New digital intake process

There is a new digital intake process for large scale developments, land use amendment applications and outline plans. Please contact the Planning Services Centre at (403) 268-5343 to process your application. Allow for up to 45 minutes to process your application over the phone. Files will be transmitted securely via Microsoft OneDrive and reviewed during the call.

Plans submitted must be to a professional drafting standard and digital submission requirements include the following:

- All Documents must be named as listed on this Requirement List (in any naming convention that makes the document type identifiable)
- All files must be in PDF format
- One PDF file per requirement
- Have all files organized in a folder ready for transmission prior to calling

○ **Contain a title block with information such as:**
  - address and legal description (plan; block; lot)
  - uses, project name

○ **Paper size:**
  - all plans submitted must be on the same sized paper
  - drawings are clear and legible
  - drawings must be contained on each page (one plan should not span two pages)
Development Permit Complete Application Requirement List

Freestanding Community Signs & Entry Features

The following Development Permit Complete Application Requirement List outlines all of the information necessary to evaluate and provide a timely decision on your application. Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible and precise.

Plans submitted must be to a professional drafting standard

NOTE: Building and Development Permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta’s FOIP Act. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2 section 26(3) of the Land Use Bylaw 1P2007). All terms of reference are based on the defined terms in the Land Use Bylaw 1P2007.

Processing Times and Deemed Refusals

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

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

1. A copy of the current Certificate(s) of Title

2. Current copies of any **Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats** registered on the Title(s) for all affected properties

3. **A Letter of Authorization** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.
   
   *You can use this [sample letter of authorization template](#) or you can provide your own letter but it must contain all information indicated on the sample letter*

4. **Colour Photographs** (minimum of four different views, label and identify each photograph) showing:
   - the site and adjacent area
   - show all other signs on public or private property within 30 metres of the proposed site

5. **Development Permit fee** (see [Fee Schedule](#))

6. Completed **Site Contamination Statement**

7. Completed **Public Tree Disclosure Statement**

   If Public Trees are identified, **one additional Site Plan** is required

8. Completed **Freestanding Community Signs & Entry Features Information Form** (attached)

9. When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a **written planning rationale** in support of the deficiencies.

10. **Six (6) copies of Site Plans** (1:100 metric scale recommended) showing:

   - north arrow, pointing to top or left of page
   - municipal address (i.e., street address) and legal address (i.e., plan/block/lot)
   - all elements of plan labelled as **existing** or **proposed**.

- **Plot and dimension property lines**

- **Easements, Utility Rights-of-Way**
  - dimension (width, depth and location)
  - label type of easement and registration number

- **Utilities on and adjoining the parcel** (deep, shallow and overhead):
  - water, storm and sanitary sewer
  - gas
  - electrical
  - cable, telephone

- **Plot Rights-of-Way setback lines** required in Section 53, Table 1
  - dimension depth of Rights-of-Way
  - dimension distance from Rights-of-Way to building

- **Floodway, Flood Fringe and Overflow**:
  - indicated on the Floodway/Flood Fringe maps [Section 3 (c) & (d)]
  - dimension distance to buildings and structures

- **Adjacent to parcel**:
  - City streets, label street names
sidewalks, City and public paths (Regional Pathway System)
curb cuts, medians and breaks in medians
driveways
bus zones and bus shelters

Dimension to property line:
back of sidewalk and curb
lip of gutter

Existing and proposed freestanding sign locations, showing distances to:
existing buildings on the site
all third party advertising signs within 75 metres
property lines, sidewalks and curbs
utility poles, boxes, hydrants within 10 metres of the sign
utility rights-of-way and easements within 10 metres
all freestanding signs on the site and within 30 metres of the site
a context plan showing the location of the sign or feature within the community
any footings, foundations or retaining walls from utilities, rights-of-way and easements

11. Six (6) copies of Sign Drawings (minimum 1:100 or imperial scale, minimum 1/8”=1’) showing:
municipal address (ie, street address) and legal address (ie, plan/block/lot)
all elements of plan labelled as existing or proposed
copy to be placed on the sign
dimensions of sign and support
overall height of sign (above grade)
details of any read-o-graph component
details of illumination if not provided internally
colours and materials of sign structure
dimensioned cross-sections of any footings, foundations or retaining walls
NOTE: Dimensioned photographs will not be accepted as a substitute for elevation and/or sign drawings.

12. If the sign or feature is associated with a fence spanning two or more properties:
certificates of title for all properties containing the fence
indicate on required site plans, all driveways on properties containing or adjacent to the fence
in the event that adjacent driveways are hidden, indicate site lines demonstrating that the fence height will not adversely affect traffic safety

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

Applicant’s Signature
(Confirming that all required information has been provided and is correct)

Screened by
Planning Services Technician

Senior Planning Technician

Checklists are updated periodically. Please ensure you have the most recent edition.
Freestanding Community Signs & Entry Features
Information Form

Address (proposed sign location) ____________________________________________________________

Height of Sign: ____________________  Height of sign cabinet: ____________________
  from grade to top of sign                  from bottom to top

Clearance: ________________________  Width of sign cabinet: ____________________
  from grade to underside of sign         from side to side

Sign is located on:  
  ☐ Private property
  ☐ City property
  ☐ Both (ie, sign located partly on, or overhangs, City property)

Are there any freestanding or third-party advertising signs within 30 metres of the proposed sign (i.e., pylon signs, billboards, etc.)?  
☐ Yes  ☐ No

If yes, how many? Provide distances and details.

Anchor Bolts
Are bolts covered?  
  ☐ Yes; if yes, indicate how:  ☐ Caps  ☐ Cover Plates
  ☐ No; if no, explain why:

Power supply to sign
Will sign be illuminated?  
  ☐ Yes  ☐ No

Is the power provided underground?  
  ☐ Yes  ☐ No; if no, explain why:

If this form is not fully completed, processing of the application may be delayed.

Applicant’s Signature: ____________________________  Date: ____________________________