



Pageantry Lighting Permit Guidelines

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0.1 Introduction

The City will begin a 2 year pilot in April, 2022 requiring a permit to install pageantry lighting on City-owned street light poles. The pageantry lighting permit will be provided to successful applicants on a pilot basis between April 01, 2022 and March 31, 2024 while the pilot will be evaluated.

A permit is required to install pageantry lighting onto City-owned street light poles. Please note that The City will only grant permits for Pageantry lighting to Business Improvement Areas (BIA)

The installation of pageantry lighting must be approved by The City of Calgary. Pageantry lighting will generally stay up for a period of two to four months per site licence. Each application will be reviewed on a case-by-case basis.

0.2 Application Process

Applications must be submitted a minimum of six months prior to the desired installation date and may be submitted up to eight months in advance. The application must include:

- a. A five hundred dollars (\$500) application fee + a fifteen per cent (15%) administrative fee + GST
- b. The request on letterhead indicating that the applicant is a Business Improvement Area (BIA).
- c. In the letter, a description of pole locations and pageantry lighting you are requesting permission to install.
 - o A maximum of 250 poles may be included in a single site licence.
 - o The licence area must be contiguous.

Pageantry lighting applications are accepted via email at: PageantryLighting@calgary.ca.

Once a complete application is received, **The City will:**

- a. Complete a site feasibility review.
- b. Determine if the proposal is feasible or not.
- c. If feasible, the City will grant approval for the BIA to proceed with hiring a prequalified street lighting consultant/contractor for the design/construction work.

Once the application is approved by The City, The City will draft a permit. Upon receipt of the permit, **the applicant will:**

- a. Sign the permit.
- b. Provide a certificate of insurance with five million dollars of liability insurance and a 30-day cancellation clause naming the City of Calgary as co-insured for the period that the pageantry

lighting will be installed. The applicant acknowledges that they are responsible for all damages to the structure(s) caused by the installation of their pageantry lighting.

- i. Hire a prequalified street light consultant/contractor to complete the analysis/design/installation work

Upon receipt of the signed site licence, **The City will:**

- a. Sign and execute the permit.
- b. Provide a copy of the executed permit to the applicant.
- c. Grant approval for the BIA to initiate work.
- d. Promptly inform the applicant of any changes to the scope of work or estimated fees.

0.3 Pageantry Lighting Permit Fees

1. The application fee: five hundred dollars (\$500) + fifteen per cent (15%) administrative fee + GST.
 - o Includes one amendment to the site licence.
 - o Additional amendments to the site licence: one hundred dollars (\$100) + fifteen per cent (15%) administrative fee + GST.
2. Annual annual site license fee of five hundred dollars (\$500) + fifteen per cent (15%) administrative fee + GST will be required.

0.4 Pageantry Lighting Design Requirements

1. The BIA must hire their own prequalified street light consultant to conduct analysis//design of the proposed pageantry lighting on corresponding circuitry.
2. All pageantry lighting may vary in design and appearance and must:
 - a) be compatible with up to 120 volts;
 - b) be temperature rated between -40 degrees Celsius to + 50 degrees Celsius;
 - c) be fused at 10 amps and the point of power access must be a receptacle mounted on the pole;
 - d) hold an ingress protection rating of IP66;
 - e) not exceed 60 watts. If the Pageantry Lighting exceeds 60 watts, the Licensee will request The City complete a power study. Costs for the power study will be at the expense of the Licensee;
 - f) be installed by Prequalified Street Light Contractor unless otherwise approved by The City. Prequalified contractors will adhere to The City of Calgary's standard general conditions and provide a workmanship warranty for the Term; and
 - g) not serve a functional purpose to illuminate the roadway or pedestrian realm.
3. An engineering review is required.

4. Pageantry lighting must be constructed of a sturdy material and fastened with approved mounting hardware that will not damage the streetlight pole. Other mounting hardware like spring hinged brackets may be considered on a case-by-case basis.
5. Wires, cords, conduits, mounting brackets and other supporting hardware must be blended with existing elements and inaccessible by the public.

0.5 Pageantry Lighting Installation Requirements

1. Pageantry lighting shall not coexist, block, or interfere with pageantry banners / flags, signs, or traffic control devices on streetlight poles. The City may install new signs or traffic control devices that require the removal of a pageantry lighting at any time.
2. The City will conduct an inspection of Pageantry Lighting upon installation of the applicant.
3. Applicant must submit, for approval, the name of the installation company they have contracted to perform the work. Temporary traffic control may be required. This requires a street use permit in addition to the pageantry lighting site licence.
4. The applicant is responsible for any costs associated with the installation or removal of the pageantry lighting. This may include fees for any City of Calgary Street Use permits that may be required to complete the installation/removal.
5. The applicant must conduct regular inspections and perform preventative maintenance to ensure all pageantry lighting is intact, presentable and does not pose a safety hazard for the duration of being installed on the street light poles.