



LUD _____
PST _____

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 8-1/2" 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.

completed by applicant	office use only	Required Items
<input type="radio"/>	<input type="radio"/>	1. A copy of the current Certificate(s) of Title
<input type="radio"/>	<input type="radio"/>	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).
<input type="radio"/>	<input type="radio"/>	3. Colour Photographs (minimum of four different views, label and identify each photograph) showing:
<input type="checkbox"/>	<input type="checkbox"/>	the site and adjacent area
<input type="checkbox"/>	<input type="checkbox"/>	show all other signs on public or private property within 30 metres of the proposed site
<input type="radio"/>	<input type="radio"/>	4. Development Permit fee (see Fee Schedule)
<input type="radio"/>	<input type="radio"/>	5. Completed Temporary Sign Marker Information Form (attached)
<input type="radio"/>	<input type="radio"/>	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.
<input type="radio"/>	<input type="radio"/>	7. Four (4) copies of Site Plans (1:100 metric scale recommended) showing:
<input type="checkbox"/>	<input type="checkbox"/>	north arrow, pointing to top or left of page
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (ie, street address) and legal address (ie, plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	all elements of plan labelled as existing or proposed
<input type="checkbox"/>	<input type="checkbox"/>	existing buildings on the site
<input type="checkbox"/>	<input type="checkbox"/>	all freestanding signs on site
<input type="checkbox"/>	<input type="checkbox"/>	all existing message signs on the site or the building
<input type="checkbox"/>	<input type="checkbox"/>	all directional signs on public property adjacent to the site
<input type="checkbox"/>	<input type="checkbox"/>	details, including dimensions of where the marker will be located (eg, landscaping, paving, etc)
<input type="checkbox"/>	<input type="checkbox"/>	proposed temporary sign locations measured to:
<input type="checkbox"/>	<input type="checkbox"/>	all freestanding signs on the site
<input type="checkbox"/>	<input type="checkbox"/>	all third party advertising signs on the site
<input type="checkbox"/>	<input type="checkbox"/>	property lines, sidewalks and/or curbs
<input type="checkbox"/>	<input type="checkbox"/>	corner cuts and driveway entrances
<input type="checkbox"/>	<input type="checkbox"/>	any utility boxes on the site
<input type="checkbox"/>	<input type="checkbox"/>	all directional signs on public property adjacent to the site
<input type="checkbox"/>	<input type="checkbox"/>	Plot and dimension property lines
<input type="checkbox"/>	<input type="checkbox"/>	Easements, Utility Rights-of-Way, Utilities on and abutting the parcel (deep, shallow and overhead):
<input type="checkbox"/>	<input type="checkbox"/>	dimension (width, depth and location)
<input type="checkbox"/>	<input type="checkbox"/>	label type of easement and registration number
<input type="checkbox"/>	<input type="checkbox"/>	Plot Rights-of-Way setback lines required in Section 53, Table 1
<input type="checkbox"/>	<input type="checkbox"/>	dimension depth of Rights-of-Way
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance from Rights-of-Way to building
<input type="checkbox"/>	<input type="checkbox"/>	Floodway, Flood Fringe and Overflow:
<input type="checkbox"/>	<input type="checkbox"/>	indicated on the Floodway/Flood Fringe maps [Section 3 (c) & (d)]
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance to buildings and structures
<input type="checkbox"/>	<input type="checkbox"/>	Adjacent to parcel:
<input type="checkbox"/>	<input type="checkbox"/>	City streets, label street names
<input type="checkbox"/>	<input type="checkbox"/>	sidewalks, City and public paths (Regional Pathway System)

<input type="checkbox"/>	<input type="checkbox"/>	curb cuts, medians and breaks in medians
<input type="checkbox"/>	<input type="checkbox"/>	Dimension to property line:
<input type="checkbox"/>	<input type="checkbox"/>	back of sidewalk and curb
<input type="checkbox"/>	<input type="checkbox"/>	lip of gutter
<input type="checkbox"/>	<input type="checkbox"/>	Location of all:
<input type="checkbox"/>	<input type="checkbox"/>	utility poles
<input type="checkbox"/>	<input type="checkbox"/>	guy wires/pole anchors
<input type="checkbox"/>	<input type="checkbox"/>	hydrants, utility fixtures or boxes
<input type="checkbox"/>	<input type="checkbox"/>	Driveways & parking areas

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

Date

(Confirming that all required information has been provided and is correct)

Screened by

Date

Planning Services Technician

Date

Senior Planning Technician

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: _____

**(SAMPLE LETTER TO BE PLACED ON REGISTERED
OWNER/AUTHORIZED AGENT'S LETTERHEAD)**

**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 _____, _____.

Name(s) of Registered Owner/Authorized Agent

Name(s) of Registered Owner/Authorized Agent

(Print Name)

(Print Name)

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

Per: _____
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.