



Development Permit Complete Application Requirement List

Third Party Advertising Sign

The following 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. All plans must be clear of any previous approval stamps and/or notations

For help with your drawings visit calgary.ca/drawingstandards for tips and examples

To estimate your permit fee, visit calgary.ca/dpfees

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.

Required Items:

A. [Application Form](#) (Do not fill out if applying online)

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. **Colour Photographs**, showing:

(photographs must fit into an 8.5" x 14" (21.5 x 35.5 cm) file)

- 1 The site and adjacent area
- 2 Show all other signs on public or private property within 30 metres of the proposed site

D. Completed [Site Contamination Statement](#)

E. Completed [Public Tree Disclosure Statement](#)

Drawing Requirements:

F. One (1) copy of a **Site Plan, prepared by an Alberta Land Surveyor, 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 assigned City address obtained from Planning Data Services, phone 403-268-8127 or addressing@calgary.ca (notwithstanding the subject property may already have a municipal address)
- 3 All elements of plan labelled as **existing** or **proposed**
- 4 Plot and dimension property lines
 - Existing buildings on the site
- 5 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
- 6 Utilities on and adjoining the parcel (deep, shallow and overhead)
 - Water, storm and sanitary sewer
 - Gas
 - Electrical
 - Cable, telephone
- 7 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
- 8 Floodway, Flood Fringe and Overflow

- Indicated on the Floodway/Flood Fringe maps [Section 3 (c) & (d)]
 - Dimension distance to buildings and structures
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- 9 Adjacent to parcel
- City streets (label street names)
 - Sidewalks, City and public paths (Regional Pathway System)
 - Curb cuts, medians and breaks in medians
 - Adjacent bus zones and shelters
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- 10 Dimension to property line
- Back of sidewalk and curb
 - Lip of gutter
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- 11 Location of all
- Utility poles
 - Guy wires/pole anchors
 - Hydrants, utility fixtures or boxes
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- 12 On corner parcels, outline and dimension corner visibility triangle

G. One (1) copy of a Sign Drawing, prepared by an Alberta Land Surveyor, including:
(preferred scale is Metric 1:100 or Imperial 1/4" = 1'0")

- 1 municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
- 2 All elements of plan labelled as **existing** or **proposed**
- 3 Plot 225 metre distance from the proposed sign
- 4 Plot major parks, escarpments, civic pathways, riverbanks or natural areas within 450 meters of the sign
- 5 Plot the following signs within the 225 metre radius:
 - Digital third party advertising signs
 - Third party advertising signs
 - Directional signage (adjacent to the roadway and overhead)

H. One (1) copy of a Sign Drawing, including:
(preferred scale is Metric 1:100 or Imperial 1/4" = 1'0")

- 1 municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
 - 2 All elements of plan labelled as **existing** or **proposed**
 - 3 Copy to be placed on the sign
 - 4 Dimensions of sign and support
 - 5 Overall height of sign (above grade)
 - 6 Distance between underside of sign and grade
 - 7 Details of back side of sign
 - 8 Details of illumination if not provided internally
 - 9 For two-sided signs, show how the framing space between signs will be enclosed
- NOTE:** Dimensioned photographs will not be accepted as a substitute for elevation and/or sign drawings

I. Completed [Third Party Advertising Sign Information Form](#) (Do not fill out if applying online)

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.