2.5   City of Calgary Approval Process

Although section 121.3(b) of the Post-Secondary Learning Act exempts universities from requiring a Development Permit the University of Calgary has chosen to work with the City under a development liaison process whereby the City of Calgary and the University of Calgary share their building development plans for the purpose of coordinating pertinent information.

A voluntary liaison process allows the City to review and advise on the University's development plans without this review being considered an "approval". The following describes the mutually acceptable Development Liaison (DL) process whereby the University of Calgary and the City can maintain communication through the design phases of construction projects on University of Calgary lands.

The development liaison process is defined as follows;

2.5.1   Initiation & Application Fees

To initiate the Development Liaison Process (DL) the University, or its representative, make an application for a pre-application meeting, noting that this is a University of Calgary DL application. The standard City of Calgary Corporate Planning Applications Group (CPAG) fee applies.

2.5.2   Dedicated File Manager's Responsibilities

The University of Calgary DL note on the CPAG application requires the City to involve a particular file manager dedicated to the University of Calgary's DL work. This file manager will assemble the appropriate review team representing each of the following departments:

- Fire Prevention Bureau
- Transportation
- Engineering
- Architectural + Structural
- Building Approvals – specifically Sheila Smith or Raymond Yuen

2.5.3   Pre-Application Response Timing

The response to the University of Calgary will be in no more than two weeks and the CPAG meeting no more than two weeks following the request date subject to the submission of the Site Concept Plan.

2.5.4   Development Liaison Documents Needed

When the application for DL review is made, by the University of Calgary, the majority of the Development Permit (DP) Requirement List for Commercial Development as confirmed or amended by the pre-application meeting will be submitted. Depending on the scope of the development proposal, in some cases a CPAG meeting may not be required.

2.5.5   Development Liaison Fee

Eight (8) sets of drawings will be submitted and the University of Calgary DL fee will match the calculated DP fee.

Facilities Development manages all pre-application work and moderates any liaison with the City of Calgary. Schedules submitted with DP or BP applications should be signed in the 'Owner' section by the University Architect or University Engineer.

2.5.6   Development Liaison Circulation, Circulation Time & Conclusion

A UofC DL application is not required to go to the City Planning Commission (CPC). A UofC DL circulation will be subject to the CPAG review standard of 35 days, after which the City will return detailed review comments. A post-circulation meeting may be required to resolve some comments.

2.5.7   Mechanical Site Circulation

Mechanical Site Circulation is not required of the University of Calgary before it applies for a Building Permit (BP).

2.5.8   Initiating a Building Permit

A Building Permit application can be made for a University of Calgary project without a Development Permit. The Development Liaison number and comments can become part of the Building Permit file if the City wishes, however they are not binding.

2.5.9   Building Permit Circulation

It is hoped that a University of Calgary BP application will not take more than four weeks to gather City of Calgary comments.   It is understood that one file manager in the Building Permit department is responsible for and familiar with all University of Calgary projects so that projects are consistently and efficiently handled.

2.5.10   Public Consultation

All public consultation supporting a University of Calgary development will be handled by the University.

Revision History

Revision Date	Version	Description
December 2015	1.0	Baseline version
July 5, 2023	1.0	Added Revision History table to end of document and reset to Version 1.0.