

General Notes for Letter Writing:

When completing your written comments, here are some things to consider:

- 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.
- The planners are interested in the problems the application may raise and how they could be addressed.
- Precedent is not a planning consideration. Each file is evaluated on its own merits. Stating that “if this is allowed, there will be additional similar applications” will not be considered by the Development Authority.
- Relevant Planning Considerations from the SDAB (Subdivision and Development Appeal Board): <https://www.calgarysdab.ca/preparing-for-a-hearing.html>
- The Board bases its decisions on relevant planning considerations. What is relevant varies between appeals but some examples may be:
 - Compliance or non-compliance with the Land Use Bylaw or other planning documents.
 - The context of the proposed development in relation to surrounding properties.
 - Parking.
 - Traffic.
 - Building mass.
 - Privacy.
 - Shadowing.
 - Landscaping.
 - Intensity of use.
 - Noise.