

# The CIP process for land development projects:



## THE DEVELOPMENT PROCESS FOR LAND TENANTS

### CONSTRUCTION & INSTALLATION PERMIT (CIP)

SEPTEMBER 2014

PLANNING & ENGINEERING



### Questions?

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General development inquiries and CIP submissions can be directed to [cip@yyc.com](mailto:cip@yyc.com).

Visit our website at [www.yyc.com](http://www.yyc.com) (click on Business at YYC – Planning and Engineering – Tenant Development Services) for more information and to see a complete list of documents available for download.

## What type of work requires a Construction & Installation Permit (CIP)?

- The construction or installation of any **new** building, structure or underground service (communications, utilities) on airport property.
- Any **modification to existing** buildings or structures which: changes the exterior appearance or internal floor plan; changes the use of the facility or its occupancy capacity; results in an increase or decrease in the size or elevation of a facility; or results in any increase or decrease in utilities or service connections.
- Any project which creates or modifies vehicle, aircraft or people moving facilities, including roads, parking lots, driveways, sidewalks, access/egress lanes, aircraft aprons, taxiways & runways.
- Any construction or modification of landscaping, signage, exterior lighting, gates, or fencing.
- Any demolition or removal of facilities or services.

## The CIP Application Form:

- The CIP application form is to be completed in its entirety and returned to the Airport Authority Development Services offices for processing. Completed CIP application forms can also be emailed to [cip@yyc.com](mailto:cip@yyc.com). Once the application has been submitted and checked for completeness, it will enter the preliminary review stage. The CIP Application Form is available for download at [www.yyc.com](http://www.yyc.com) (click on Business at YYC – Planning and Engineering – Tenant Development Services).

## Telecommunication Services Request (TSR):

- When a tenant requires a change, addition, disconnection or removal of telecommunications services, a TSR form must be completed and submitted to the Airport Authority's Information Technology & Telecommunications Department. These services include voice, data, video, internet, telecommunications networks or equipment. The TSR form is available for download at [www.yyc.com](http://www.yyc.com) (click on Business at YYC - Planning & Engineering – Tenant Development Services).

## Development Guidelines:

- Airport land development must conform to the criteria set out in the *Agreement on Land Use, Development Guidelines, and Acreage Assessment Levies*, which is available online at [www.yyc.com](http://www.yyc.com) (click on Business at YYC - Planning & Engineering – Tenant Development Services) and choose the PDF file available for download). **Note: Airport land development does not fall under The City of Calgary Land Use Bylaw.**
- Developments may also be subject to additional guidelines and criteria such as:
  - ➔ Environmental (ECO Plan, Erosion & Sediment Control Plan, Environmental Assessments);
  - ➔ Aeronautical & Electronic Zoning;
  - ➔ Calgary International Airport Vicinity Protection Area (AVPA) Regulation;
  - ➔ Other applicable construction and development codes & regulations.

## Development Approval Checklist:

A submission for development approval requires various pieces of information to be provided to the Airport Authority. These include:

- Completed CIP application form
- Construction drawings in printed and electronic (.PDF) formats. Note: to help expedite the evaluation and approval process, the Airport Authority may request some drawings in AutoCAD (.DWG) format.
- Required environmental plans
- Completed Telecommunication Services Request (TSR) form
- Development Security Deposit
- Approved City-issued Permits
- Construction Schedule
- Project Team Contact Information

## Other agencies involved and the roles they play:



- The Airport Authority will issue a Letter of Authorization for the tenant to apply to The City of Calgary for a Confirmation of Airport Development (similar to obtaining a Development Permit for off-airport projects), and/or Building Permit.
- A copy of the approved permits from The City of Calgary **must** be submitted to the Airport Authority prior to a CIP being issued. A Confirmation of Airport Development and/or Building Permit from The City of Calgary **does not** constitute approval for a CIP application. If the project requires a Building Permit, an Occupancy Permit is issued by The City of Calgary and a copy must be supplied to the Airport Authority.



Transport  
Canada

Transports  
Canada



- As part of the development review process, the Airport Authority may prepare a building/structure Site Analysis to be submitted to Transport Canada and NAV CANADA for review and approval. The Site Analysis identifies any potential constraints or issues arising from the proposed development (including the use of temporary construction cranes) which may impact aeronautical operations, navigation equipment or regulatory violations. **Note: major land development projects and the use of cranes require approval from Transport Canada & NAV CANADA.**

## Development Security Deposit:

- A refundable Development Security Deposit (in the form of a Letter of Credit) is required for all land development projects and is returned to the Tenant once all the terms and conditions of the CIP have been fulfilled.