Development Permit Complete Application Requirement List

Temporary Sign Marker
Location on Private Property

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 and include the following:

- **contain a title block with information such as:**
  - address and legal description (plan; block; lot)
  - uses, project name
  - be sorted into sets:
    - sets should be folded to a size no larger than 8-½” x 14” (21.5 x 35.5 cm)
    - each set must be stapled or taped together
    - sets may be accordion-pleated, provided they can be hole punched in the top left-hand corner
- **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)
- **be clear of any previous approval stamps and/or notations:**

**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. A **Letter of Authorization** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel to apply for a permit and authorization to allow an employee of The City of Calgary to enter on the land to carry out enforcement (example attached).

3. **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

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

5. Completed **Temporary Sign Marker Information Form** (attached)

6. 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.

7. **Four (4) copies of Site Plans** (1:100 metric scale recommended) showing:
   - north arrow, pointing to top or left of page
   - municipal address (ie, street address) and legal address (ie, plan/block/lot)
   - all elements of plan labelled as **existing** or **proposed**
   - existing buildings on the site
   - all freestanding signs on site
   - all existing message signs on the site or the building
   - all directional signs on public property adjacent to the site
   - details, including dimensions of where the marker will be located (eg, landscaping, paving, etc)
   - proposed temporary sign locations measured to:
     - all freestanding signs on the site
     - all third party advertising signs on the site
     - property lines, sidewalks and/or curbs
     - corner cuts and driveway entrances
     - any utility boxes on the site
     - all directional signs on public property adjacent to the site

   **Plot and dimension property lines**

   **Easements, Utility Rights-of-Way, Utilities on and abutting the parcel (deep, shallow and overhead):**
   - dimension (width, depth and location)
   - label type of easement and registration number

   **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)
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

Date

Senior Planning Technician

Date

Checklists are updated periodically. Please ensure you have the most recent edition.

Phone: 403-268-5311
Web: calgary.ca
In Person:
3rd floor, Calgary Municipal Building
800 Macleod Trail SE, Calgary, Alberta
8:00 a.m. to 4:30 p.m. Monday – Friday

Mail:
The City of Calgary
Planning, Development & Assessment (#8108)
800 Macleod Trail SE, Calgary, Alberta T2P 2M5
Temporary Sign Marker
Information Form

Site Address

What is the size of the location marker? (minimum 0.4 m² [4 sq ft])

What type of marker is proposed? (e.g., concrete, landscape pavers, other)

How is the marker secured?

Are there any existing signs with message panels on site?  □ Yes □ No

Will the sign be illuminated?  □ Yes □ No

Will the sign marker location have an electrical power source?  (power supply must be located underground)  □ Yes □ No

Can the marker be accessed from within the property?  □ Yes □ No

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

Applicant’s Signature: ___________________________ Date: __________________________
LETTER FROM REGISTERED OWNER/AUTHORIZED AGENT
OF REGISTERED OWNER OF LANDS

TO: The City of Calgary
   Planning & Development(#8108)

Subject: Authorization to Apply for a Development Permit and Consent to Enter Land

This will confirm that:

1. I am/we are the registered owner(s)/agent(s) of the registered lands located at ________________________________, Calgary, Alberta (the “Lands”);

2. This letter shall constitute my/our authorization for ________________________________ to apply for a development permit for a Temporary Sign Marker on the Lands;

3. This letter shall also constitute my/our consent for an employee of The City of Calgary to enter onto the Lands at any time, and without prior notice, for the purpose of removing and/or impounding any temporary freestanding sign(s) located on the Lands, if the employee reasonably believes that the said sign(s) is/are not authorized pursuant to The City of Calgary Land Use Bylaw 1P2007, as amended from time to time.

DATED at Calgary, Alberta, this ________ day of ______________, ______.

__________________________   ______________________________
(Print Name) (Print Name)

__________________________   ______________________________
Per: ________________________________ Per: ________________________________
Sign and print name of registered owner or authorized agent
(Affix corporate seal if a company) Sign and print name of registered owner or authorized agent
(Affix corporate seal if a company)

__________________________   ______________________________
Address: ________________________________ Address: ________________________________

__________________________   ______________________________
Telephone Number: ______________________ Telephone Number: ______________________

FOIP DISCLAIMER: The personal information on this form is being collected under the authority of The Municipal Government Act, Section 640, and The City of Calgary Land Use Bylaw 1P2007 (Part 2) and amendments thereto. It will be used for the permit review and inspection processes. It may also be used to conduct ongoing evaluations of services received from Planning, Development & Assessment. The name of the applicant and the nature of the permit will be available to the public. Please send inquiries by mail to the FOIP Program Administrator, Planning, Development & Assessment, PO Box 2100, Station M, Calgary, AB T2P 2M5 or contact us by phone at 311.