



## Digital Message Sign

### Before you apply:

- Please visit [Calgary.ca/signs](http://Calgary.ca/signs) and review the following sections:
  - ➔ When is a permit required?
  - ➔ How to apply
  - ➔ Rules
- For help with your drawings, visit [Calgary.ca/drawingstandards](http://Calgary.ca/drawingstandards) for tips and examples
- To estimate your permit fee, visit [Calgary.ca/dpfees](http://Calgary.ca/dpfees)
- Please do not include personal information on plans

### SECTION 1: Application Requirements

#### Required only if applying in person

- A. [Application Form](#)
- B. Completed [Digital Message Sign Information Form](#)

### SECTION 2: Required Documents

#### Required only if Digital Message sign is freestanding

- C. A copy of the current **Certificate of Title(s)**
- D. Current copies of any **Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats** registered on the Title(s)
- E. Completed [Site Contamination Statement](#)
- F. Completed [Public Tree Disclosure Statement](#)

### SECTION 3: Required Documents (always required)

- G. A **Letter of Authorization** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel. (Please click [here](#) for a sample template)
- H. **Colour Photographs**, showing:
  - 1 The site and adjacent area
  - 2 Show all other signs on public or private property within 30 metres of the proposed site

### Plans

**Note:** Dimensioned photographs will not be accepted as a substitute for all drawings

- I. One (1) copy of a **Site Plan**, including:  
(preferred scale is Metric 1:100 or Imperial 1/4" = 1'0")
  - 1 **North arrow**, pointing to top or left of page
  - 2 **Municipal address** (i.e. street address) and legal address (i.e. plan/block/lot)
  - 3 All elements of plan labelled as **existing** or **proposed**
  - 4 **Plot and dimension property lines and buildings**

5	<b>Easements, Utility Rights-Of-Way:</b> <ul style="list-style-type: none"> <li>▪ Dimension (width, depth and location) on or abutting the parcel</li> <li>▪ Label type of easement and registration number</li> </ul>
6	<b>Utilities on and adjoining the parcel (deep, shallow and overhead):</b> <ul style="list-style-type: none"> <li>▪ Water, storm and sanitary sewer</li> <li>▪ Gas, electrical, cable and phone</li> </ul>
7	<b>Plot Rights-of-Way setback lines required in Section 53, Table 1:</b> <ul style="list-style-type: none"> <li>▪ Dimension depth of Rights-of-Way</li> <li>▪ Dimension distance from Rights-of-Way to building</li> </ul>
8	<b>Floodway, Flood Fringe and Overflow:</b> <ul style="list-style-type: none"> <li>▪ Indicated on the Floodway/Flood Fringe maps [Section 3 (c) &amp; (d)]</li> <li>▪ Dimension distance to buildings and structures</li> </ul>
9	<b>Adjacent to parcel:</b> <ul style="list-style-type: none"> <li>▪ City streets (label street names)</li> <li>▪ Sidewalks, City and public paths (Regional Pathway System)</li> <li>▪ Curb cuts, medians and breaks in medians</li> <li>▪ Bus zones and shelters</li> </ul>
10	<b>Dimension to property line:</b> <ul style="list-style-type: none"> <li>▪ Back of sidewalk and curb</li> <li>▪ Lip of gutter</li> </ul>
11	<b>Location of all:</b> <ul style="list-style-type: none"> <li>▪ Utility poles</li> <li>▪ Guy wires/pole anchors</li> <li>▪ Hydrants, utility fixtures or boxes</li> </ul>
12	<b>Corner parcels only:</b> <ul style="list-style-type: none"> <li>▪ Outline and dimension corner visibility triangle</li> </ul>
13	<b>Proposed sign location(s):</b> <ul style="list-style-type: none"> <li>▪ Dimension to property line(s)</li> <li>▪ Dimension to existing buildings on the site</li> <li>▪ Dimension to street intersections</li> </ul>
<b>J. One (1) copy of a Sign Drawings, including:</b> (preferred scale is Metric 1:100 or Imperial ¼" = 1'0")	
1	Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
2	All elements of plan labelled as <b>existing</b> or <b>proposed</b>
3	Copy to be placed on sign
4	Dimensions of sign and support
5	Overall height of sign (above grade)
6	Distance between underside of sign and grade
7	Details of back of sign
8	Location of ambient light meter
9	Location of the 24-hour monitoring camera and arm
10	For two-sided signs, show how the framing space between signs will be enclosed <b>NOTE:</b> An engineered, stamped drawing may be requested prior to approval or release of the permit

**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.