



New digital intake process

There is a new digital intake process for large scale developments, land use amendment applications and outline plans. Please contact the Planning Services Centre at (403) 268-5343 to process your application. Allow for up to 45 minutes to process your application over the phone. Files will be transmitted securely via Microsoft OneDrive and reviewed during the call.

Plans submitted must be to a professional drafting standard and digital submission requirements include the following:

- All Documents must be named as listed on this Requirement List (in any naming convention that makes the document type identifiable)
- All files must be in PDF format
- One PDF file per requirement
- Have all files organized in a folder ready for transmission prior to calling

- **Contain a title block with information such as:**
 - address and legal description (plan; block; lot)
 - uses, project name

- **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)



LUD _____
PST _____

Updated Jan 2022

Development Permit Complete Application Requirement List

Freestanding Community Signs & Entry Features

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

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. |
| | | <p>*You can use this sample letter of authorization template or you can provide your own letter but it must contain all information indicated on the sample letter</p> |
| <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 Site Contamination Statement |
| <input type="radio"/> | <input type="radio"/> | 6. Completed Public Tree Disclosure Statement |
| <input type="checkbox"/> | <input type="checkbox"/> | If Public Trees are identified, one additional Site Plan is required |
| <input type="radio"/> | <input type="radio"/> | 7. Completed Freestanding Community Signs & Entry Features Information Form (attached) |
| <input type="radio"/> | <input type="radio"/> | 8. 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"/> | 9. Six (6) 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 (i.e., street address) and legal address (i.e., plan/block/lot) |
| <input type="checkbox"/> | <input type="checkbox"/> | all elements of plan labelled as existing or proposed . |
| <input type="checkbox"/> | <input type="checkbox"/> | Plot and dimension property lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Easements, Utility Rights-of-Way |
| <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"/> | Utilities on and adjoining the parcel (deep, shallow and overhead): |
| <input type="checkbox"/> | <input type="checkbox"/> | water, storm and sanitary sewer |
| <input type="checkbox"/> | <input type="checkbox"/> | gas |
| <input type="checkbox"/> | <input type="checkbox"/> | electrical |
| <input type="checkbox"/> | <input type="checkbox"/> | cable, telephone |
| <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"/>	driveways
<input type="checkbox"/>	<input type="checkbox"/>	bus zones and bus shelters
<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"/>	Existing and proposed freestanding sign locations, showing distances to:
<input type="checkbox"/>	<input type="checkbox"/>	existing buildings on the site
<input type="checkbox"/>	<input type="checkbox"/>	all third party advertising signs within 75 metres
<input type="checkbox"/>	<input type="checkbox"/>	property lines, sidewalks and curbs
<input type="checkbox"/>	<input type="checkbox"/>	utility poles, boxes, hydrants within 10 metres of the sign
<input type="checkbox"/>	<input type="checkbox"/>	utility rights-of-way and easements within 10 metres
<input type="checkbox"/>	<input type="checkbox"/>	all freestanding signs on the site and within 30 metres of the site
<input type="checkbox"/>	<input type="checkbox"/>	a context plan showing the location of the sign or feature within the community
<input type="checkbox"/>	<input type="checkbox"/>	any footings, foundations or retaining walls from utilities, rights-of-way and easements
<input type="radio"/>	<input type="radio"/>	10. Six (6) copies of Sign Drawings (minimum 1:100 or imperial scale, minimum 1/8"=1') showing:
<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"/>	copy to be placed on the sign
<input type="checkbox"/>	<input type="checkbox"/>	dimensions of sign and support
<input type="checkbox"/>	<input type="checkbox"/>	overall height of sign (above grade)
<input type="checkbox"/>	<input type="checkbox"/>	details of any read-o-graph component
<input type="checkbox"/>	<input type="checkbox"/>	details of illumination if not provided internally
<input type="checkbox"/>	<input type="checkbox"/>	colours and materials of sign structure
<input type="checkbox"/>	<input type="checkbox"/>	dimensioned cross-sections of any footings, foundations or retaining walls
		NOTE: Dimensioned photographs will not be accepted as a substitute for elevation and/or sign drawings.
<input type="radio"/>	<input type="radio"/>	11. If the sign or feature is associated with a fence spanning two or more properties:
<input type="checkbox"/>	<input type="checkbox"/>	certificates of title for all properties containing the fence
<input type="checkbox"/>	<input type="checkbox"/>	indicate on required site plans, all driveways on properties containing or adjacent to the fence
<input type="checkbox"/>	<input type="checkbox"/>	in the event that adjacent driveways are hidden, indicate site lines demonstrating that the fence height will not adversely affect traffic safety

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

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.

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

Freestanding Community Signs & Entry Features

Information Form

Address (proposed sign location) _____

Height of Sign: _____ Height of sign cabinet: _____
from grade to top of sign *from bottom to top*

Clearance: _____ Width of sign cabinet: _____
from grade to underside of sign *from side to side*

- Sign is located on:** Private property
 City property
 Both (ie, sign located partly on, or overhangs, City property)

Are there any freestanding or third-party advertising signs within 30 metres of the proposed sign (i.e., pylon signs, billboards, etc.)? Yes No

If yes, how many? Provide distances and details.

Anchor Bolts Caps Cover Plates
Are bolts covered? Yes; if yes, indicate how:
 No; if no, explain why:

Power supply to sign
Will sign be illuminated? Yes No

Is the power provided underground? Yes No; if no, explain why:

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

Applicant's Signature: _____ Date: _____

