



## Freestanding, Fascia and Gas bar Signage

For Gasoline Retailers

Includes window signs, display racks, gas pumps, etc

### Before you apply:

- Please visit [Calgary.ca/signs](http://Calgary.ca/signs) and
  - ➔ 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](#)

### SECTION 2: Required Documents (always required)

**B. 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)

**C. A copy of the current Certificate(s) of Title**

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

**E. Colour Photographs**, showing:

- 1 Proposed location of the sign
- 2 The site and adjacent area

### Plans

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

**F. 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 Freestanding temporary sign marker location(s)
- 5 **Plot and dimension property lines**
- 6 **Adjacent to parcel:**
  - City streets (label street names)
  - Sidewalks, City and public paths (Regional Pathway System)
  - Curb cuts, medians and breaks in medians
- 7 **Proposed sign location(s):**
  - An outline of the sign and where it is mounted on the building
  - Dimension to property line(s) which are within one metre of the sign. Including dimension to back of sidewalk, back of curb and lip of gutter
- 8 **Easements, Utility Rights-Of-Way:**

	<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>
9	<b>Plot Rights-of-Way setback lines required in Section 53, Table 1:</b> <ul style="list-style-type: none"> <li>▪ Dimension (width, depth and location)</li> <li>▪ Dimension distance from Rights-of-Way to building</li> </ul>
10	<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>
11	<b>Corner parcels only:</b> <ul style="list-style-type: none"> <li>▪ Outline and dimension corner visibility triangle</li> </ul>
<b>G. One (1) copy of Elevation(s) (only for the facades on which the sign is mounted, 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	Location of proposed sign(s)
4	Indicate the door location, eave line, and the roof line of the building
5	Distance from underside of the sign to grade
6	For a flat-roof building with a parapet, include level of the roof surface behind the parapet wall
<b>H. One (1) copy of 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 the sign
4	Details of sign illumination
5	Dimensions of sign and support
6	Means of supporting sign (e.g. guy wires, brackets, bracing)
7	Physical form of the sign (i.e. cabinet, box, individual letter or symbols)

**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.