <li>- May be made on request of the property owner by the Addressing Officer</li> </ul>



## Reserve for Parks and Schools

The Municipal Government Act (MGA) allows municipalities to provide for the dedication of reserve land for schools and parks. Reserves may be required on the subdivision of all parcels larger than 2 **acres** (0.8 **hectares**) where reserves were not previously provided.

As allowed by the MGA, The City requires 10 percent of the gross developable area of lands to be subdivided to be dedicated for the purpose of providing **municipal reserve** and/or **school reserve**. Dedication of reserve may occur in the form of reserve land, money in lieu or by filing a deferred reserve **caveat** against the title of the lands being subdivided. Municipal and/or school reserve may be used only for:

- a public park,
- a public recreation area,
- school authority purposes, or
- a buffer to separate areas of land that are used for different purposes.

Community association sites are typically located on municipal reserve.

**Environmental reserve** is land considered unstable and generally unsuitable for development. Lands which are subject to flooding, or consisting of a swamp or ravine, or land abutting a watercourse to provide public access or prevent pollution are included. These areas are usually left in their natural state.

## Disposal of Reserve Land

The Calgary Board of Education and the Calgary Catholic School District have procedures for closing schools or declaring school sites “surplus” to their needs, in accordance with the Closure of Schools Regulation (pursuant to the School Act), of the Province of Alberta. This is not a City process. For more information contact the appropriate school boards.

If a school authority no longer needs a school reserve, it must transfer the land to the municipality. Under the Joint Use Agreement between The City of Calgary, the Calgary Board of Education and the Calgary Catholic School District, such land is transferred for a nominal sum. As well, if non-reserve land owned by The City has been transferred to a school board for a nominal sum, for school purposes only, once it is no longer required it is transferred back to The City for a nominal sum. These requirements do not apply to land owned in fee simple by the school authorities, that is, land acquired prior to or outside of the reserve dedication process. Such land is subject to market value pricing. Buildings on all land are subject to market value pricing.

Disposal (sale or lease) of municipal and/or school reserve land must be carried out in accordance with MGA regulations which require advertising in a newspaper, posting on or near the site and the holding of a public hearing of City Council. Proceeds of a sale may only be used for school, parks or recreation related purposes.



## C. Development Permit Applications

### What is a Development Permit?

Development refers to:

- New buildings;
- Addition to, replacement or repair of existing buildings;
- A **change of use** of land or buildings;
- A change in the intensity of use of land or buildings;
- The excavation or stockpiling of soil.

The purpose of a Development Permit is:

- To ensure that the proposed use is allowable;
- To ensure that the Land Use Bylaw rules are met and if not, to assess the merit of relaxing the rule;
- To allow an evaluation of the impact on neighbouring properties;
- To offer affected parties an opportunity to provide relevant information, ensuring informed planning decisions.

### Development Permits for Permitted Uses

If a Development Permit is made for a permitted use and the proposal meets all the rules of the Land Use Bylaw, a permit must be issued. It is not advertised and there is no appeal.

Permitted uses may, for example, include a range of public uses (e.g. parks, utilities), protective emergency services, some commercial uses in existing

buildings in commercial districts, and in some cases, **single detached dwellings**. Each district of the Land Use Bylaw has rules which may be **relaxed** if certain criteria are met. The ability to relax standards is an important element of the Calgary planning process because it allows more flexibility in design.

### Development Permits for Discretionary Uses

All discretionary uses require development permits. The majority of development permits applications circulated to communities are for discretionary uses. Unlike a permitted use, a discretionary use may be refused if the development is considered inappropriate in the proposed location or if the Development Authority believes it would have an undue adverse impact on the area.

### Who Renders Decisions on Development Permits?

The **Development Authority** is responsible for rendering decisions on development permits. The Development Authority at The City of Calgary may be a designated officer (including lead planners, principal planners, and chief development officers) or the **Calgary Planning Commission (CPC)**. City officials designated as the Development Authority make the majority of decisions. However, more complex projects, larger projects or development proposals with special significance are usually presented to the CPC for a decision. The Development Authority or Calgary Planning Commission may approve, approve with conditions or refuse an application.



### What is the Development Permit Process?

#### Application Submission

- There may be a pre-application meeting with City staff
- The Applicant applies for a development permit.

New Development Permit, Land Use and Subdivision Applications are posted on The City website every Tuesday, broken down by Community and Ward. (Go to [www.calgary.ca](http://www.calgary.ca) > A to Z listings > Development Permit Public Notice > Current Planning Application Listings)

#### File Assignment

Based on the nature of the application, the Planning Service Technician assigns the application to either a Stream 3 or a Stream 4 review process.

Stream 3 applications are usually more straightforward and quicker to process. Stream 3 applications include things such as **condominium** applications, Class 2 Home Occupations and Signs. These development permit applications are reviewed by the Stream 3 Senior Planning Technician.

## Development Permit Process

### Planning Process

Pre-Application  
Assessment



Submission



Circulation &  
Notice Posting



Review &  
Recommendation



Decision



Notification &  
Advertising



Appeal to SDAB



### Public Involvement

Applicant may consult with the community association, the immediate neighbours, and City staff prior to making an application

Applications are circulated to the community association and Ward Alderman

When an application is required by the Land Use Bylaw to be notice posted, a notice (Blue Sign) is placed on the site to let interested parties know about the application

Affected citizens who have concerns may submit their comments in writing

Community associations may meet to discuss the proposal and submit comments in writing

After a decision is made on a development permit application, each person who submitted written comments to the proposed development shall receive a response from the File Manager

Approval decision is advertised in newspaper

Community associations and other members of the public may appeal the decision to the Subdivision & Development Appeal Board (SDAB)





Stream 4 applications include applications for all new commercial, industrial, institutional, multi-family and **infill** development permits. Stream 4 applications are generally more complex and must go through a review process which involves the Corporate Planning Applications Group (CPAG) team members from Planning, Engineering, Transportation, and Parks. Stream 4 applications may also be circulated to external referees such as Enmax, community associations, Ward Aldermen, Fire, Police, etc.

### Circulation

The application may be circulated to other relevant City Business Units, affected agencies, the Ward Alderman and the community association, all of which are given three weeks to respond. For circulation to the community association and the Ward Alderman, the file manager includes comments on any relevant City policies, a Bylaw check summary, and copy of plans.

### Notice Posting

Some uses must be notice posted (see the Notice Posting Appendix or the Land Use Bylaw). A notice is erected on the parcel for which an application has been received. Notice posting is intended to let local people know that an application has been submitted to The City of Calgary for a certain type of development. It lists the proposed use of the building or parcel and states that any objections can be submitted to the Development Authority, what the notice of objection must contain, and by what date it must be received at The City. This allows the Development Authority to get a sense of the local issues that may affect a proposed development's suitability.

While the legal requirement is for the parcel to be notice posted at least seven days before a decision is rendered, notice posting normally occurs earlier in the process, shortly after the circulation is mailed to the community association.

### Review

When evaluating proposals for discretionary permits, the Development Authority must take into account:

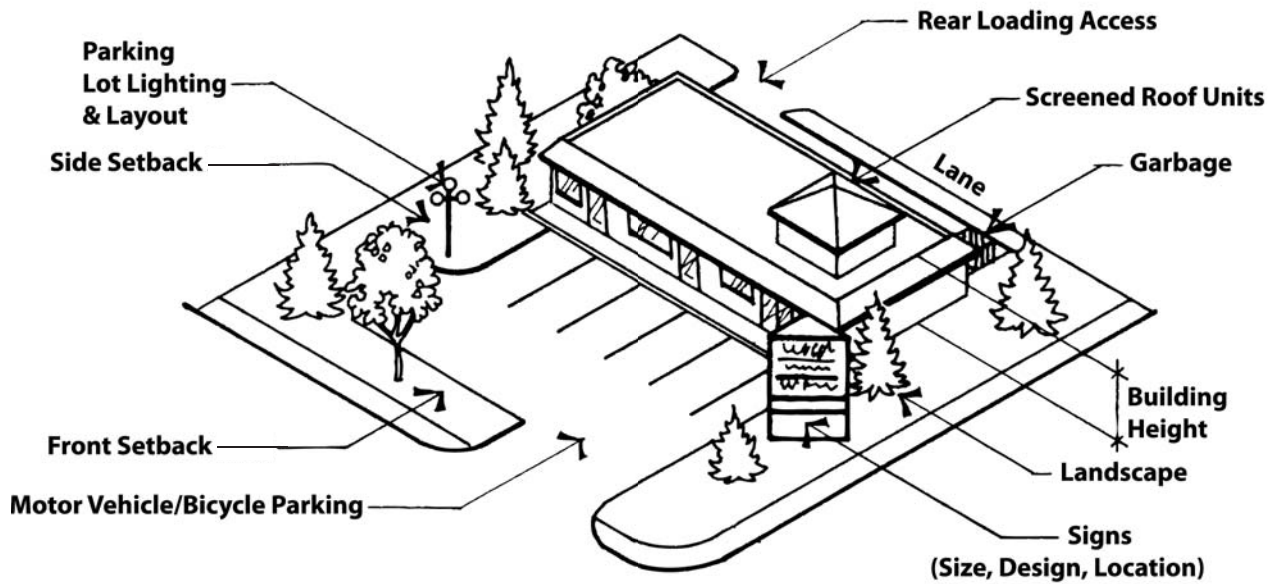
- any relevant policy plans (e.g. an **Area Redevelopment Plan, community plan, design brief, special studies**) – see below for discussion;
- the purpose statements in the applicable land use district;
- the appropriateness of the location and parcel for the proposed development;
- the compatibility and impact of the proposed development with respect to adjacent development and neighbourhood;
- the merits of the proposed development;
- the servicing requirements;
- access and transportation requirements;
- vehicle and pedestrian circulation within the parcel;
- the impact on the public transit system;
- sound planning principles.

Circulation comments and comments in response to the notice posting are considered by the Development Authority as part of the application review.

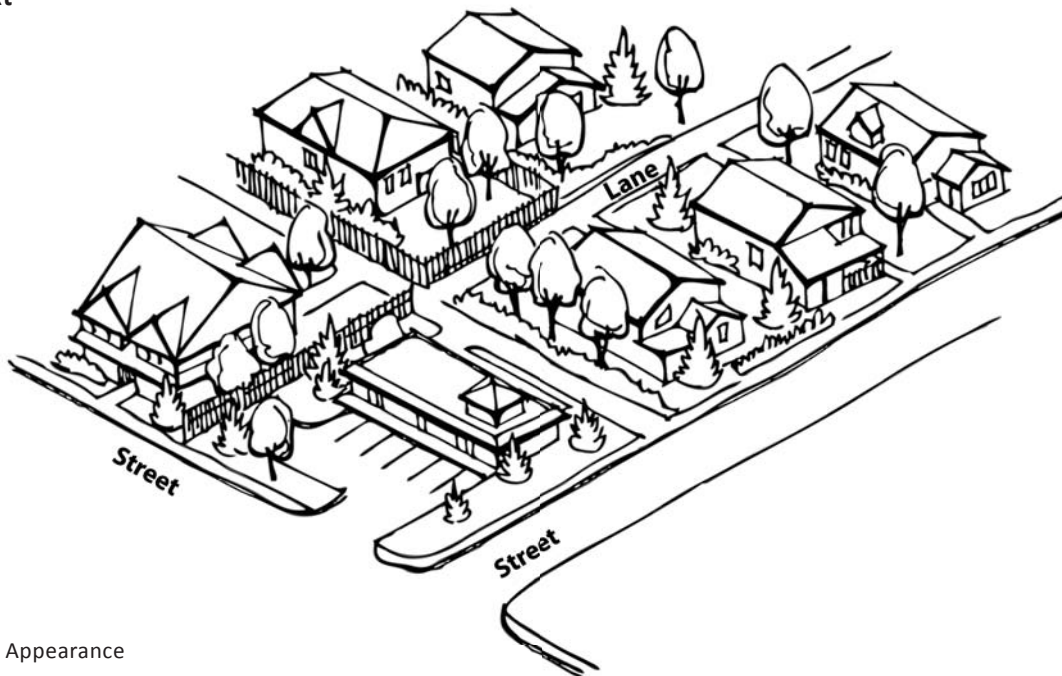


## Commercial - Planning Criteria Considered by the Development Authority in Making Development Permit Decisions

### Rules

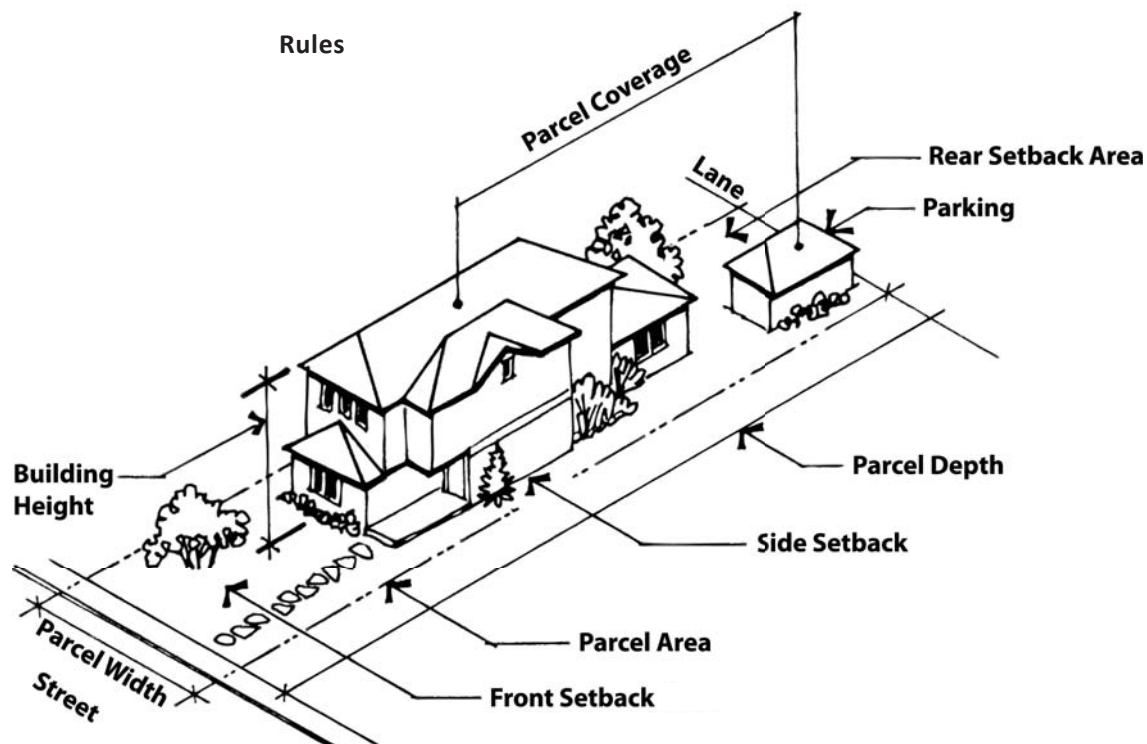


### Context



Building Appearance  
 External Building Materials  
 Impacts on Neighbours (privacy, light glare, etc.)  
 Retaining Mature Vegetation

## Residential - Planning Criteria Considered by the Development Authority in Making Development Permit Decisions



### Context



Relationship to Neighbour's House  
Overlooking/Shadowing  
Building Appearance  
Retaining Mature Vegetation

### The role of plans and policies in discretionary review

Policy plans that inform **discretion** in the review of development applications include the Municipal Development Plan, statutory Area Redevelopment Plans, **non-statutory Community Plans** or **Special Studies**, guidelines like the Low Density Housing Guidelines (Infill Guidelines), as well as the LUB. Relevant Council policies like the Sustainability Principles for Land Use and Mobility and the Triple Bottom Line framework may also be considered. There is no predictable weighting of these policies and plans as there are many factors to consider in each decision. But in general, plans that have more specific and relevant direction in a particular situation will have greater influence, and plans that are more current will have more influence than out-of-date plans. Regardless, an application that is significantly at variance with an approved plan will usually be referred to the Calgary Planning Commission for a decision.



### Amended Drawings

There may be significant changes to a project as a result of negotiations between CPAG and the applicant. Amended drawings are not circulated to the community association for comment, but if a community association has expressed an interest in the project, in writing, the file manager is required to convey the changes (community associations may want to ask to be notified of amended drawings when submitting their comments), and the applicant is also encouraged to contact the community association.

### Decision

- After evaluating the application, the Development Authority may render a decision of Approval, Approval with Conditions, or Refusal.
- Calgary Planning Commission (CPC) acts as the Development Authority for certain developments and projects.
- Conditions may be placed upon a Development Permit prior to its release, meaning that the applicant must meet all of the conditions before the permit is released and construction can begin in full.

### Advertising/Notification

- Decisions rendered on applications for discretionary uses and permitted uses with **relaxations** are advertised as a public notice in the Thursday editions of the Calgary Herald and the Calgary Sun. Affected parties are given two weeks to file an appeal.
- When a development permit has been approved, a notification letter is sent to the applicant as well as to all parties, including the community association, who submitted written comments to the proposed development. The letter advises of the approval and the appeal period.
- If it commented in writing, the community association is sent a copy of the approved plans, along with the approval letter indicating prior-to-release and permanent conditions. File managers are to respond to written concerns by writing brief comments in the margins of the community association letter, identifying how each issue was addressed, or by creating a new letter that addresses the concerns.

- Where a development permit application is refused, a registered letter is sent to the applicant. The letter states the reasons for refusal. It also includes an appeal form for the applicant. The refusal of a development permit is not advertised.



### Appeal

- The applicant may appeal a refusal or conditions to the Subdivision & Development Appeal Board (SDAB). The public, community association or adjacent neighbours may also appeal a decision.
- When an appeal is submitted, the applicant and the appellant are notified in writing. Letters advising of the SDAB hearing are sent to adjacent property owners and the community association.

### Development Permit Release

- After the advertising period has passed without an appeal, or the SDAB allows the proposal following an appeal, and all prior to release conditions have been met, the permit is released to the applicant.

### Revised Plan Application

In some cases revisions are made to plans after the development application has been approved and the development permit has been released. A Revised Plan Application will only be accepted if in the opinion of the Development Authority there are no substantive changes to the originally approved development permit, and no new **relaxations**. If there are substantial changes a new Development Permit is required.

### Expired Development Permits

Once a Development Permit is approved, work must commence by a certain date from the date of approval or the permit is considered expired and a new development permit must be submitted. The must-commence-by date varies for different applications and different land use districts, as outlined in Section 44 of the Land Use Bylaw.

## How You Evaluate a Development Permit Circulation

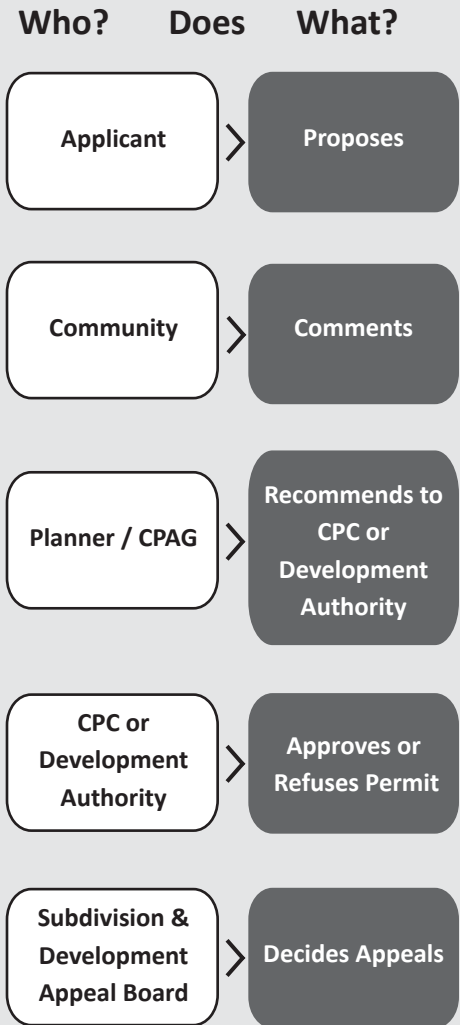
1. Are you familiar with the site and site **context** (development and uses in the area)?
2. Does the proposal help achieve the intent and expectations of any approved policies such as an Area Redevelopment Plan or a Community Plan?
3. How will the proposal impact the neighbours and the community regarding such things as:
  - compatibility with the neighbourhood (how well would it “fit” into its surroundings) - generally this refers to height, **bulk**, building materials, **density**, **setbacks**, etc.
  - the relationship to the surrounding buildings and the **streetscape**
  - impact on the privacy of the neighbours (e.g., overlooking)
  - driveway (access) locations
  - parking
  - landscaping, including the retention of mature vegetation
  - safety e.g. Are there opportunities for appropriate surveillance, for people to watch what is going on in the space or be watched while in the space (window placement, fence height - can you see through or over the fence, is there adequate lighting)?

There are some matters that cannot be considered:

- the characteristics of people who may use the proposed development (e.g., renter vs. owner); comments must address the land uses, not the land users.
  - the economic benefits or losses (e.g., increasing tax revenue to The City or the proposed development creating too much competition resulting in the loss of revenue to an existing business, etc.).
4. Would you like to inform or set up a meeting for the immediate neighbours, the surrounding block, or the entire community? If you hold a meeting to discuss the proposal it would be wise to invite the applicant.
  5. Can you get your comments in by the date requested? If you cannot comment by the date requested and you need an extension (to meet with the neighbours or the applicant, for example) discuss the matter with the staff member noted on the circulation. It is important to meet the deadlines as extensions will be given only in exceptional cases.

If you will not have written comments please call the contact person, on the circulation sheet to let them know not to wait for your comments.

## Development Permits





6. Do your written comments:

Provide planning rationale in support of or against the proposal and identify any important issues you feel should be addressed. It does not help the staff if you just oppose or support a project without giving reasons.

Where appropriate, make suggestions to improve the proposed project and reduce any impacts it may have.

Express your opinions using planning concepts (e.g., height, **mass**, parking) not personal preferences.

Include comments and concerns from all positions in your response to The City and note when a specific concern is limited to a particular group. There may be disagreement between the neighbours of a proposed development and the general community membership.

Do not include a “community decision” in your comments. City staff cannot (and do not) consider whether a community has voted to “accept,” “support” or “reject” an application. The planners are interested in the problems the application may raise and how they could be addressed.

7. Development Permit decisions are made by the Development Authority, which is either a designated City official or the Calgary Planning Commission (CPC).
8. Approvals of discretionary use and permitted use with **relaxation** development permits are advertised in Thursday’s newspapers. Affected members of the public and the applicant may appeal development permit decisions through the Subdivision & Development Appeal Board.

## Development Approval Questions

### How is the public informed about Development Permit applications?

The community association is circulated most significant discretionary applications.

- In some cases, the applicant may meet with the community association and neighbours.
- The site is notice posted when required by the Land Use Bylaw.
- Approvals are advertised in the local newspapers every Thursday.

- New Development Permit, Land Use and Subdivision Applications are posted on The City website every Tuesday, broken down by Community and Ward. (Go to [www.calgary.ca](http://www.calgary.ca) > A to Z listings > Development Permit Public Notice > Current Planning Application Listings) The register of all applications is also available at the Records Information Management Centre, 3rd Floor, Municipal Building.



## Contextual Rules in the Developed Area

The Land Use Bylaw divides the city into Developed Area and Developing Area. (See map in Chapter 2, D) In the Developed Area, property owners want assurances that redevelopment and additions will respect the pattern of development already established. Contextual rules mean that new developments must take into consideration existing building height, **massing** and **setbacks** of neighbouring properties. Residential districts for use only in the Developed Area contain a “C” in the district notation (e.g. R-C1, R-C2, M-CG, M-C1) for “Contextual.”

While every land use district in the Developed Area contains some rules to help new buildings fit into the existing **context**, most of the contextual rules apply to the use of a Contextual Single Detached Dwelling.

A Contextual Single Detached Dwelling is a permitted use in the Developed Area. The contextual rules help to ensure that this **built form** is restricted in terms of its size, length, mass and location on a parcel in relation to adjacent buildings. Put more simply, a new house has to fit inside a **building envelope** that is defined by the adjacent houses to be deemed “contextual”. As long as a Contextual Single Detached Dwelling meets all the rules in the district and the applicable General Rules, it is considered a **permitted use**. This permit will normally be processed faster, will not be circulated or notice posted, and is not advertised or appealable.

An application for a house which does not fit the contextual definition is considered to be the **discretionary use** of Single Detached Dwelling. These are subject to the review of the Development Authority, and rules can be **relaxed**. Planner **discretion** is informed by site conditions, context, and policy plans such as Area Redevelopment Plans and the Low Density Residential Housing Guidelines for Established Communities. These discretionary uses are circulated for comment, notice posted, advertised and appealable.

As what is contextual is determined by adjacent buildings the “context” of any parcel can change gradually over time as new adjacent buildings are built.

Note: The contextual rules were adapted from the *Low Density Residential Housing Guidelines for Established Communities* (see the next section).

## Contextual Envelope (Permitted) - lot width greater than 10.0 metres

Contextual envelope to allow new single detached dwellings and additions to existing dwellings in developed areas.

The building floor area is allowed to extend beyond the average rear yard (two adjacent properties) by 4.6 metres, but is restricted to a maximum of 6.0 metres in height

Maximum second storey floor area is lesser of 157.5 sq.m or 22.5% of parcel area

Allowed maximum building height is in a range from 8.6 to 10.0 m  
(The point in the range is set by the average of the two adjacent building heights plus an additional 1.5 metres.)

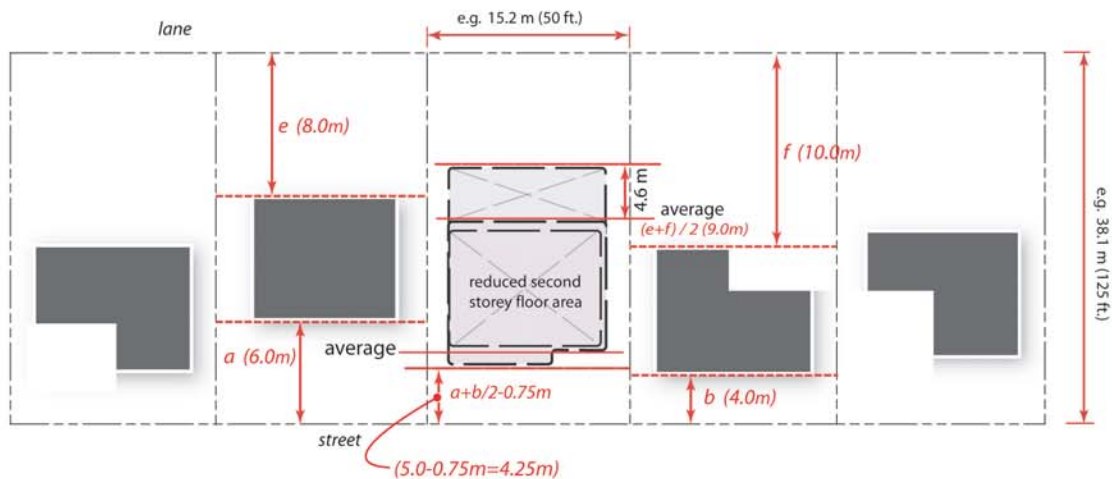
Maximum building height reduced by 1.0 metre for a flat roof.

Minimum rear setback is based on envelope, to a minimum of 7.5 metres.

average rear set back of adjacent two properties

Minimum front yard is based on the average of the adjacent two properties, less 0.75 metres, to a minimum of 3.0 metres.

### Perspective

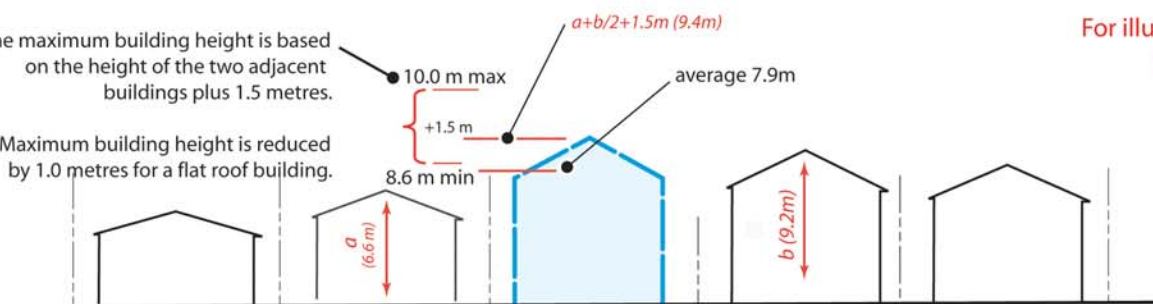


### Block Plan

The maximum building height is based on the height of the two adjacent buildings plus 1.5 metres.

Maximum building height is reduced by 1.0 metres for a flat roof building.

For illustration only  
Not To Scale

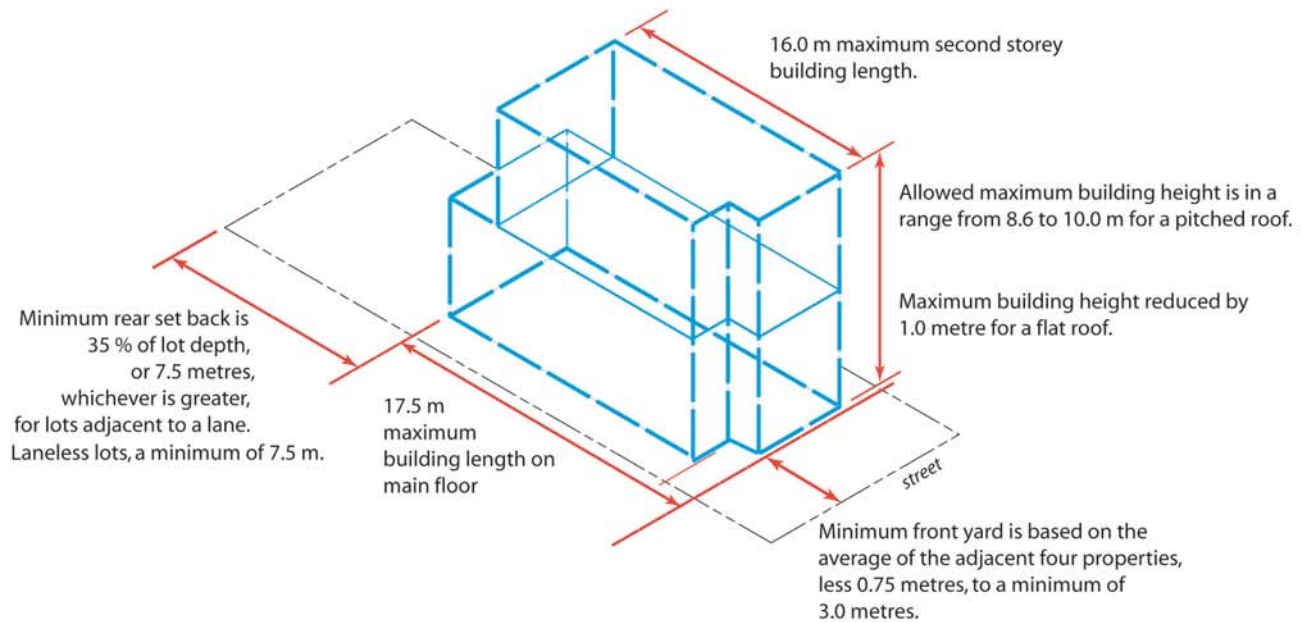


### Streetscape



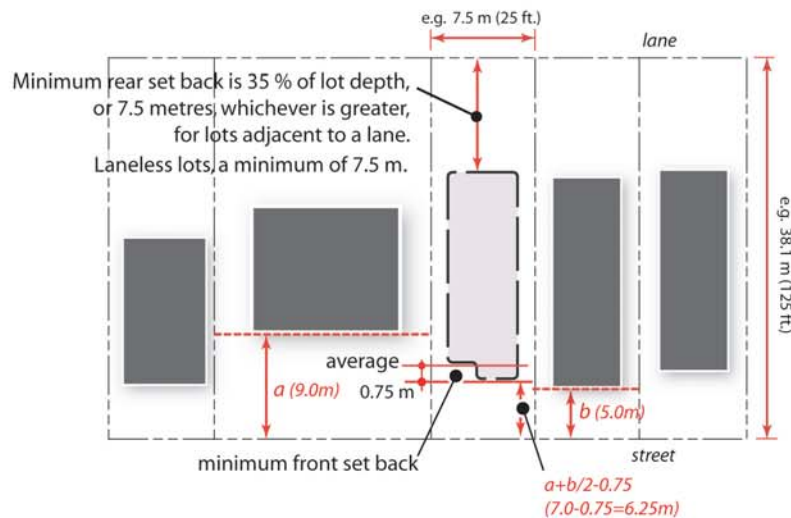
## Contextual Envelope (Permitted) - lot width less than, or equal to, 10.0 metres

Contextual envelope to allow new single detached dwellings and additions to existing dwellings in developed areas.

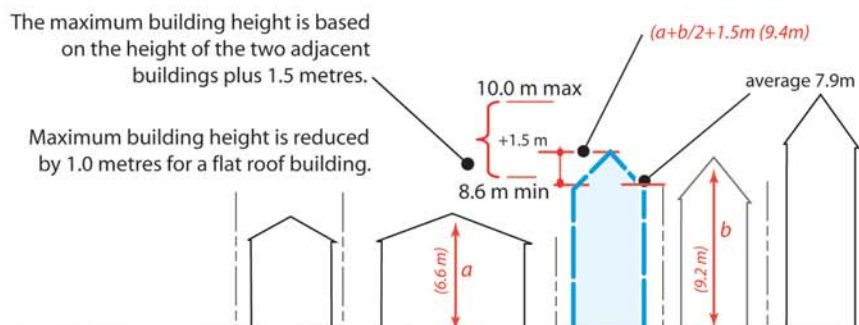


5

### Perspective



### Block Plan



For illustration only  
Not To Scale

### Streetscape



## Role of the Low Density Residential Housing Guidelines for Established Communities (Infill Guidelines)

The Guidelines are one of the tools planners use to evaluate discretionary applications in some areas of the city. (See map on next page.)

### History of the Guidelines

In response to concerns regarding **infill** development in the inner city, the *Single-Detached Infill Housing Guidelines for Established Communities* were adopted in 1988, and the *Low Density Residential Housing Guidelines for Established Communities* followed in 1993. The Guidelines addressed general design issues related to infill housing, and provided design guidelines to encourage contextually sensitive infills. In 1994 the **permitted uses** of “Modest” duplex, semi-detached and single detached dwelling were established in the then Land Use Bylaw 2P80 in the RM2 Residential Low Density Multi-Dwelling District, in the **Established Communities** only. In a few Established Communities the applications remained discretionary (the Excluded Communities).

### Changes with the Land Use Bylaw 1P2007

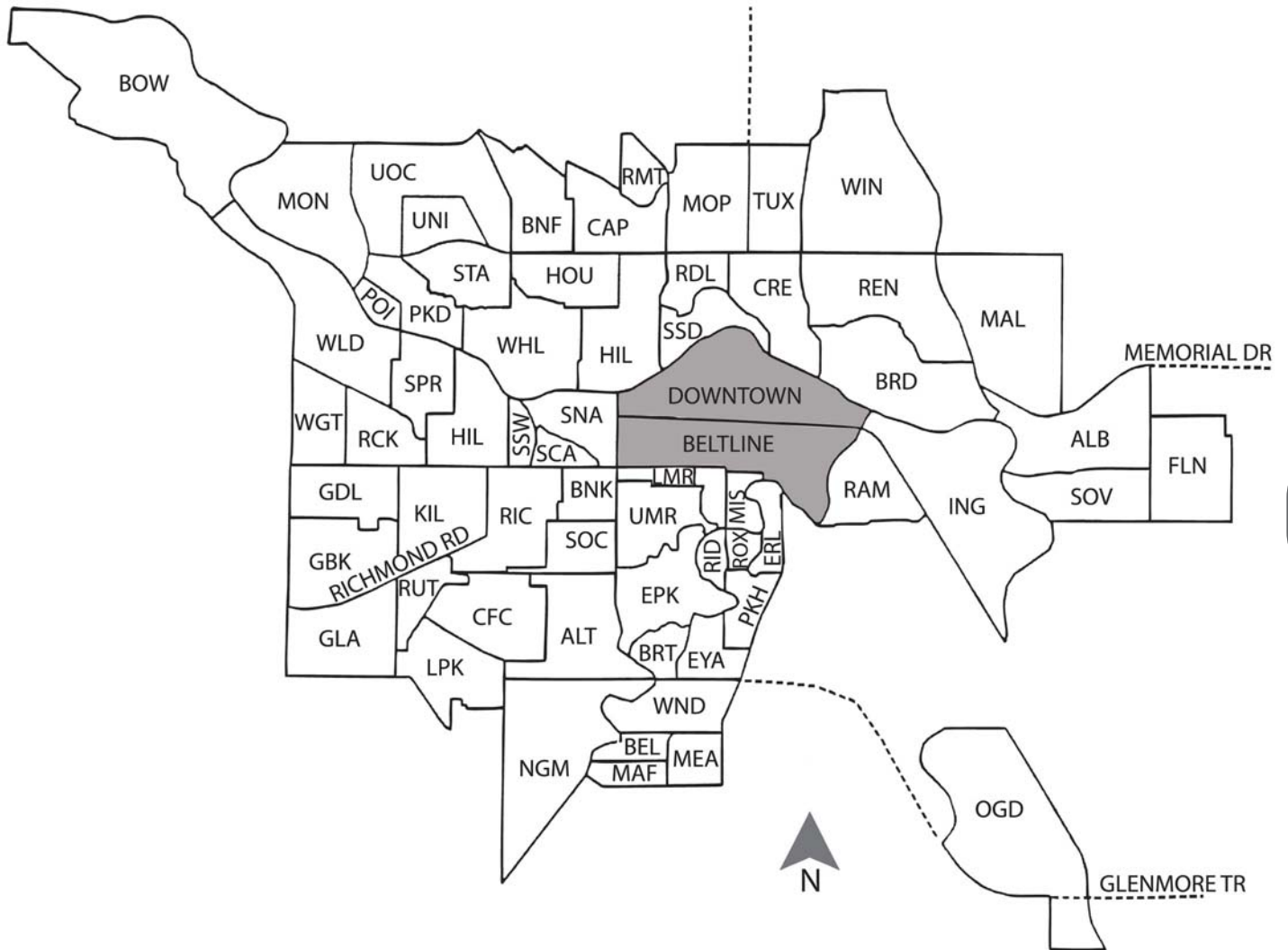
Many of the concepts in the Guidelines were incorporated into Land Use Bylaw 1P2007 as contextual rules for the Developed Area. The Modest single detached dwelling was replaced by the Contextual Single Detached dwelling in all the Developed Area, including the former Excluded Communities. The permitted uses of Modest duplex and semi-detached dwellings were eliminated. To reflect these and other policy changes, the *Low Density Residential Housing Guidelines for Established Communities* was updated in 2008.

### Application of the Guidelines

The Guidelines are used in an advisory capacity to supplement the Land Use Bylaw and any applicable **statutory plans** (e.g. ARPs) when reviewing **discretionary** low density infill housing in the Established Communities. This includes Single Detached Dwellings that do not meet the Contextual definition, and Duplex and Semi-Detached dwellings. The Guidelines do not apply to the rest of the Developed Area, only those areas listed as Established Communities.

The Guidelines are of necessity generic to all the Established Communities and cannot address the uniqueness of each community. Applications for low density residential discretionary use permits in communities with unique architectural or historical significance are examined with the applicable Area Redevelopment Plans and other applicable community planning documents, in addition to the Infill Guidelines.

See Chapter 2, Section D or Appendix 2 for a map of the **Developed Area**

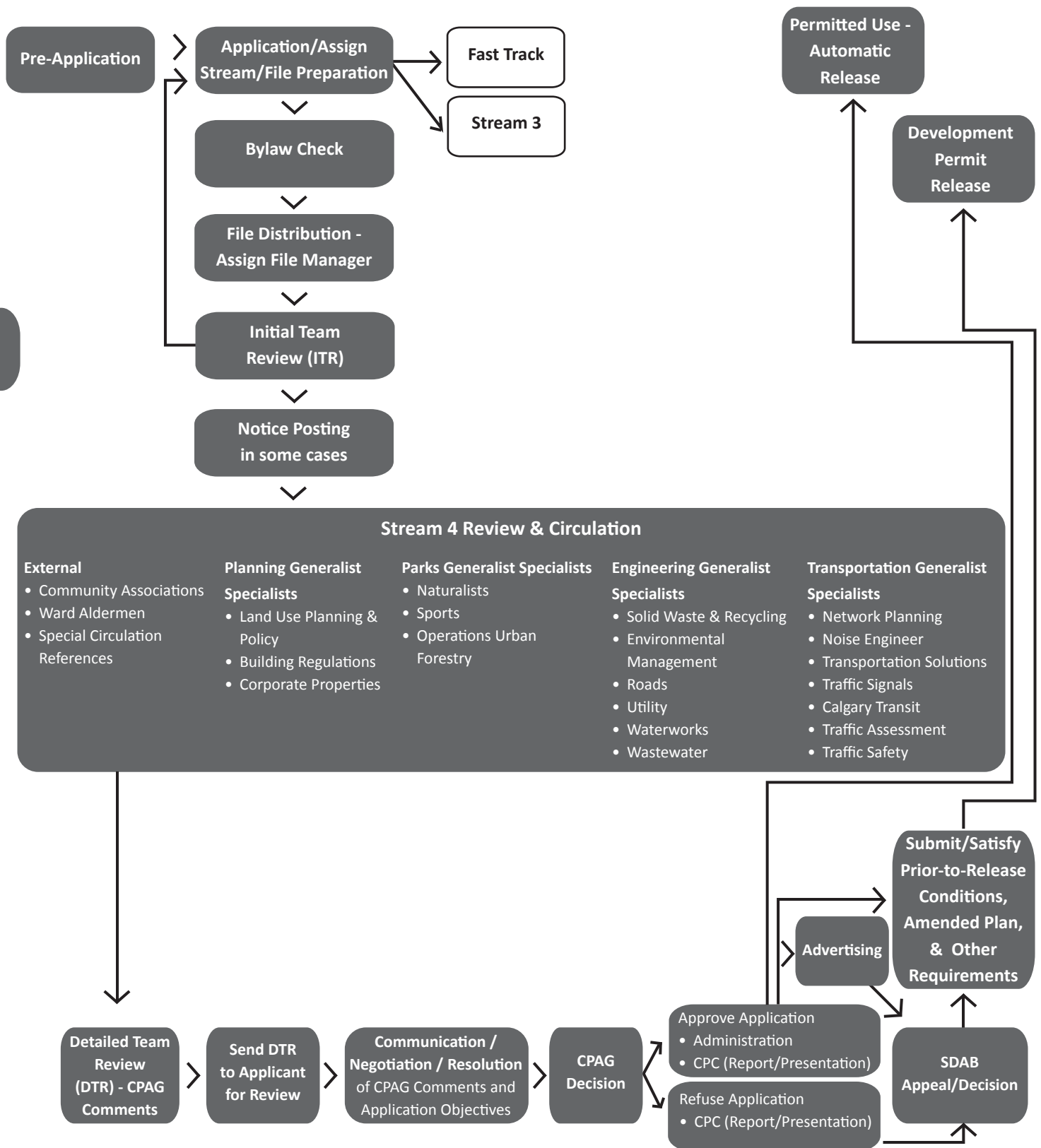


BRT Britannia  
 CAP Capitol Hill  
 CFC CFB (Currie)  
 CLI Cliff Bungalow  
 CRE Crescent Heights/Regal Terrace  
 EPK Elbow Park  
 EYA Elboya  
 ERL Erlton  
 FLN Forest Lawn  
 GLA Glamorgan  
 GBK Glenbrook  
 GDL Glendale  
 HIL Hillhurst  
 HOU Hounsfield Heights/Briar Hill  
 ING Inglewood KIL Killarney/Glengarry  
 LPK Lincoln Park  
 LMR Lower Mount Royal

MIS Mission  
 MON Montgomery  
 MOP Mount Pleasant  
 NGM North Glenmore  
 OGD Ogden  
 PKD Parkdale  
 PKH Parkhill/Stanley Park  
 POI Point McKay  
 RAM Ramsay  
 REN Renfrew  
 RIC Richmond  
 RID Rideau Park  
 RDL Rosedale  
 RMT Rosemont  
 RCK Rosscarrock  
 ROX Roxboro  
 RUT Rutland Park

SSW Scarboro/Sunalta West  
 SHG Shaganappi  
 SOC South Calgary  
 SOV Southview  
 SPR Spruce Cliff  
 STA St. Andrews Heights  
 SNA Sunalta  
 SSD Sunnyside  
 TUX Tuxedo  
 UOC University of Calgary  
 UNI University Heights  
 UMR Upper Mount Royal  
 WHL West Hillhurst  
 WGT Westgate  
 WLD Wildwood  
 WND Windsor Park  
 WIN Winston Heights/Mountview

## Development Permit Application Process Flowchart (Stream 4)



## D. Signs

Signs are covered by two pieces of legislation: the Sign Bylaw and the Land Use Bylaw. All signs, apart from certain types of temporary signs, require either a Development Permit or a Sign Permit, issued under the Sign Bylaw. Signs requiring a Development Permit are dealt with in the same way as other Development Permits.

The Sign Bylaw and the Land Use Bylaw set down standards for sizes and placement of signs. The intent behind these standards is to ensure that public safety (in terms of sign construction and location in relation to pedestrian and vehicular traffic) is not jeopardised and the signs contribute to the physical environment. Permit applications are checked against these standards. All signs are inspected after erection to ensure compliance with permit requirements.



## E. Certificate of Compliance

Certificate of Compliance is a formal request to verify that all buildings on a property are in compliance with applicable planning legislation. Supplying a Certificate of Compliance is not a legislative requirement but is rather a service provided by The City. A Certificate of Compliance is usually required by the intended purchaser of a property (or his financial institution) to ensure that the building, described on a **Real Property Report (RPR)** or **Survey Plan** complies with the rules of the Land Use Bylaw. If not, a Development Permit may be required.

If all is in order and the various Bylaw requirements relating to building **set-backs** comply with the Bylaw, the stamp can be issued. A Certificate of Compliance verifies whether or not the information on the Survey Plan complies. It does not verify that the Survey Plan reflects what is on the site.

If an Encroachment (buildings or structures that encroach onto utility rights-of-way, pole and/ or sites, easement, or City-owned land) is identified on the Survey Plan, you may also be advised to contact Corporate Properties. An **encroachment agreement** or removal of the encroachment may be required.

For further information, please contact The City of Calgary - Development & Building Approvals or Corporate Properties & Buildings. See the Contacts and Resources List.



## F. Development Completion

When a Development Completion Permit (DCP) is required as a condition of an approved Development Permit, the Development Completion Permit must be issued before building occupancy or use may occur.

A Development Completion Permit is issued after an inspection is done to ensure that the development has met all the conditions stated in the approved Development Permit and on the approved plans.

In some circumstances, a security deposit may be accepted to allow the occupancy of a building or the commencement of a use prior to the development being completed. The security deposit may cover seasonal work such as paving, landscaping, etc, and those items that cannot be completed until the next construction season.

## G. Development Inspection Services

People sometimes, through design or lack of knowledge, undertake activities that are contrary to the Land Use Bylaw. The City inspects new development to ensure that the building was built according to the Development Permit and to follow up on complaints from the public.

An owner cannot depart from the approved plans without reopening the whole development permit process. If you feel that a development has strayed from the approved plans or if you think an illegal activity is taking place (e.g., an illegal suite) you have a right to make a complaint to the Development Inspection Services.

### Where and When to Submit a Complaint

Contact City of Calgary - Development & Building Approvals. See the Contacts and Resources section.

### Processing Your Complaint

The names of all persons lodging complaints are kept confidential. A follow-up phone call is made to the person lodging the complaint in cases that are not that visible (e.g., no calls for a fence that has been cut down).



If, upon inspection, a violation is detected a verbal or written request for compliance is made. Generally people are told either to stop the illegal activity or to apply for the proper authorization (e.g., development permit, redesignation) to make it legal. Usually, a two week period is given for compliance to occur.

If non-compliance continues then a written order is served. This can be appealed by the owner to the Subdivision & Development Appeal Board which decides whether the order is issued correctly or not.

Should the written order or the **Subdivision & Development Appeal Board** decision be disobeyed the matter is then taken to the Provincial Court.

Investigation and prosecution time can range from a few days, with voluntary compliance, to several months if court action is initiated.

There are many situations that violate The City of Calgary Land Use Bylaw or the provincial Municipal Government Act. Some examples of complaints that are dealt with include:

- illegal suites in residential districts;
- over-height fences in residential districts;
- businesses in a residential district (e.g. home occupations that do not have a permit);
- recreational vehicles parked in the **Actual Front Setback Area** in residential districts for longer than 24 hours;
- commercial vehicles in excess of 4500 kilograms parked on a lot in a residential district; and
- location of accessory buildings in rear and side **setback** area.

## H. Business Licence

### Why do businesses require licensing?

The City of Calgary requires certain types of businesses and/or occupations to obtain a Business Licence which shows that the business has met The City of Calgary's licensing requirements and Land Use Bylaw requirements related to use.

Before The City will issue a Business Licence for a premise-based business, the building use must be approved by Development & Building Approvals through processes such as Tenancy Change, Building Permit, Development Permit or Home Occupation permit.

For Business License information contact The City of Calgary - Business Licence. See the Contacts and Resources section.



## I. Tenancy Change

The Tenancy Change Application is a check to see if a proposed use is consistent with the requirements of the Land Use Bylaw for the site.

A Tenancy Change is needed when an applicant:

- Is creating a new business
- Wants to increase the occupancy size of the existing business use.\*

\* Bylaw 1P2007 has Use Area Restrictions, so any expansion must meet all rules.

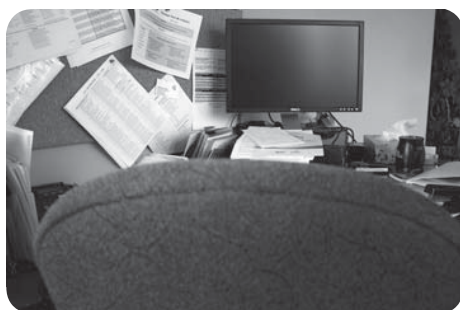
Tenancy Change applications are not circulated to community associations or advertised and there are no appeals.

A Tenancy Change application is needed before The City will issue a **Business Licence**.

Note: If there is any construction, the applicant must apply for a **Building Permit**. The Building Permit approval process and the Tenancy Change process will run concurrently.

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

If the proposed 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**, or a Development Permit for a **Change of Use**, or may apply for a Land Use Redesignation.



## J. Home Occupations

Home occupations are small-scale businesses that operate out of a home in a residential neighbourhood. Two types of home occupations are allowed in Calgary.

The first type is a Class 1 Home Occupation which has no effect on the surrounding neighbourhood. This type is permitted in all residential neighbourhoods and is not circulated for comment or notice posted.

The second type is a Class 2 Home Occupation which has minimal effect on the surrounding neighbours. This type is allowed only if no adverse impact on the neighbours can be guaranteed. Applications are circulated for comment and notice posted.



Another kind of use in multi-residential and commercial districts is Live Work Unit. When it is a discretionary use (usually when it involves a new building or an addition) it may be circulated to the community association, but is only notice posted in C-N1, C-N2, CC-1, C-COR1, or C-COR2 districts.

See the Land Use Bylaw 1P2007 for more information on all these uses.

For more information, please contact The City of Calgary - Development & Building Approvals

## K. Building Permit

Building Permits are not discussed at length in this Guide as there is no public input to the building permit approval process. Various pamphlets related to building requirements are available from City of Calgary Development and Building Approvals, Customer Service Centre.

### What is a Building Permit?

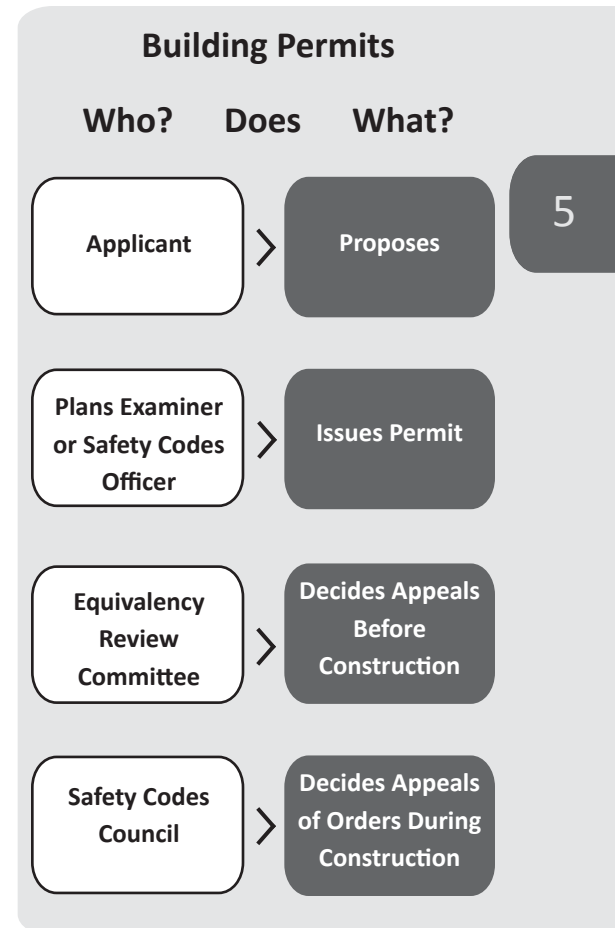
Building Permits (BP) are required to erect new buildings or structures and to demolish, relocate, repair, alter or make additions to existing buildings or structures.

Building permits, however, are not required for the following:

- Fences and retaining walls less than one meter in height, sidewalks and planters, and fences
- Painting, decorating and general maintenance
- Minor repairs using similar or same materials and methods of construction for the purpose of maintenance, which do not effect any electrical or mechanical work
- Accessory buildings if their total area is less than 10 square meters and if they do not create a hazard

### Who is the Development Authority?

Safety Codes Officers in the Development & Building Approvals Business Unit issue Building Permits.



## L. Occupancy Permission

Permission to occupancy ensures that buildings comply with the Building Permit Bylaw, the **Alberta Building Code**, and other codes and regulations.

### Who is the approving authority?

The Safety Codes Officer has the final decision in the approval of permission of occupancy. However, there may be other inspections involved in the process depending on what is being developed. They include:

- Fire
- Heating, Ventilation & Air Conditioning (HVAC)
- Plumbing & Gas
- Electrical
- Development Approval
- Health



## M. Building Construction & Demolition Site Management Code of Practice

Building construction and demolition project sites, if poorly managed, can have an unreasonably negative impact on resident quality of life in established neighbourhoods. City administration has developed a Protocol, or Code of Practice, that would serve as a guide to developers and contractors working in residential communities to build positive relationships with residents in the immediate vicinity of new project sites. In July 2008, City Council endorsed the “Building Construction and Demolition Site Management Code of Practice” and a two year pilot program for its implementation.

### What is the Building Construction and Demolition Site Management Code of Practice?

For use as a tool by Developers and Contractors, the Code of Practice is a collection of site management-related requirements from various existing City Bylaws and provincial legislation included in an easy to use format along with new guidelines for enhanced communications with, and responsiveness to, community residents. Developer/contractor subscription to the Code is voluntary and site specific. By agreeing to adhere to the Code of Practice,

Developers and Contractors show a commitment to site management best practices, this will result in them proactively addressing common resident and community site management concerns before they materialize and require City intervention.

### **How do Developers and Contractors benefit from subscribing to the Code of Practice?**

Developers and Contractors who subscribe to the Code of Practice form better relationships with communities and area residents. This results in an enhanced reputation, fewer resident complaints requiring time to resolve and less time dealing with regulatory intervention by The City.

### **How do community residents benefit from the Code of Practice?**

Residents will have direct access to those in control of project sites managed by Code of Practice subscribers and will be better able to have site management concerns dealt with in a timely and effective fashion. Residents adjacent to project sites will be updated on a regular basis of unusual activities at the sites that could impact them.

### **What is the Community Association role?**

In the process of reviewing development applications, community associations often meet with applicants and provide them with feedback comments. During this process communities can encourage applicants to subscribe to the voluntary Code of Practice.

For more information on the Building Construction and Demolition Site Management Code of Practice, contact The City of Calgary – Development and Building Approvals – Business Regulations

## **N. Cell Phone Towers**

### **Who approves cell phone towers?**

In Canada, all telecommunication systems are governed by federal regulations. The City of Calgary is not the approving authority for telecommunication installations. However, as part of the licensing process, Industry Canada requires that the telecommunication companies (the carriers) contact The City of Calgary for input. The City's Development & Building Approvals business unit reviews these referrals, and then indicates whether or not the proposed installation can be supported.



## What role does The City play?

The City of Calgary receives and reviews each telecommunication installation proposal in accordance with the City's Freestanding Telecommunication Antenna Structure Planning Criteria.

Each submission is reviewed for information regarding the type, size, and location of the installation. A carrier wishing to install a tower must also identify other cell towers within a 500 metre (1604 foot) radius from the proposed tower and demonstrate that it has investigated the possibility of sharing tower space. A public consultation process may be required (see below) The City may negotiate with the carriers regarding the location, height, type or size of a proposed tower, or encourage co-location. The aim is to reduce the visual impact of proposed towers as much as possible.

Cell towers are a federal jurisdiction and cannot be interfered with by a junior government process. As such, development permits, land use redesignations and notice posting are not required. The submissions by the carriers to The City, in fulfillment of their federal licensing process, are not development permit applications, and The City administration does not "approve" or "refuse" these submissions. Rather, The City indicates its support or lack of support for each proposal based on an evaluation of each proposal. There is no appeal process

## What is the consultation process?

Under City policy, the carrier is required to conduct a consultation process when cell towers are proposed to be 15 metres (49.2 feet) or higher and to be located within 100 metres (328 feet) of low density residential development, a park or a playground. The carrier must hold a public meeting to provide information about the proposed installation. All property owners within a 300 metre radius of the proposed tower, the Ward Alderman, local Member of Parliament and the appropriate Community Association must be notified.

The carrier may conduct the meeting in whatever manner it deems appropriate. The telecommunication policy requires the carrier to provide The City with a copy of the agenda and minutes of the meeting. This must indicate topics discussed, additional concerns raised, resolutions, and any outstanding issues.

For more information, contact The City of Calgary - Development and Business Licence and see The City website.

# Chapter 6:

# Subdivision & Development Appeals



## Subdivision & Development Appeals

It is always best to resolve issues with development and subdivision applications during the application review process, and try to achieve a project and an approval that everyone can support. Appeals can be a lot of work and there is no guarantee of the outcome. But if circumstances warrant, neighbours or the community association may want to appeal a Development Authority approval to the SDAB, or speak to an appeal filed by other parties.

Note: In June 2008 City Council approved some changes to the operation of the SDAB to help deal with the volume of appeals. Check with the SDAB office for the latest information, and check with the Federation of Calgary Communities to see if there is an update available for this chapter.

### What is the Subdivision and Development Appeal Board?

The SDAB is a quasi-judicial board established in accordance with the Municipal Government Act of the Province of Alberta and City of Calgary Bylaw 25P95. The Board includes two aldermen and 10 to 12 citizen members appointed annually by City Council.

The SDAB hears appeals regarding decisions made by the Development Authority or Subdivision Authority on development and subdivision applications and renders decisions based on relevant planning matters. It also hears appeals regarding **enforcement orders**, although the Board can only render decisions based on whether or not the Authority correctly issued the order. The SDAB's decision can uphold, vary or reverse the Authority's decision.

## What can be appealed to the SDAB?

- A decision of the Development Authority (including the Calgary Planning Commission) regarding a development permit approval, **conditions of approval**, or a refusal.
- A deemed refusal of a development permit, when a decision is not made within 40 days of receipt of an application.
- A decision of the **Subdivision Authority** regarding a subdivision application.
- An **enforcement order** issued by the Development Authority.

Neighbours and community associations can only appeal approvals. An Applicant can appeal a refusal, conditions of approval or an enforcement order. Any affected party can speak at an appeal hearing on any of these matters.

Decisions made by City Council (e.g. on land use) cannot be appealed to SDAB.

## How do I file an appeal?

A Notice of Appeal form must be submitted to the SDAB on or before the final date of appeal. An appeal form can be obtained from the SDAB office or on the SDAB website. The appeal must be received on or before the final date of the appeal period for it to be considered by the SDAB. The appeal period is 14 days long and cannot be extended. The deadline for a development permit application appeal is 14 days from the date of advertisement in the Calgary Herald and Calgary Sun (Thursday editions). Other deadlines for appeal may vary and should be obtained from the SDAB office.

The SDAB keeps a list of individuals who have been authorized to file appeals and speak on behalf of community associations at SDAB hearings. It is important to keep the list up to date so that the SDAB is confident that the appellant/speaker is actually representing the Community Association. Contact the SDAB office - See the Contacts & Resources section.

## What happens after an appeal is filed?

Once an appeal is filed it will be scheduled for a hearing within 30 days. The hearing date is advertised in the Calgary Herald and Calgary Sun on the Thursday one week before the hearing. The appellant, applicant, owner of the property, community association and persons deemed by the Board to be an **affected person** to the appeal (an affected person is someone who owns property within 60 metres/200 feet of the subject development) will receive written notification of the hearing date at least 5 days prior to the hearing. The notice of hearing letter will include the time of the hearing and the agenda item number of the particular appeal. Reports are prepared for each item scheduled on the agenda. These reports are sent to the Board prior to the hearing and are available to the public. A copy of the report for any item can be obtained from the SDAB office at noon on the Friday prior to the hearing.



### **Can I discuss an appeal with a member of the Board?**

The SDAB speaks only through its written decisions. The public should not contact any Board member with respect to the merits or outcome of an appeal. Aldermen appointed to the Board cannot render decisions on appeals that relate to a development located in their Ward. If a Board member is contacted regarding an appeal matter, that member would be unable to participate in the appeal proceedings due to bias.

### **Can I discuss an appeal with the Applicant?**

Sometimes development proponents (as applicants) and neighbours or community associations (as appellants) discuss the issues that led to the appeal and attempt to find common ground before the appeal is heard. This can sometimes lead to a request for adjournment and solutions that result in the withdrawal of the appeal.

### **What happens at a hearing of the SDAB?**

Appellants (persons who file an appeal) are expected to make a verbal presentation to the Board. Persons who have been notified of the appeal also have the right to present a verbal, written and/or visual presentation to the Board. Parties may have someone speak on their behalf. If a number of appeals are filed on the same development, it is helpful to select a spokesperson and to organize presentations so that evidence is not repetitive. The Board suggests that all speakers limit their presentation to five minutes.

The Chairman announces each appeal and calls a representative of The City of Calgary Development Authority to present the application or order (i.e., where the site is located, the proposed development and the reasons for the Authority's decision).

The Chairman will then ask for:

- All speakers in favour of the appeal (persons who filed an appeal or support the position of the appellant).
- All speakers opposed to the appeal (persons who oppose the position of the appellant).

When presenting an appeal, keep in mind that the Board does not consider precedent when making its decision. Each application is judged on its own merits. The reason that precedents cannot be used in arguments is that the Board has no way of knowing if sites presented as a precedent were built with or without the benefit of a development permit, or whether they have another status under the Land Use Bylaw.

In accordance with the legislation that governs the SDAB, the Board can only consider relevant planning matters when rendering its decision. Some examples of planning matters include design, parking, traffic, compliance



with planning legislation and impact on neighbouring properties. Matters not related to planning include comments regarding a person's character, commercial competition or tenure (e.g. owner-occupied vs. renter-occupied). If persons stray from planning matters, the Chairman will advise accordingly.

After the representative(s) summarize their presentation, Board members may ask questions of any speaker(s) relative to the planning aspects of the appeal.

After all parties have spoken in favour or opposition to the appeal, they will be given the opportunity to present rebuttal information. Rebuttal is not an opportunity for parties to re-argue their case but rather to speak to new evidence raised that could not have reasonably been anticipated.

The SDAB agendas are usually quite large. Some agenda items take longer to review and the withdrawal and adjournment of items makes it difficult to predict the exact time that an item will be heard.

### Requesting an adjournment

If the appellant, property owner or applicant is unable to attend the hearing, a written request for an adjournment (postponement) can be made in advance of the hearing. An adjournment request can also be made verbally at the hearing. Sometimes applicants and appellants jointly ask for an adjournment if they are in discussions that might result in a solution that would end the appeal. Adjournment requests are not granted automatically. It is important that someone attend the hearing and be prepared to discuss the request for adjournment and/or present evidence to the Board in the event the request is denied.

### Withdrawal of an appeal

Should an appellant decide not to proceed with an appeal, a written letter of withdrawal should be faxed or delivered to the SDAB as soon as possible.

### Decision of the SDAB

At the public hearing, the SDAB will give a verbal, preliminary decision for each appeal. The verbal decision is not official, nor can it be acted upon, until a written decision is issued. A written decision will be issued within 15 days of the Board's decision. Development Permits will not be released until the written decision has been issued.

Written decisions are posted and archived in a searchable database at [www.calgary.ca/sdab](http://www.calgary.ca/sdab). This can be a useful resource when preparing an appeal. The SDAB is not bound by past decisions as each appeal is unique and evaluated on its own merits. You should exercise caution when reviewing past decisions and making generalized conclusions. However, past decisions may be useful in understanding the factors the Board considers when rendering its decision.



## Appeal of the Board's Decision

An appeal of a decision of the Subdivision and Development Appeal Board lies with the Alberta Court of Appeal on a matter of jurisdiction or law (i.e. that the SDAB erred in the way it made its decision rather than the decision itself). If an appeal of the Board's decision is being considered, it must be filed within 30 days of receipt of the decision.

## Role of the SDAB Administration

The SDAB and its associated administration are independent from any other City Business Units.

The roles of the administration are to:

- Ensure compliance with the legislation that governs the SDAB and adhere to established Board policies and procedures
- Carry out all administrative duties of the Board (notification, agenda preparation, writing of decisions, etc.)
- Provide quality customer service to the public.

## Learning More about SDAB

Considerable and current information about appeals is on The City website at [www.calgary.ca/sdab](http://www.calgary.ca/sdab), or contact the SDAB office directly. A course on Development Appeals is offered annually by the Federation of Calgary Communities and The City through the Partners In Planning certificate program.



Photo courtesy Federation of Calgary Communities

## Checklist for Presentations to the SDAB

### Filing an Appeal

- ☐ Contact the SDAB office to obtain the proper appeal form or appeal online. There are two types of appeal forms, one for Subdivision Applications and one for Development Permits/Orders

### Research

- ☐ Contact the Development Authority/Subdivision Authority, developer and/or applicant to obtain information about the Project
- ☐ Obtain a copy of the report prepared by the SDAB Administration, which contains background information about the development, subdivision or order, appeal(s) filed and any correspondence received as a result of the appeal. Copies of the plans that the decision was based on will also be included
- ☐ Review all relevant planning documents (Land Use Bylaw, ARPs, ASPs, Infill Housing Guidelines, etc.)
- ☐ Host public meetings and document their outcome
- ☐ Carefully document, in chronological order, all meetings, discussions, and phone calls which took place throughout the application process Identify and document the relevant planning issues
- ☐ Seek advice from Ward Alderman and Community Association
- ☐ Take photographs of the site and neighbouring area (This may give the Board a visual perspective of what you are referring to)
- ☐ Encourage affected parties to attend and be prepared to speak at the hearing. If an affected party cannot attend the hearing, encourage him or her to write a letter outlining their position or compile a letter of objection signed by affected parties
- ☐ Familiarize yourself with procedures by attending a session of SDAB

### Presentation

- ☐ Plan Your Presentation
- ☐ Coordinate your presentation with other speakers to avoid duplication of presentation material. The Board will NOT listen to the same evidence presented twice

- ☐ If you plan on speaking at the hearing, please sign the register located at the entrance of the Boardroom. This will ensure that you receive a copy of the written decision
- ☐ Introduce yourself (name and address) and whom you represent
- ☐ Explain how you are an affected party
- ☐ Provide a brief description of the meetings and contacts made with the community, the applicant and the affected neighbours
- ☐ Provide planning related reasons for why you support/oppose the appeal
- ☐ Show photographs of the site and the surrounding area that is applicable to the appeal. Also, have illustrative material and well-prepared drawings available for your presentation. Exhibits used in your presentation are retained for minimum 60 days and will only be returned after this timeframe, if requested.
- ☐ You will be provided with an opportunity to rebut any new evidence presented by other parties

### Presentation Tips

- ☐ Focus on the use, not the users – characteristics of the users of the proposed development are not considered admissible and will not be taken into account in rendering a decision. This rule is also true for issues of economic benefits/losses and property values
- ☐ Precedence is not a planning principle and will not be considered by the Board
- ☐ Visual aids such as a projector and laptop plug-in are available for use during your presentation. If using visual aids, it is recommended that you have someone assist you with setup ahead of time before the hearing. Contact the SDAB office.
- ☐ Practice and time your presentation
- ☐ Remember
  - Be informed
  - Stick to relevant planning matters
  - Be prepared
  - Be fair
  - Be respectful

# Chapter 7:

# Community

# Traffic Issues



# Community Traffic Issues

Most streets in Calgary are considered safe and pleasant streets along which to drive, walk or bicycle, and along which to live. On some streets, however, speeding vehicles, short-cutting traffic and conflicts among various road users detract from the safety and livability of the street. If problems are severe enough, residents and others may no longer consider that streets are safe or that their neighbourhood is livable. In these cases, traffic calming offers a means to help mitigate traffic and safety problems, and help toward preserving and enhancing neighbourhood livability.

## Community-based initiatives

Prior to applying for a community traffic study, communities are encouraged to undertake certain initiatives listed in The City of Calgary's Traffic Calming Policy:

- Community publications can be used to highlight traffic concerns and encourage more appropriate behavior among motorists.
- Community events, public meetings and open houses involving residents and stakeholders can identify traffic issues and options available to deal with problems.
- City of Calgary publications, including Traffic TIPS brochures, electronic material, maps and documents. Most of these are available free of charge to the public. The City also maintains a web site with considerable information, much of which can be downloaded or printed for reference.
- Speed Limit Observation and Warning System (SLOWS). Through this City program a portable speed display board is connected to a radar unit, which is used to advise motorists of their speeds. The board displays the speed motorists are driving, and is intended to be a passive educational tool to encourage motorists to drive at or below the posted speed on neighbourhood streets.
- Trip reduction initiatives including carpool programs, work at home arrangements, car-sharing initiatives, flextime and compressed work-week arrangements, transit services, walking and cycling. Information regarding these initiatives is available through The City of Calgary website.

## Liaison with Police

Communications with the police through community meetings and direct liaison can be an effective means of addressing local traffic issues. To make

the best use of police resources, information regarding traffic and safety issues provided to the police should be detailed, and should identify the times, locations and nature of the traffic issues.

### Liaison with Schools

Community groups can work with school board authorities and parent-teacher groups to discuss and highlight traffic issues in and around schools. School-related safety issues include parking and congestion, traffic generated by parents picking up and dropping off their children, and improper traffic maneuvers.

### Liaison with Businesses and Institutions

Direct communication between residents, businesses and institutions is often the best way to draw attention to the traffic issues and subsequently identify and implement solutions agreeable to all parties. It may be advisable to include City staff in discussions and initial contacts to provide additional information and assist in considering solutions to traffic problems.

## Community Traffic Studies

Community traffic studies are carried out through The City of Calgary's Traffic Calming Policy. The studies are undertaken on a needs basis, determined by an evaluation process and not on a first-come, first-served basis. Community traffic study application evaluations are normally undertaken in the fall of each year.

### Traffic Calming

Traffic calming describes a range of techniques which are used to influence motorist behavior and prevent undesirable driving practices. Typically, traffic calming involves physical devices e.g. speed humps, traffic circles and curb extensions constructed in a roadway, and may also include regulatory changes such as turn prohibitions. The Institute of Transportation Engineers has developed a definition of traffic calming which sums this up:

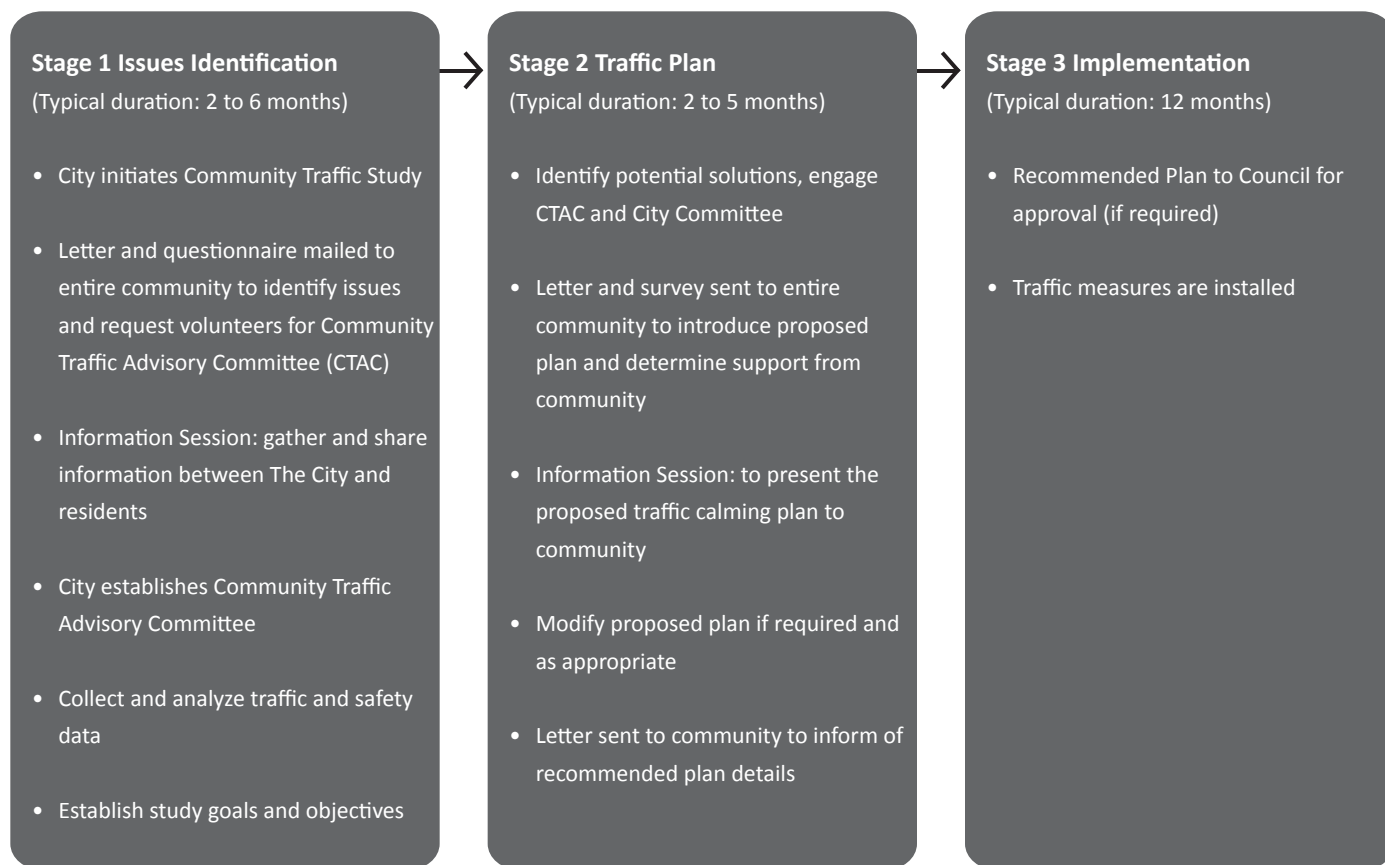
"Traffic calming is the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users."

See the chart on the next page.

For more information on these issues and to request a community traffic study, contact the Community Transportation section, The City of Calgary, Transportation Planning.



## Stages of Community Traffic





# Appendices

A – Sustainability Principles for Land Use & Mobility

B – Land Use Districts Summary  
- Secondary Suites

C – Notice Posting List

D – Summary of Plans & Permits  
- Circulation Lists

E – Glossary of Common Planning Jargon

F – Measurements of Area and Density

G – Index & Additions



# Appendix A:

# Sustainability

# Principles for

# Land Use &

# Mobility

# Sustainability Principles for Land Use & Mobility

In 2007, City Council approved the Terms of Reference for the creation of a new Municipal Development Plan. As part of the report, Council approved 11 sustainability principles to act as the overarching direction for the project, and as guiding principles for major land use and transportation studies and decisions until the plan is completed. Projects informed by these principles include the inter-municipal development plans, transportation network plans, regional policy plans, area structure plans, area redevelopment plans, major outline plans and major development permits.

## How the principles were developed

Three key sources of information were reviewed to develop these principles. They are:

- 1) Smart Growth (as defined by the two Smart Growth networks in the United States and in Canada)
- 2) Current City of Calgary policy including the Municipal Development Plan and the Calgary Transportation Plan
- 3) The imagineCALGARY Long Range Urban Sustainability Plan, which in turn used the Melbourne Principles for sustainable cities as a guide.

Two Smart Growth networks exist, one in the US and one in Canada. Both have developed a similar set of Smart Growth principles. Widely used and recognized within municipal government as well as the planning and transportation professions and the development industry, these Smart Growth principles are commonly referenced and understood in the community.

There are some important transportation-specific goals that aren't clearly articulated by Smart Growth. Therefore, transportation goals were selected from the Calgary Transportation Plan (1995), which represents current City of Calgary policy. In February 2004 a public survey was conducted to determine if Calgarians still supported the 1995 Calgary Transportation Plan. The results indicated that Calgarians generally support the vision and land use strategies of the 1995 Calgary Transportation Plan.

The result of an extensive public and expert engagement process, the imagineCALGARY Long Range Urban Sustainability Plan includes goals and targets that provide additional direction and clarity to the sustainability principles for Land Use & Mobility. By incorporating the targets created through imagineCALGARY, the sustainability principles offer greater direction and create a "made-in-Calgary" approach to the broadly recognized Smart Growth principles. The

Melbourne Principles for Sustainable Cities, adopted by Council, were used to guide the imagineCALGARY project.

## **How are the sustainability principles for Land Use & Mobility applied?**

The sustainability principles should be considered as a whole and are not to be used as individual statements. Individually, they do not provide an integrated, systems based framework for analysis that is required to achieve sustainability.

## **Details of Sustainability Principles for Land Use & Mobility**

### **Principle 1: Create a range of housing opportunities and choices.**

Provide a mix of housing types and ownerships in the same neighbourhood to allow residents to live affordably in the same community throughout their lives. A mix of housing creates a more adaptable and resilient community fabric as it is able to respond to demographic changes such as aging populations, empty nesters and smaller households.

### **Principle 2: Create walk-able environments.**

Create pedestrian-friendly environments with an interconnected street network to ensure walk-able access to commercial and public services and amenities. Streets and arterials are designed for walking, cycling, transit access and cars. Neighbourhoods are sufficiently compact with mixed uses to provide sustained transit service.

### **Principle 3: Foster distinctive, attractive communities with a strong sense of place.**

Create distinctive, high-quality communities designed with architectural and natural elements that reflect local conditions and the values of residents.

### **Principle 4: Provide a variety of transportation options.**

Couple a multi-modal approach to transportation with supportive development patterns to create a variety of transportation options. This principle includes increasing the availability of high-quality transit service, creating resiliency and connectivity within the road networks, and ensuring connectivity between pedestrian, bike, transit and road facilities.

### **Principle 5: Preserve open space, agricultural land, natural beauty and critical environmental areas.**

Maintain and restore ecosystem functions. Respect the natural functions of the landscape, particularly working agricultural land, watersheds and aquatic

habitats. Design communities to integrate natural systems with human activities while placing high value on community access to natural systems and parks.

**Principle 6: Mix land uses.**

Mix land uses by having homes, businesses, schools and recreational opportunities in closer proximity. Mixed land use will provide alternatives to driving such as walking and biking while increasing transit viability. The resulting increased number of people on the street can enhance the vitality and perceived security of an area. Mixed land use is key to achieving more complete communities.

**Principle 7: Strategically direct and manage redevelopment opportunities within existing areas.**

Direct redevelopment towards and within existing areas to create and enhance places in existing communities. Stable areas will be preserved and the existing community context will be valued. Strategic intensification makes more efficient use of existing infrastructure and increases transit efficiency.

**Principle 8: Support compact development.**

Compact development supports transit viability and modes of travel other than the automobile. It also allows for the preservation of open space and more efficient use of infrastructure.

**Principle 9: Connect people, goods and services locally, regionally and globally.**

Connectivity of all modes of transportation locally, regionally and globally ensures a more effective and efficient transportation system for people, goods and services.

**Principle 10: Provide transportation services in a safe, effective, affordable and efficient manner that ensures reasonable accessibility to all areas of the city for all citizens.**

Transportation services and infrastructure should be delivered in a cost-effective and energy-efficient manner. The transportation system should provide citizens with safe, barrier-free access to services that supply reasonable access to all areas of the city. Optimally designed and operated transportation systems help to improve the quality of life for citizens, support economic development and protect environmental health.

**Principle 11: Utilize green infrastructure and buildings.**

Utilizing ecological services provided by the environment will reduce community and environmental impacts as well as private, public and taxpayer costs of development and infrastructure. Green infrastructure can include energy solutions such as co-generation or renewable energy and water solutions such as storm water retention and recharge. Green buildings include but aren't limited to externally certified standards such as LEED (Leading in Energy and Environmental Design), BOMA Go Green for commercial buildings and BuiltGreen(TM) for residential applications.





# Appendix B:

# Land Use Districts

# Summary

# Land Use Bylaw Districts

## Summary

Refer to Land Use Bylaw 1P2007 for complete and up-to-date information on the Land Use Districts.

This appendix is adapted from Proposed Bylaw Summary, The Calgary Land Use Bylaw Review, City of Calgary, 2007.

### Low Density Residential

“Low density residential” districts refer to land use districts where single detached and semidetached housing are the most common form of development. It may also refer to some townhouse developments that occur at lower densities.

As Calgary’s population exceeds the one million mark, The City is encouraging development choices that will improve the long-term quality of life in both existing and future communities. Given the large proportion of land covered by low density residential housing and its continuing popularity, this type of development will continue to shape large areas of Calgary for years to come.

### Overview of Low Density Residential Districts

The LUB recognizes that Developed and Developing Areas have different needs. In a Developed Area, property owners want assurances that redevelopment and additions will respect the pattern of development already established. In a Developing Area, where no established pattern of development yet exists, the focus is on ensuring efficient development and providing opportunities for innovative housing. See the end of Appendix B for a map of Developing and Developed Areas.

### Districts for Developed Areas

In Developed Areas, the Low Density Residential districts are intended to ensure that additions to existing homes and infill developments are sensitive to the surrounding context while still allowing for some evolution of the community. The key features of these districts are “Contextual” rules intended to ensure the size and location on the lot of new developments and additions are in keeping with the existing pattern of development.

**R-C1L Residential Contextual, Large Lot, One-Dwelling District**

Intended to accommodate existing residential development and contextually sensitive redevelopment in the form of single detached dwellings in the Developed Area on large parcels.

**R-C1 Residential Contextual, One-Dwelling District**

Intended to accommodate existing residential development and contextually sensitive redevelopment in the form of single detached dwellings in the Developed Area.

**R-C1N Residential Contextual, Narrow Lot, One-Dwelling District**

Intended to accommodate existing residential development and contextually sensitive redevelopment in the form of single detached dwellings in the Developed Area on narrow or small lots.

**R-C2 Residential Contextual, One/Two Dwelling District**

Intended to accommodate existing residential development and contextually sensitive redevelopment in the form of single detached, semi-detached and duplex dwellings in the Developed Area.

**Districts for Developing Areas**

The rules in the four land use districts for Developing Areas, that is, new communities, create greater flexibility and encourage innovation in new community development. New buildings are not expected to take into account surrounding development as in land use districts for Developed Areas. The new rules allow developers and builders to offer consumers houses featuring new construction methods and architectural styles.

The four districts intended solely for use in Developing Areas are:

**R-1 Residential, One-Dwelling District**

Intended to accommodate residential development in the form of single detached dwellings in the Developing Area.

**R-1N Residential, Narrow Lot, One-Dwelling District**

Intended to accommodate residential development in the form of single detached dwellings in the Developing Area on small or narrow parcels.

**R-2 Residential One/Two Dwelling District**

Intended to accommodate residential development in the form of single detached, semi-detached and duplex dwellings in the Developing Area.

**R-2M Residential Low Density Multiple Dwelling District**

Intended to accommodate comprehensively designed low density residential development in the form of semi-detached and duplex dwellings, townhouses and row houses.

## Districts for City-Wide Development

Two districts are proposed to be used city-wide for the development of specific housing forms. Each one accommodates a very distinct type of housing that may be suitable for development in either the Developing or Developed Areas.

### **R-MH Residential Manufactured Home District**

Intended to accommodate existing and new residential development in the form of manufactured home parks and manufactured homes in both the Developing and Developed Areas.

### **R-CH Residential Low Density Cottage Housing District**

Intended to accommodate new development, in both the Developing and Developed Areas, in the form of a comprehensively designed cottage housing cluster. This form is typically characterized by smaller scale residential buildings and centrally located common open space.

## Multi-Residential

### **Multi-Residential Development in Calgary**

Accounting for nearly one third of Calgary's housing units; the market for multi-residential development in Calgary has grown to provide a wide diversity of forms ranging from townhouse to large, multi-storey, apartment buildings. Successful multi-residential development is essential if Calgary's enviable quality of life is to be sustained in the future. Multi-residential developments increase the density of residential areas, promote better public transit options and require less land consumption as the city grows in population. Increased density reduces new urban infrastructure needs such as roads, water and sewer systems and facilities. Generally, multi-residential development helps to promote a more compact and environmentally-friendly city.

### **Overview of Multi-Residential Districts**

As with the Low Density Residential districts, the LUB recognizes that Developed and Developing Areas have different needs. In Developed Areas, rules for new developments are designed to produce developments that are sensitive to what already exists in the community. In Developing Areas, where no established pattern of development yet exists, the rules are designed to provide increased opportunities for creatively designed multi-residential sites.

There are 11 districts to accommodate a wide range of multi-residential developments in Calgary. Three of the districts (M-CG, M-C1 and M-C2) are intended for application in Developed Areas (where development is substantially complete), three districts (M-G, M-1 and M-2) are intended for Developing Areas and five districts (MH1, M-H2, M-H3, M-X1 and M-X2) are intended for use in both Developing and Developed Areas.

## Residential Districts for Developed Areas

In Developed Areas, contextual development rules help make new multi-residential developments sensitive to their surroundings while allowing for redevelopment and evolution of the community. The districts also allow for single detached, semi-detached and duplex homes on land designated for multi-residential to recognize existing uses and provide a range of development options for smaller, isolated sites.

### **M-CG Multi-Residential, Contextual, Grade-Oriented District.**

The purpose of the M-CG district is to provide for a mix of multi-residential buildings (potentially up to 12.0 metres in height) and lower density forms in the Developed Area. Multi-residential developments must provide at least some units with direct access to grade. Rules require that buildings are sensitive in scale, height and setbacks to existing development.

### **M-C1 Multi-Residential, Contextual, Low Profile District**

The purpose of the M-C1 district is provide low profile multi-residential buildings that are sensitive to the scale, height and setback of existing development, in the Developed Area. Buildings will have a potential maximum height of 14 metres but there is no requirement for units to have direct access to grade.

-1y-la1w

### **M-C2 Multi-Residential, Contextual, Medium Profile District**

The purpose of the M-C2 district is to provide for medium profile multi-residential buildings that are sensitive to the scale, height and setback of existing development, in the Developed Area. Although the rules provide for a variety of building forms, it is expected the majority of buildings will be apartments with a maximum height of 14 metres.

## Residential Districts for the Developing Area

Three districts are intended to provide an array of multi-residential housing choices in Developing Areas. In these areas, no established context of development yet exists. Consequently, the rules provide greater flexibility in building and site design in order to encourage more housing choices, and greater innovation in design.

The rules are intended to help ensure that policy objectives are achieved; particularly in relation to density and choice of multi-residential housing forms. Multi-residential developments are the only form of residential development allowed. Land designated as a Multi-Residential District cannot be used to only provide low-density types of housing.

### **M-G Multi-Residential At Grade Housing District**

The purpose of the M-G district is to provide townhouse development that is low profile and low density, in the Developing Area. All units are required to have direct access to grade and will typically be a maximum of 12 metres in height.

**M-1 Multi-Residential, Low Profile District**

The purpose of the M-1 district is to provide low profile, (up to 14 metres) multi-residential buildings that are compatible with lower density development and located in the Developed Area.

**M-2 Multi-Residential, Medium Profile District**

The purpose of the M-2 district is to provide medium profile, multi-residential buildings located in the Developing Area. The density of developments in the M-2 district is regulated by Floor Area Ratio (FAR). Buildings have a maximum height of 16 metres.

**Residential Districts for City-Wide Use**

There are five additional districts that are intended to be used on city-wide locations, as designated by Council. Three districts (M-H1, M-H2, M-H3) are intended to provide for the development of high-density developments (typically apartment towers). These districts include the option for a limited array of commercial uses in the development. The other two districts (M-X1 and M-X2) are intended to provide for developments that include commercial uses on sites with a low-to medium profile, multi-residential development. It is worth noting that these districts are intended to be primarily residential. As a result, a maximum of 10% of the site can be designed for commercial uses and the allowed commercial uses are limited in nature to those which are most compatible with residential development.

**M-H1 Multi-Residential, High Density, Low Rise District**

The purpose of the M-H1 district is to provide multi-residential buildings in a high density, low rise (up to 26 metres) form throughout the city. The density of developments in the M-H1 district is regulated by Floor Area Ratio (FAR) and includes a limited opportunity for commercial uses.

**M-H2 Multi-Residential, High Density, Medium Rise District**

The purpose of the M-H2 district is to provide multi-residential buildings in a high density, medium rise (up to 50 metres) form throughout the city. The district can be applied to sites where this larger scale of development exists or where supported by Council policy. The density of developments in the M-H2 district is regulated by Floor Area Ratio (FAR) and includes a limited opportunity for commercial uses.

**M-H3 Multi-Residential, High Density, High Rise District**

The purpose of the M-H3 district is to provide multi-residential buildings in a high density, high rise (greater than 50 metres) form throughout the city. The district can be applied to sites where this largest scale of development is supported by Council policy. The density of developments in the M-H3 district is regulated by Floor Area Ratio (FAR) and includes opportunity for commercial uses.

**M-X1 Multi-Residential, Low Profile, Support Commercial District**

The purpose of the M-X1 district is to provide low profile multi-residential buildings that are compatible with lower density development and that include limited commercial uses, in both the Developing Area and Developed Area. Buildings have a maximum height of 14 metres.

**M-X2 Multi-Residential, Medium Profile, Support Commercial District**

The purpose of the M-X2 district is to provide medium profile multi-residential buildings that include limited commercial uses in the Developed and Developing Areas. A limited range of commercial uses including office, retail, personal service, convenience store, take-out food services is included. Buildings will have a maximum height of 16 metres.

## Commercial

### Commercial Development in Calgary

Although commercial land districts are often associated with shopping centres and other retail use areas, they actually include a wide array of uses including restaurants, office buildings, movie theatres, medical clinics and places of worship. Commercial development occurs on different scales, ranging from neighbourhood shops and services to regional commercial centres located at strategic sites. Sites can generally be classified as being oriented to the neighbourhood, the community or the region. Commercial uses frequently follow important roads, creating a corridor of commercial activity. These location-specific features are key in determining the rules required for regulation and what uses are appropriate.

### Overview of Commercial Districts

The Land Use Bylaw addresses the development requirements of commercial districts within Calgary. Designed to provide clear direction for development and accompanying parking standards, the Bylaw accommodates commercial trends as well as innovative and emerging uses. The commercial districts provide specific considerations for local context. This approach allows for more certainty and for more compatibility with surrounding development.

The districts are based on existing commercial development and analysis of the trends and policies that are anticipated to influence the nature of commercial development in the future. Each district has a clear purpose which is articulated through the uses and rules applicable to that district. All districts have been designed to be used in specific settings such as pedestrian-oriented or auto-oriented and commercial nodes or corridors. District rules are also designed to reflect the character of the area the commercial site is going to serve: neighbourhood, community or regional market areas. The districts are:

**C-N1 Commercial, Neighbourhood 1 District**

Generally located in existing communities, these are typically small-scale retail and personal services in a storefront building. They are built close to the sidewalk and oriented for pedestrian access, with no parking provided in front. These developments need to relate well to adjacent properties, which may include low, medium and high density residential uses. The size is limited to prevent large operations with wide market areas from locating in these neighbourhood contexts.

**C-N2 Commercial, Neighbourhood 2 District**

Generally located in new communities, these are typically small-scale retail and personal services and primarily accessed by automobile. They are adjacent to residential uses and therefore need to be developed to minimize potential impact on their neighbours. Safe and convenient access for both automobiles and pedestrians is provided. Use sizes are limited to ensure compatibility with a neighbourhood commercial site.

**C-C1 Commercial - Community 1 District**

These small to medium-scale commercial uses accommodate both pedestrian and vehicular access and are typically located along a commercial street or within a community. Landscaping and setbacks minimize impacts on nearby residential uses. These sites provide retail and commercial services to a few neighbourhoods and allow for a larger range and size of commercial uses.

**C-C2 Commercial - Community 2 District**

These medium-scale commercial uses are typically located on the boundary of several communities and feature comprehensively designed developments with several buildings. Sites have a variety of building and use sizes, shared parking and both pedestrian and vehicular access. Since these sites are larger in area and provide more parking and landscaped area, larger uses and buildings are allowed.

**C-COR1 Commercial - Corridor 1 District**

These buildings are typically small-scale retail and personal services located along pedestrian-oriented corridors with storefronts on both sides of the street. These commercial corridors are often historical or older areas where the buildings are close to the sidewalk with little or no parking in the front. New rules reinforce this development pattern by limiting automobile-oriented uses and requiring the storefront to be close to the sidewalk.

**C-COR2 Commercial - Corridor 2 District**

Typically small to medium-scale retail and personal service, this district provides a mix of auto-oriented and pedestrian-oriented buildings. These may occur along some commuter routes or at the end of pedestrian-oriented corridors.

**C-COR3 Commercial - Corridor 3 District**

Typically accommodating small to medium-scale auto-oriented services, these corridors are located along higher volume roads. Each site provides its own



access, parking and landscaping. This district is not intended to accommodate large format retail (big-box) stores.

### **C-O Commercial - Office District**

This district recognizes existing office development and accommodates new office development in strategic locations. Small-scale uses that support the office function may occupy a minor proportion of the building.

### **C-R1 Commercial - Regional 1 District**

This district is intended for large-scale retail developments that typically contain one use on the site. Generally these locations are along major roads or other major transportation corridors and access is typically by motor vehicle. Development standards address parking, building design, landscaping and pedestrian movement to enhance the appearance and function of the sites.

### **C-R2 Commercial - Regional 2 District**

These are the large, enclosed shopping malls, characterized by shared parking and access, buildings located in the centre of a large site and surface parking surrounding the building. Typically these sites are located along major roads and are accessible by public transit. Smaller, free-standing buildings may be allowed around the perimeter of the site.

### **C-R3 Commercial - Regional 3 District**

This district accommodates development consisting of a series of primarily large-format retail, restaurant and entertainment buildings. Sites generally require large tracts of land and provide for a variety of building sizes and use areas. Rules address the location of buildings on the site, traffic and pedestrian circulation within the site, parking, landscaping, pedestrian amenities and building design.

B

## **Industrial**

### **Industrial Development in Calgary**

Industrial districts are essential to the city's economy. They are the places where many Calgarians work, where businesses operate, and where a wide variety of services and goods are provided. The Bylaw ensures that land is available for the diversified range of industrial operations that are an essential part of a thriving economy. It also provides tools to help create more attractive, integrated and efficient workplaces in the future.

### **Overview of Industrial Districts**

Industrial land use districts in the LUB have been designed to accommodate a broad range of uses. The districts reflect the various contexts of development, key industrial trends, and the needs of industry. Each district is designed

to accommodate a specific function which is defined by the uses and rules attached to that district.

### **I-G Industrial - General District**

This district includes a range of industrial uses with some provision for support uses to serve the industrial area. It is intended for sites mainly in the interior of industrial areas. Few non-industrial uses are allowed.

### **I-B Industrial - Business District**

This district accommodates employment-intensive, office and light industrial development with high quality architecture and site design. Uses may include a single building or a group of buildings in a campus or business park environment. Some support services for businesses and employees are allowed.

### **I-E Industrial - Edge District**

This district provides for a less intensive interface between industrial areas and existing residential communities. There is a mixture of uses to accommodate the needs of the industrial area and the nearby residents. Rules are in place to minimize the impact on residential uses. Most uses are small-scale with no outside manufacturing activity or storage.

### **I-C Industrial - Commercial District**

This district accommodates light industrial and limited other uses. Providing goods and services to the local industrial area, this district is intended to be located along major roads on the perimeter of industrial areas.

### **I-R Industrial - Redevelopment District**

This district is intended primarily for industrial sites in the interior of older, established, industrial areas. These areas typically have smaller sites where it is more difficult to accommodate existing standard parking, setback and landscaping requirements.

### **I-O Industrial - Outdoor District**

In this district, uses typically require large amounts of land, but do not require large buildings or large numbers of employees. The district provides for large sites, typically in un-serviced areas on the edge of the city, and it accommodates outside storage as a stand alone use.

### **I-H Industrial - Heavy District**

This district accommodates heavy industrial development with operations that generally create impacts beyond site boundaries. It provides for activities where outdoor processes may produce noise, odour, vibration, heat, light or other emissions incompatible with non-industrial uses.

# Special Purpose

## Special Purpose Development in Calgary

Special Purpose districts in Calgary include many of the land uses where Calgarians play, learn, worship, and explore nature. Some of the notable sites in Calgary that are considered Special Purpose are McMahon Stadium, The Calgary Zoo, Confederation Park and Golf Course, Prince's Island Park, and community association sites. Other typical Special Purpose uses are those essential to proper functioning of the city, such as transportation routes, government buildings and land for future growth.

## Overview of Proposed Special Purpose Districts

The Special Purpose Districts:

- include defined uses that reflect the activities allowed on a site;
- reflect the limitations the Municipal Government Act places on reserve land;
- allow for flexibility on community-use sites where there are no Provincially-specified use restrictions;
- accommodate large community institutions and places of worship.

### S-UN Special Purpose - Urban Nature District

The S-UN district is primarily intended for natural use areas that will be preserved as natural area parkland or may have low-impact recreational uses. The district allows for limited improvements on the site and provide for passive outdoor recreational uses.

### S-SPR Special Purpose - School, Park and Community Reserve District

The district accommodates schools, community association uses, parks, recreation area and open spaces that are situated on land designated as Reserve pursuant to the Municipal Government Act. The district provides for both buildings and open space components and allows for limited supportive uses to be combined with the main activity. Uses in the district are limited to those allowed under provincial legislation.

### S-CS Special Purpose - Community Service District

The district accommodates schools, community association uses, parks, recreation areas and open spaces that are not on land designated as "Reserve" under the Municipal Government Act. As there are fewer restrictions on land uses, a greater array of community uses is allowed. The district provides for both buildings and open space components and allows limited supportive uses to be combined with the main use.

### S-R Special Purpose - Recreation District

The S-R district accommodates large-scale recreation uses and actively used or developed open space, such as parks, playgrounds and sports fields. Limited supportive uses, such as food kiosks, can be combined with the main use.

**S-CI Special Purpose - Community Institution District**

The S-CI district is intended to accommodate large-scale religious, health care and educational uses. Sites are typically large and buildings are intended for large capacity uses. The district provides for the integration of several uses and services on a single site. Rules limit the effect of the large institutional use on adjoining residential districts.

**S-CRI Special Purpose - City and Regional Infrastructure District**

The district provides for infrastructure and services needed for the operation of the city and region. It also recognizes some of uses that are under Federal or Provincial jurisdiction; for example, Calgary International Airport lands.

**S-URP Special Purpose - University Research Park District**

The district applies only to the University of Calgary Research Park. It is principally intended to provide for research and development uses.

**S-FUD Special Purpose - Future Urban Development District**

The S-FUD district is intended to be applied to newly-annexed lands and lands where future urban development is expected to occur. It discourages subdivision on annexed lands until urban development occurs. Consequently, the district provides for extensive agricultural activities to continue until the land is needed for urban development. It also accommodates approved uses existing at the time of annexation. Sites in the S-FUD district will be redesignated to another district once planning process has established the appropriate land use districts.

**S-TUC Special Purpose - Transportation Utility Corridor District**

The district provides for provincial transportation and linear utility lines. It also allows for secondary uses where there is sufficient access and where such uses are compatible with surrounding uses.

**Downtown and Beltline Districts**

New land use districts are being developed for the Downtown and Beltline. Until they are approved (expected in 2009), the previous Land Use Bylaw 2P80 districts are still in force, as noted in Part 10 of Land Use Bylaw 1P2007.

## Secondary Suites

Secondary suites have been identified as one way to broaden the range of housing options and to address the issue of affordable housing in Calgary. The 1P2007 Land Use Bylaw recognizes secondary suites as a use, and contains rules to guide their development.

### What are secondary suites?

A Secondary Suite is a legal accessory dwelling unit (consisting of a bedroom, bathroom and kitchen) developed within, or on the same property as a single detached dwelling. A secondary suite must also have a direct access to the exterior of the building in which the unit is contained. The area of a secondary suite must not exceed 70 sq m (753 sq ft).

Secondary suites may only take the form of the following:

- Secondary Suite – Attached Above Grade (upper storey)
- Secondary Suite – Attached At Grade
- Secondary Suite – Attached Below Grade (i.e. basement suite)
- Secondary Suite – Detached Garage (above a rear detached garage)
- Secondary Suite – Detached Garden (i.e. stand alone structure)

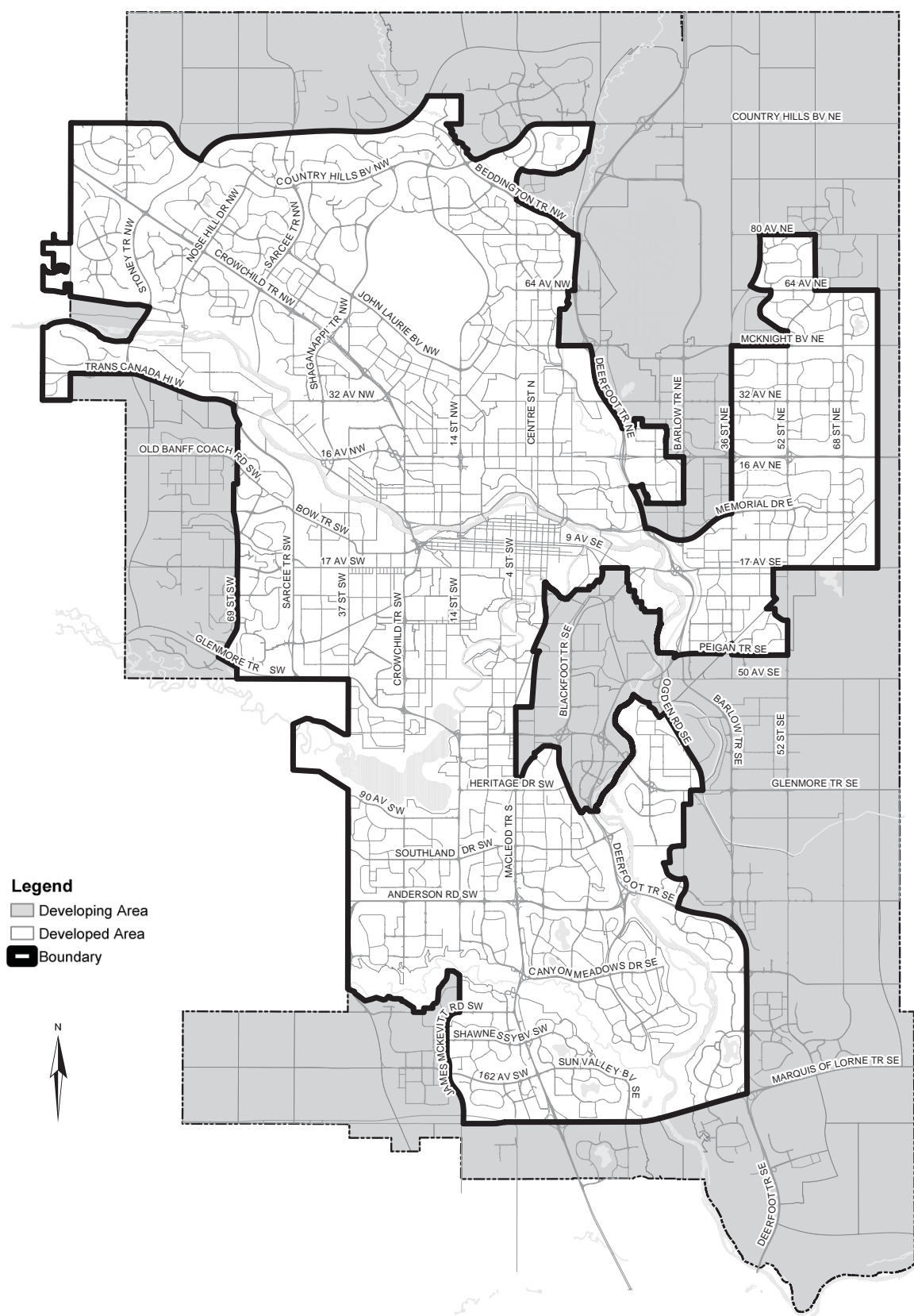
In the Developing Area, Secondary Suites are discretionary uses R-2, R-2M, and R-1s (R-1 with the “s” indicating Secondary Suite as an additional discretionary use).

In the Developed Area, Secondary Suites are discretionary in RC-2 and MC-G, and also in R-C1s and R-C1Ls (R-C1 and R-C1L with Secondary Suite as an additional discretionary use).

In R-1, R-C1 or R-C1L landowners can apply for a land use redesignation to add Secondary Suite as a discretionary use. If the redesignation is successful, then there would have to be a development permit application for suite itself. See Chapter 5 for information on the land use redesignation and development permit processes.

**Note:** The introduction of secondary suites as a listed use in some districts in the Land Use Bylaw 1P2007 does not make previously illegal suites legal.

For more information, please refer to Land Use Bylaw 1P2007 or contact The City of Calgary, Development and Building Approvals. There is also information on The City website.



# Appendix C:

# Notice

# Posting List

# Notice Posting List for Development Permits

## What is notice posted?

Notice posting informs neighbours of certain development permit applications.

- Only discretionary uses are notice posted; not permitted uses.
- Notice posting efforts are directed to uses located in close proximity to residential districts and to uses that have the potential to impact residents in residential districts.
- Discretionary uses that are not the primary uses in the district are generally notice posted (for example, a place of worship in a low density residential district)

Notice posted applications are typically circulated to community associations. Community associations may also be circulated some discretionary applications that are not notice posted.

The notice posting list below is from the Land Use Bylaw as of June 2008. Section 4 – Division 27 of the Land Use Bylaw includes the definition of uses noted here. Check with a current copy of the Land Use Bylaw for the most up-to-date notice posting list. Appendix B of the Community Guide includes a summary of the Land Use Districts. See the Land Use Bylaw for use definitions.

## Notice Posting Requirement

Section 4, Division 27

- (2) The following uses must always be notice posted:
- (a) Drinking Establishment – Medium in the C-C1, C-COR1 or C-COR2 districts;
  - (b) Drinking Establishment – Small in the M-H2, M-H3, C-N1, C-N2, C-C1, C-COR1, C-COR2 or I-E districts;
  - (c) Drive Through in the C-N2, C-C1 or C-COR2 districts;
  - (d) Home Occupation – Class 2;
  - (e) Liquor Store in the C-N1, C-N2, C-C1, C-COR1, C-COR2 or I-E districts;
  - (f) Multi-Residential Development in the Developed Area;
  - (g) Outdoor Café in the C-N1, C-N2, C-C1, C-COR1, C-COR2, I-E, I-R or S-R districts;
  - (h) Place of Worship – Large;
  - (i) Secondary Suite; and
  - (j) Social Organization in the C-N1, C-N2, C-C1, C-COR1, C-COR2 or S-CI districts.



- (3) The following uses must always be notice posted in a residential district:
- (a) Addiction Treatment;
  - (b) Bed and Breakfast;
  - (c) Child Care Service;
  - (d) Community Recreation Facility;
  - (e) Custodial Care;
  - (f) Indoor Recreation Facility;
  - (g) Library;
  - (h) Museum;
  - (i) Place of Worship – Medium;
  - (j) Place of Worship – Small;
  - (k) Residential Care; and
  - (l) Service Organization.
- (4) The following uses must always be notice posted in a special purpose district:
- (a) Addiction Treatment;
  - (b) Child Care Service;
  - (c) Custodial Care;
  - (d) Place of Worship – Medium;
  - (e) Place of Worship – Small;
  - (f) Residential Care; and
  - (g) Service Organization.
- (5) The construction of a new building or an addition to a building for the following uses must be notice posted:
- (a) Assisted Living in the Developed Area;
  - (b) Duplex Dwelling when listed as a discretionary use;
  - (c) Semi-detached Dwelling when listed as a discretionary use;
  - (d) Single Detached Dwelling when listed as a discretionary use in the Developed Area; and
  - (e) Any discretionary use in the C-N1, C-N2, CC-1, C-COR1, C-COR2 or I-E districts.



# Appendix D:

# Summary of

# Plans & Permits

## - Circulation Lists

Plan/Permit	Submitted By	Purpose	Major Elements	Public Involvement	Process	Approval Authority
Municipal Development Plan	City	To establish broad policies to guide long term growth and change in the city.	<ul style="list-style-type: none"> <li>- Policies on growth strategy, transportation, housing, economic activity, recreation, environment, and social issues.</li> </ul>	Consultation with community representatives, other levels of government, local commerce and industry, builders and developers.	<ul style="list-style-type: none"> <li>- Identify issues</li> <li>- Prepare draft</li> <li>- Circulate draft</li> <li>- Revise and review at CPC</li> <li>- Hold public hearing</li> </ul>	Council
Area Structure Plan (ASP), Community Plan (CP)	City	To establish the general planning framework for new areas.	<ul style="list-style-type: none"> <li>- General land uses</li> <li>- Density</li> <li>- Public facilities, roads and services</li> <li>- Environmental areas and parks</li> <li>- Costs</li> </ul>	Consultation with community representatives, land owners, local commerce and industry, builders and developers, municipal service providers, outside servicing agencies.	<ul style="list-style-type: none"> <li>- Identify issues</li> <li>- Notify landowners</li> <li>- Prepare &amp; circulate draft</li> <li>- Revise and review at CPC</li> <li>- Hold public hearing</li> </ul>	Council
Area Redevelopment Plan (ARP)	City	To identify planning goals and objectives to provide a framework for future growth in an existing area.	<ul style="list-style-type: none"> <li>- General landuses</li> <li>- Density</li> <li>- Open space</li> <li>- Social issues</li> <li>- Public facilities, roads and services</li> </ul>	Consultation with community representatives, landowners, local commerce and industry, builders and developers, municipal service providers and outside servicing agencies	<ul style="list-style-type: none"> <li>- Notify landowners</li> <li>- Identify issues</li> <li>- Create a Community Committee</li> <li>- Prepare &amp; circulate Draft</li> <li>- Revise &amp; review at CPC</li> <li>- Hold public hearing</li> </ul>	Council
Land Use Amendment Redesignation (Rezoning)	Owner (or Agent)	To change the land use designation.	<ul style="list-style-type: none"> <li>- Land use and density</li> </ul>	Applicant may meet with community association or neighbours. Public notified by notice posting and advertisement.	<ul style="list-style-type: none"> <li>- Circulate</li> <li>- Review and recommend at CPC</li> <li>- Advertise Public Hearing</li> <li>- Notice posted on the site and sent to adjacent owners</li> <li>- Hold public hearing</li> </ul>	Council
City	City	To match the land use designation to the Area Structure/Redevelopment Plans or policy reports.				
Outline Plan of Subdivision	Owner (or Agent)	To establish details of streets, utilities, reserve dedication. - prepared at the initial stage of major subdivision applications	<ul style="list-style-type: none"> <li>- Location and size of roads</li> <li>- Location of utilities, major land uses and reserves</li> <li>- Usually occurs together with the Land Use Redesignation</li> </ul>		<ul style="list-style-type: none"> <li>- Circulate</li> <li>- Review and make a decision at CPC (usually at the same time as the Land Use Amendment</li> </ul>	CPC

Plan/Permit	S submitted By	Purpose	Major Elements	Public Involvement	Process	Approval Authority
Tentative Plan of S subdivision	(Alberta Land Surveyor)	To establish lot lines and dimensions for all or part of an area covered by an outline plan. Is the basis for a plan of survey to be registered with Land Titles Office.	Same as outline plan plus: - Lot lines - Street names - Dimensions	No circulation unless there is no Outline Plan or the application does not conform to the approved outline plan.	- Circulate and endorse survey plan - Review - Decision by designated Subdivision Authority	Subdivision Authority (Designated City staff or CPC)
S subdivision by Instrument	Owner (or agent)	To create individual titles on consolidated lots.	Description identifying the new parcel(s) that is satisfactory to the Provincial Land Titles Office.	If there is no Area Structure Plan or Community Plan adjacent landowners must be notified. In developed areas adjacent landowners are usually notified.	- Circulate - Review and recommendation - Decision and advertisement May require the concurrent processing of a Development Permit*	Subdivision Authority (Designated City staff or CPC)
Development Permit	Owner (or Agent)	To ensure that new development meets the requirements of the Land Use Bylaw and any additional guidelines or policies required by Council.	- Setback requirements - Density - Parking - Height - Landscaping and amenity space - Context	Circulation to community association. Notice posting of site.	- Circulate - Some are notice posted - Review - Decision by Development Authority or CPC - Advertise	Development Authority (Designated City staff or CPC)
Building Permit	Owner (or Agent)	To ensure that construction methods and materials comply with the Alberta Building Code and associated standards.	- Detailed construction materials to be used - Building safety	None.	- Plan circulation, code checks	Safety Codes Officer (S subject to appeal to Safety Codes Council)
Development Completion & Occupancy Permission	Owner (or Agent)	To ensure that all conditions of the development and building permits have been met.	- Building completed and ready for occupancy - Site improvements completed or secured by a bond	None.	- Inspected by Development Inspection Services or Safety Codes Officer	Inspected by Development Inspection Services or Safety Codes Officer

\* subject to appeal to S subdivision and Development Appeal Board

\*\* subject to appeal to S subdivision and Development Appeal Board or Municipal Government Board

# Circulation List for Applications

## Redesignation

- Ward Alderman
- Community Association
- City Business Units:
  - Corporate Properties
  - Fire
  - Policy and Planning, Community Strategies
  - Land Use Planning & Policy
    - Transportation Planning
    - Subdivision
    - Technical and Business Services
  - Urban Development
  - Parks – Development and Operations
- Calgary Board of Education
- Calgary Separate School Board
- Calgary Parking Authority
- Calgary Health Region
- Calgary Economic Development Authority
- Other (e.g. public bodies owning land nearby)

## Subdivision

- City Business Units:
  - Enmax
  - Emergency Medical Services
  - Fire
  - Corporate Properties
  - Calgary Police Services
  - Policy and Planning, Community Strategies
  - Tax & Assessment
  - Land Use Planning and Policy
    - Building Regulations
    - Land Use Planning
    - Transportation Planning
  - Urban Development
  - Parks – Development and Operations
- Calgary Board of Education
- Separate School Board
- Site Planning Sub Committee of Joint Use Coordinating Council (JUCC)
- Ward Alderman
- Community Association
- MDs of Rocky View/Foothills

- Alberta Culture/Environment/Transportation
- Alberta Energy and Natural Resources
- Alberta Energy Resources & Conservation Board
- Canada Mortgage & Housing Corporation
- Calgary Health Region
- Telus Communications
- Shaw Cable
- ATCO Gas
- ATCO Pipelines
- CPR/CNR
- Airport Authority
- Tsuu T'ina Nation
- Other

## Development Permits

- City Business Units:
  - Enmax
  - Fire
  - Corporate Properties
  - Calgary Police Services
  - Land Use Planning and Policy
  - Heritage Planner
  - Building Regulations
- Calgary Board of Education
- Separate School Boards
- Community Association
- Ward Alderman
- Calgary Health Region
- Other (e.g., Business Revitalization Zones, Calgary Airport, Transport Canada)





# Appendix E:

# Glossary of

# Common

# Planning Jargon

# Glossary of Common Planning Jargon

For additional definitions see the Land Use Bylaw 1P2007

Part 1 – Division 2 Definitions and Methods

Part 4 – Division 2 Defined Uses

See Appendix F for additional descriptions of Acre and Hectare, Floor Area Ratio, and Residential Density.

**Acre** - 4,840 square yards, or 43,560 square feet. 1 acre is about 0.4 hectares.

**Acreage Assessment** - A method where the infrastructure costs of new suburbs are recovered by The City.

**Actual Front Setback Area** - means the area of a parcel defined by the front property line, the side property lines that intersect with the front property line, and a line parallel to the front property line measured at the farthest building setback from the front property line - (LUB1P2007).

**Address Change or Street Name Change** - Approval required for street name or address change.

**Adjacent Land Owner** - The property owner (listed on the City tax roll) of the land next to the site on which an application is being processed.

**Administration** - A term often used to refer to departments of the City of Calgary. For example, "City Council referred the report back to Administration."

**Affected Person** - In the case of the Subdivision & Development Appeal Board, examples of affected persons are those who own property, carry on a business or reside in the vicinity of a proposed development. The Board determines this on a case-by-case basis. A person who merely visits the area probably would not qualify as an affected person.

**Airport Vicinity Protection Area Regulation (AVPA)** - Provincial rules that control the type of development that can occur in areas near aircraft flight paths. The regulation prohibits noise sensitive uses in certain areas.

**Alberta Building Code** - Minimum regulations and standards for public health, fire, safety and structural sufficiency.

**Amended Drawings** - Required for changes to a development permit application during the review process prior to decision. Not to be confused with Revised Plans.

**Approving Authority** - Outdated term. See Development Authority and Subdivision Authority.

**Area Redevelopment Plan (ARP)** - A statutory plan that identifies planning goals and objectives of residents, landowners, business people and the City in an existing area. The ARP is a basic community planning document that deals with zoning, traffic, parks, social issues, etc.

**Area Structure Plan (ASP)** - A statutory plan that establishes the general planning framework for future subdivision and development of an area of undeveloped land.

**Awning & Canopy Permit** - Development Permit Approval required for canopies or awnings on an existing building.

**Bareland Condominium** - A vacant (bare) parcel of land that is subdivided within.

**Block Plan** - A “bird’s eye view” of the outside of building foundations located on sites surrounding the one on which an application is being made.

**Board Order** - The decision of the Subdivision & Development Appeal Board for development and subdivision appeals.

**Bonus** - A means of allowing an increase in density of development in return for providing certain public amenities or benefits.

**Brownfield** - An abandoned, vacant, derelict or underutilized property where past actions have resulted in actual or perceived contamination and where there is an active potential for redevelopment.

**Building Code** - See Alberta Building Code.

**Building Envelope** - The three-dimensional space within which a building may be built.

**Building Inspector** - See Safety Codes Officer.

**Business Licence** - A permit issued by The City to operate a business.

**Building Permit (BP)** - A permit issued by The City to erect a new building or structure or to demolish, relocate, repair, alter or make additions to an existing building or structure.

**Built Form** - The layout (structure and setting on a site), density (height, storeys, and mass) and appearance (materials and details) of a development.

**Bulk** - See Mass

**Business Revitalization Zone (BRZ)** - A group of business people who administer funds, collected through a special business tax, to improve the area and jointly promote their businesses.

**Business Use Confirmation (BUC)** - Confirmation that a proposed use would conform to the Land Use Bylaw (previously called a Building Permit for Use, now called a Tenancy Change Application/Approval).

**Bylaw Enforcement** - See Development Inspection Services.

**Calgary Planning Commission (CPC)** - A body enabled by the Municipal Government Act to make Development Permit and subdivision decisions and recommendations on other planning matters.

**Canopy Permit** - See Awning & Canopy Permit.

**Cash-in-Lieu for Parking** - Council approved policies for specific areas that allow cash payment towards a parking fund instead of providing the required parking spaces.

**Caveat** - A warning that is registered on the title of a parcel of land (for example - the land is affected by airport noise or owes reserve). Call Provincial Land Titles for more information.

**Certificate of Compliance** - Sometimes required by the intended purchaser of a property (or their financial institution) to ensure that the building described on a Real Property Report meets the rules of the Land Use Bylaw.

**Change of Use** - A type of Development Permit required when the use in a building is changing.

**Charrette** - A design exercise where community members, planners, architects, designers or artists work together to develop visual solutions for a planning problem or concept.

**Chief Subdivision Planner** - The City staff person appointed as a Subdivision Authority to make decisions on subdivision matters.

**Community Plan** - A non-statutory plan for a new residential community that provides a framework for outline plans and land use amendments.

**Community Association** - A Community Association is a voluntary organization of residents in a geographic area, registered as a society and recognized by the Federation of Calgary Communities and The City of Calgary. Community associations typically provide local social and recreational activities, may develop and maintain a community centre on municipal reserve land, and represent community interests to The City in planning issues and other issues.

**Community District** - A distinct area of the city for which statistical data are produced. Community Association boundaries are often (but not always) contiguous with Community District boundaries.

**Community Reserve** - See Municipal Reserve.

**Complaints** - See Development Inspection Services.

**Compliance** - See Certificate of Compliance

**Conditions of Approval** - The rules that are applied to a Development Permit specific to that site.

**Condominium** - A building containing units that are individually owned, could be a warehouse, apartment, townhouse, etc.

**Condominium Certificate** - Required by Provincial Land Titles to ensure the building complies with City planning requirements when changing a building from one owner to multiple individually owned units.

**Context** - The setting or surroundings of a site or area; including traffic, use, built form, landscaping, etc.

**Corporate Planning Applications Group (CPAG)** - City staff from various business units who review and process planning applications.

**Court of Appeal** - Where Council redesignations or SDAB decisions may be appealed on questions of law or jurisdiction.

**Deferred Services Agreement** - An agreement with The City that services. Things such as sewer and water, will be paid for by the developer when they become available.

**Demolition Permit** - A type of Building Permit to move or demolish a building.

**Density** - As a general term, it is one measure of the intensity of development. In residential development it is usually measured by units/area. In large multi-residential, commercial or mixed-use development it may be measured by Floor Area Ratio. See Appendix F for more information, and the LUB for density in specific land use districts.

**Density Transfer** - See Bonus.

**Design Brief** - A non-statutory plan, similar to an ARP or an ASP but approved before The Planning Act 1977. They are still in effect for some communities but are sometimes replaced by ARPs, ASPs and Community Plans.

**Detailed Team Review (DTR)** - is the communications document issued to an applicant that outlines CPAG's recommendation or position on a proposed application.

**Developed Area** - Defined by Land Use Bylaw 1P2007. It includes the area of the city that had completed initial residential development when Land Use Bylaw 1P2007 was adopted. This area is subject to different LUB provisions than the Developing Area (e.g. contextual rules).

**Developing Area** - Defined by Land Use Bylaw 1P2007. It includes the area of the city that had yet to complete initial residential development when Land Use Bylaw 1P2007 was adopted. This area is subject to different LUB provisions than the Developed Area.

**Development & Building Approvals** - A City business unit responsible for processing planning applications. Includes Land Use, Development, Building Regulations.

**Development Agreements** - A contract between an owner of land/developer and The City that details the obligations of both parties regarding development fees, schedules, etc.

**Development Appeal Board** - See Subdivision and Development Appeal Board (SDAB).

**Development Authority** - The Development Authority is responsible for rendering decisions on development permits. The Development Authority at The City of Calgary may be a designated officer (including lead planners, principal planners, and chief development officers) or the Calgary Planning Commission (CPC)

**Development Completion Permit (DCP)** - is issued after an inspection is done to ensure that the development has met all the conditions stated in the approved development permit and on the approved plans.

**Development Design Guidelines (DDG)** - Design suggestions that supplement the rules of the Land Use Bylaw. The most often used is *Low Density Residential Housing Guidelines for Established Communities*.

**Development Inspection Services** - A section of the Land Use & Development division that ensures new buildings are built according to the Development Permit and follow up on complaints concerning the Land Use Bylaw.

**Discretion** - The term that describes the application of professional judgment by The City in reviewing applications. It is also the term used when the Development Authority varies any of the rules of the Land Use Bylaw. See also Relaxation.

**Discretionary uses** - are considered to be generally appropriate for the land use district. They are evaluated on merits and may not be allowed if the use is considered by the Development Authority to be inappropriate in a particular location.

**Downzoning** - A change of land use designation that decreases the allowed density or intensity of use. Converse is upzoning.

**Electrical Permit** - See Home Owner's and Contractor's Electrical Permit.

**Elevation Plan** - A drawing of the front, side or rear of a building.

**Encroachment Agreement** - An agreement with The City of Calgary when a structure is built on City-owned land.

**Enforcement Order** - Issued by a Development Authority, requiring compliance with the Land Use Bylaw.

**Environmental Reserve (ER)** - Land considered, in accordance with the Municipal Government Act, to be undevelopable because of its natural features or location (e.g. unstable slopes or floodways) that a developer may be required to dedicate at the time of subdivision. Not to be confused with Municipal Reserve.

**Environmentally Significant Area (ESA)** - A natural area, which because of its features or characteristics, is significant to Calgary from an environmental perspective, and has the potential to remain viable.

**ePlans** - ePlans is a web based service that allows for the electronic submission, circulation, and approval of subdivision and legal plan applications. All subdivision and legal plan applications are now required to be submitted through ePlans.

**Established Communities** - Communities identified in the Low Density Housing Guidelines for Established Communities where the guidelines apply for discretionary development permit applications.

**Existing Building and Property Standards Notice** - Issued by a Safety Codes Officer, requiring compliance with the Existing Building and Property Standards Bylaw. This Bylaw deals with minimum standards of repair and maintenance of existing buildings, fences, retaining walls and land.

**File Manager** - The CPAG team generalist from Planning who oversees the management of an application through the application and review process.

**Floodway and Flood Fringe** - The river channel and adjoining lands that would provide a pathway for floodwaters (floodway), and abutting lands that would be inundated (flood fringe), in the event of a one in one hundred years flood. These are defined in the Land Use Bylaw on the Floodway/Flood Fringe Maps. See Division 3 of the Land Use Bylaw for special rules regarding development in these areas.

**Floor Area Ratio (FAR)** - The quotient of the total gross floor area of all buildings on the parcel divided by the area of the parcel. Often used as measure of density in commercial, industrial and multi-family districts.

**Footprint** - See Block Plan.

**Garage** - An accessory residential building or part of a principal building designed and used for vehicle parking.

**Geodetic Datum** - Land surveyor's term for the height above sea level and the latitude and longitude of a particular point on the ground, also known as coordinates.

**General Municipal Plan (GMP)** - See Municipal Development Plan.

**Greenfield** - An undeveloped parcel with no actual or perceived contamination, where there is active development potential. Around Calgary this is usually agricultural land.

**Greyfield** - A term sometimes used to refer to aging/obsolete or abandoned commercial sites (often strip malls or shopping centres) where there is active potential for redevelopment.

**Growth Area Management Plan (GRAMP)** - A plan for greenfield growth areas of the city that is a tool for implementing key strategic policies and a servicing framework for subsequent Regional Policy Plans, Community Plans and ASPs.

**Guidelines** - See Development Design Guidelines.

**Heating Inspector** - See Safety Codes Officer.

**Heating Permit** - See Mechanical Permit.

**Hectare** - 10,000 square metres or approximately 2.47 acres.

**Heritage Site** - See Historic Resource.

**Historic Resource** - A site or building designated to be of historical significance by the Historical Sites and Monuments Board of Canada, the Government of Alberta or The City of Calgary. The City of Calgary's Inventory of Evaluated Historic Resources includes both designated and not designated resources.



**Home Business** - See Home Occupation - Class 1 & 2, Land Use Bylaw.

**Home Owner's or Contractor's Electrical Permit** - Needed for all electrical work.

**Infill** - Development (or redevelopment) that occurs on a site after completion of the initial development of the area.

**Infill Guidelines** - *The Low Density Housing Guidelines for Established Communities*

**Infill Subdivision** - A subdivision to create lots for infill development.

**Infrastructure** - The foundation and facilities that are needed to service communities (e.g., roads, utilities).

**Inter-municipal Development Plan** - A statutory plan, jointly prepared by neighbouring municipalities, to establish strategic policies that overlap municipal boundaries.

**Joint Use Site** - Municipal Reserve lands jointly owned by The City of Calgary and The Calgary Board of Education or The Calgary Roman Catholic Separate School District #1.

**Key Plan** - See Location Plan.

**Landscaped Area** - That portion of a site that must be landscaped.

**Landscaping** - See Hard and Soft Surfaced Landscaped Area, Land Use Bylaw.

**Land Use Amendment** - A change of land use designation, approved at a public hearing of City Council.

**Land Use Bylaw 1P2007** - The Bylaw that establishes procedures to process and decide upon land use and development applications and divides the city into land use districts. It sets out rules that affect how each piece of land in the city may be used and developed. It also includes the actual land use maps.

**Land Use Designation** - The legal control on the use and intensity of development on a parcel of land (not on the design of a project). Also sometimes referred to as zoning.

**Land Use District** - An area of the city designated for particular uses contained in the Land Use Bylaw.

**Legal Plan** - Final survey plan in the subdivision process which is registered at the Land Titles Office.

**Licence** - The municipal (for some businesses, provincial) approval most businesses need to operate.

**Licence of Occupation (LOC)** - A rental agreement with The City of Calgary to use City-owned land. For example, community associations have LOCs to operate community facilities.

**Linen** - See Legal Plan.

**Location Plan** - “Birds-eye” drawing of the general location of a site in a community or a bay in a shopping centre, for example, usually accompanied by a more detailed plan, of the site or bay, with dimensions, etc.

**Mass/Massing** - The combined effect of the arrangement, size and shape of a building or group of buildings on a site and its visual impact in relation to adjacent buildings. Also called bulk.

**Mechanical Permit** - Needed for forced-air heating systems.

**Mechanical Site Plan** - Drawing of underground services.

**Municipal Development Plan (MDP)** - The senior strategic planning document guiding growth and development in Calgary. It has policies relating to transportation, housing, economic activity, recreation, environment and social issues. It also provides the strategic framework for more detailed and specific plan, policies and programs.

**Municipal Government Act, Part 17, Planning & Development (MGA)** - The provincial legislation that set out the procedures, types of arguments that can (and cannot) be considered on planning decisions and the rules that govern various planning processes. Replaced the Planning Act in 1995.

**Municipal Government Board** - is an independent and impartial body set up to make decisions on certain appeals and disputes stemming from the Municipal Government Act. For more information see the Government of Alberta Department of Municipal Affairs website.

**Municipal Reserve (MR)** - Land the developer gives to The City, at the time of subdivision for park purposes. When subdividing an area larger than two acres up to a 10% reserve dedication is required. Community association sites are typically on Municipal Reserve.

**Municipal School Reserve (MSR)** - Land the developer gives to The City and one of the School Boards, at the time of subdivision for joint school and park purposes as part of the 10% Municipal Reserve dedication.

**Narrow Lot Infill** - Generally, a detached house on a narrow lot (usually 25 feet wide).

**Natural Area** - Land that has unusual or representative biological, physical or historical components and has kept or re-established a natural character. It need not be completely undisturbed.

**Neighbour** - See Adjacent Landowner.

**Net Floor Area** - See “Gross Usable Floor Area”, Land Use Bylaw Part 1 – Division 2 Definitions and Methods.

**Noise Exposure Forecast Contours (NEF)** - Lines shown on a map that indicate levels of aircraft noise in various areas. Generally, residential development is not permitted where 30 NEF is exceeded.

**Non-Conforming Use** - A use that does not meet the current rules of the Land Use District for that site; however it met the rules when the use commenced.

**Non-Statutory Planning Study** - A non-statutory study that contains non-binding policies approved by Council but not adopted by bylaw (e.g., Low Density Residential Housing Guidelines for Established Communities). Sometimes called a Special Study.

**Notice Posting** - Placing a notice on the site where an application is being processed.

- Development (blue notice) - gives notice of a Development Permit application. See the Land Use Bylaw Section 4 for the list of applications that must be posted.
- Land Use Redesignation (yellow notice) - gives notice of an application to change the zoning.
- Disposition of Reserve (green notice) - gives notice of City Council’s intent to either dispose of reserve or change the boundaries of Environmental Reserve.

**Occupancy Permit** - Permission to occupy ensures that buildings comply with The Building Permit Bylaw, The Alberta Building Code and other codes and regulations.

**Outbuilding** - See Accessory Residential Building, Land Use Bylaw.

**Outline Plan** - Initial stage in a major subdivision application which is usually processed at the same time as the Land Use Amendment application.

**Parking Standard** - The number of parking stalls required for different uses in different land use districts.

**Permitted Use** - Uses that are well suited to a particular land use district. Applications relating to permitted uses that fully comply with the Land Use Bylaw must be approved.

**Perspective** - An illustration showing the view from a particular location as the human eye would see it.

**Planning Act** - The former provincial legislation (prior to 1995) that set out the procedures, types of arguments that can (and cannot) be considered on planning decisions and the rules that govern various planning processes. Replaced by the Municipal Government Act, Part 17, Planning & Development.

**Plumbing Inspector** - See Safety Codes Officer.

**Plumbing Permit** - Needed for all plumbing work. Issued by the Development & Building Approvals Business Unit.

**Private Maintenance Easement** - An agreement between two adjacent land owners to allow either owner access to the adjacent property to maintain their own property.

**Public Notice Advertisement** - The ad placed in both local newspapers to notify the public of Land Use Amendments, Road Closures, Subdivision and Development Appeal Board Agendas and Development Permit approvals.

**Public Reserve** - See Municipal Reserve.

**Property Line** - A legal boundary of an area of land.

**Pushcart Permit** - A type of Building Permit to sell from a small moveable cart on city sidewalks in the downtown.

**Real Property Report (RPR)** - A legal document that shows the location of all visible public and private improvements relative to property boundaries. A RPR is submitted for a Certificate of Compliance or a subdivision where existing structures will remain. RPR replaced the old Surveyor's Certificate in 1987.

**Redesignation or Rezoning** - See Land Use Amendment.

**Relaxation** - The term used when a change of one of the rules of the Land Use Bylaw is applied in an individual application - a residential side setback less than four feet, for example. See also discretion. All relaxations can be appealed.

**Regional Policy Plan (RPP)** - Often used in large, newly-annexed greenfield areas, a RPP confirms broad planning objectives for the plan area and establishes a process for the sequencing of more detailed Area Structure Plans.

**Residents Association** - Residents Associations are established by the developer in order to maintain jointly owned amenities that are part of the initial marketing of the community. These amenities are on private property, and are typically only open to property owners. Only property owners are members of residents associations. Each property owner pays a mandatory fee, an obligation that is on the title. In the early stages of development, the developer may control the residents association through property ownership. Residents associations are distinct from community associations.

**Restrictive Covenant** - A restriction that is registered on the title of a parcel of land (for example - the properties next to a golf course may be restricted to having green chain link fences only).

**Revised Plans** - Drawings submitted for minor revisions to a Development Permit after it has been released. Not to be confused with Amended Plans.

**River Valley** - See Floodway/Flood Fringe.

**Road Closure** - See Street and Lane Closure.

**Road Right-Of-Way** - The land used for the roadway, including the sidewalk and boulevard.

**Road Widening Setback** - Property identified in the Land Use Bylaw required for future road, pedestrian improvements or underground services.

**Rules** - The requirements (standards) of the Land Use Bylaw that describe such things as height maximums, side setback requirements, etc.

**Safety Codes Act** - Provincial legislation that covers all areas of construction.

**Safety Codes Officer** - Development & Building Approvals staff who are responsible for enforcing the Safety & Building Codes.

**School Reserve (SR)** - Land the developer gives, at the time of subdivision, for school purposes. Part of the 10% reserve Municipal Reserve dedication (most school envelopes are MSR).

**Secondary Suite** – A legal accessory dwelling unit (consisting of a bedroom, bathroom and kitchen) developed within, or on the same property as a single detached dwelling. See the Land Use Bylaw for more information.

**Section** - A drawing showing a vertical slice through a building. A square piece of land that is a mile by a mile in size.

**Setback** - The distance a building must be from a property line. See Front, Rear and Side Setback in the Land Use Bylaw.

**Separation of Title** - See Subdivision by Instrument.

**Side by Side** - See Semi-detached Dwelling in the Land Use Bylaw.

**Sign Permit** - A type of Development Permit for signs including fascia signs and third party advertising, for example.

**Single-Detached Dwelling** - A residential building that has one dwelling unit only (not including a mobile home) – i.e. a “single family house” on one parcel.

**Site Plan** - “Bird’s-eye” drawing of the land on which an application is being made. The site plan should include the yards, existing trees, proposed buildings, etc.

**Special Study** - See Non-Statutory Planning Study.

**Split** - See Subdivision by Instrument.

**Stamp of Compliance** - See Certificate of Compliance.

**Statutory Plan** - A plan that is required by the Municipal Government Act, Part 17, Planning & Development, passed by bylaw and must be adhered to by subordinate plans and planning approvals. These plans can only be changed by amending the bylaw. Examples are ARPs and ASPs.

**Street & Lane Closure** - A bylaw passed by City Council that is the required for street or lane closures.

**Streetscape** - All the elements that make up the physical environment of a street and define its character. This includes trees, building type, style, setback, etc.

**Streetscape Plan** - Drawing of the front view (elevation) of two or three buildings either side of the proposed building, required for some Development Permits.

**Stop Work Order** - Issued by a Safety Codes Officer for starting work without a permit or not conforming to the Alberta Building Code or approved plans.

**Stripping and Grading** - Removing the top soil and altering the grade of the land.

**Subdivision Authority** - Bodies or City staff that are empowered to make decisions on subdivision matters, such as the Calgary Planning Commission and the Chief Subdivision Planner.

**Subdivision & Development Appeal Board (SDAB)** - A body appointed annually by City Council, to hear appeals against decisions of the Calgary Planning Commission, the Development Authority, an Enforcement Order, or the Subdivision Authority.

**Subdivision by Instrument** - Subdivision where only one additional parcel will be created and which can be described without a survey.

**Suite** - See Secondary Suite, Land Use Bylaw.

**Survey(or’s) Certificate** - See Real Property Report.

**Survey Plan** - See Legal Plan.

**Sustainable Suburb** - A community that has been organized in such a way that its fiscal social and environmental activities can be sustained far into the future.

**Tenancy Change Permit** - Confirmation that a proposed use would conform to the Land Use Bylaw.

**Tentative Plan** - A legal plan of subdivision, which may be based on an outline plan, but has more detail.

**The Bylaw** – Typically Land Use Bylaw 1P2007.

**Third Party Advertising Sign** - Usually a billboard.

**Transportation Utility Corridor (TUC)** - A ribbon of land around the city under the direct control of the Province of Alberta. It is intended to be used for a future ring road, power lines and sewer trunks.

**Up and Down** - See Duplex, Land Use Bylaw.

**Upzoning** - A Land Use Amendment that increases the allowed density or intensity of use. Conversely, downzoning.

**Urban design** - Urban design involves the relationship between buildings in a neighborhood, and the relationship between the buildings and the streets, parks and other spaces that make up the public domain.

**Use Permit** - See Tenancy Change Permit.

**Utility Right-of-Way** - Land that is used for utilities. These right-of-ways are usually shown on the legal plan and registered on the title.

**Variance** - See Relaxation.

**Yard** - See Setback.

**Zero Lot Line** - A lot specifically designed to allow the building to be built on the property line.

**Zoning** - See Land Use Designation.





# Appendix F:

# Measurements of Area & Density

# How big is an Acre / Hectare?

**One acre and one hectare superimposed on Olympic Plaza.**

1 acre = 0.405 hectare

43,560 square feet or 4047 square metres

640 acres per square mile/section; 247 acres per square kilometre

1 hectare = 2.471 acres

10,000 square metres or 107,637 square feet

100 hectares per square kilometre; 259 hectares per square mile/section



**Legend:**

 1 Acre

 1 Hectare

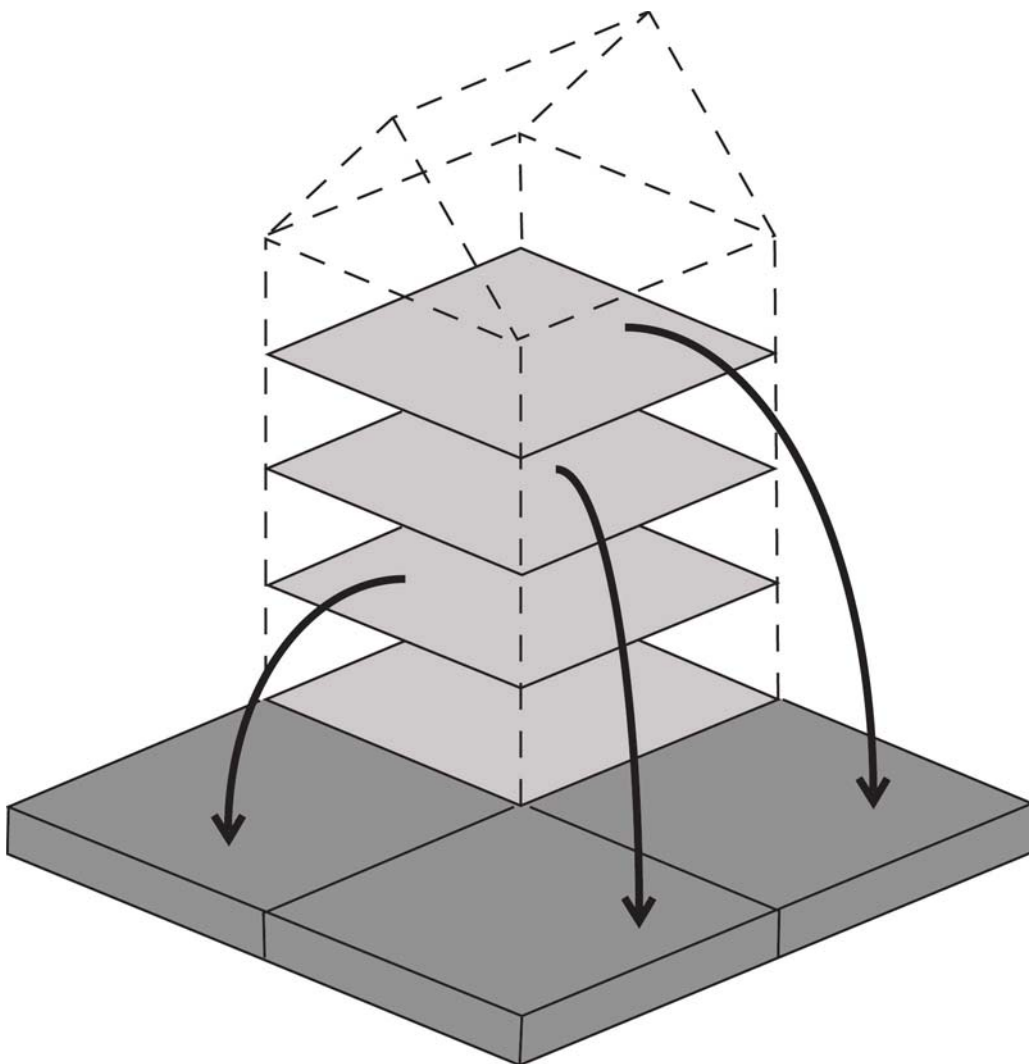
# Floor Area Ratio (FAR)

## Explained

Floor Area Ratio is a measure of building size that is a measure of density in most commercial and high density districts. The Land Use Bylaw defines it as “The quotient of the total gross floor area of all buildings on the parcel divided by the area of the parcel.”

The illustration shows a Floor Area Ratio (FAR) of 1.0. This simply means that, if the area of the parcel is 100 square meters, then 100 square meters of gross floor area has been built on the parcel. The illustration above shows a 4-storey building covering 1/4 of the site, giving a FAR of 1.0. Four floors of 25 square meters each are built on a site of 100 square meters. ( $4 \times 0.25 = 1$ )

Likewise, a 2-storey building on half of the parcel would also be 1 FAR. ( $2 \times 0.5 = 1$ ) A 10-storey building on half of the site would be 5 FAR. ( $10 \times 0.5 = 5$ )



# How is Community Residential Density Calculated?

**Density = # of units / Gross Residential Area**

## Sample Density Calculation:

A sample community with 259 hectares (640 acres) of total land area, 37 hectares (91 acres) of non-developable lands, 43 hectares (106 acres) of regional land uses and 3,029 dwelling units would result in a housing density of 17 units per hectare (7 units per acre). In 2006 the Calgary Plan was amended to require that all new communities achieve 7 units per gross developable acre

These figures are for a sample density calculation only!

Gross Total Area (Total land area of community)	259 hectares
--	--------------

Less: Non-Developable Lands	37 hectares
-----------------------------	-------------

Non-developable Lands include:

Environmental Reserve	20
Railways	4
Expressways, TUC, ROW's	8
Other	5
	37 hectares

Equals: Gross Developable Area	222 hectares
--------------------------------	--------------

Gross Developable Area	222 hectares
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Less: Regional Land Uses	43 hectares
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Regional Land Uses include:

Senior High School Sites	6
Major Commercial Centres > 7 acres	11
Regional Open Space	8
Industrial	3
Lakes	5
Major Institutional Site(s)	6
Other Regional Uses	4
	43 hectares

Equals: Gross Residential Area 179 hectares

Gross Residential Area includes:

Single Family Residential	93
Multi-Family Residential	4
Local Commercial	5
Elementary & Jr. High Schools & Sites	7
Local Open Space	18
Wet/Dry Ponds & Public Utility Lots	1
Church Sites	1
Daycare Centres/Community Halls	1
Small Indoor Recreation Site(s)	1
Small Site Fire and Police Stations	1
Local Roads & Lanes	47

179 hectares

Number of Dwelling Units	3,029 units
Divided by Gross Residential Area	179 hectares
Equals: Density	17 UPH
Or	7 UPA

\*Slopes which may be part of the Environmental Reserve are determined not to be developable only if they are considered geo-technically unstable

REFERENCE: "Briefing Note on Residential Density, December 2005," The City of Calgary, City-Wide Planning & Economics.



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# & Additions

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