

LUD _____
CST _____

2006 April 10

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. **Applicants are required to fill in the section, "To be Completed by Applicant" and sign the application form confirming that all of the required information has been provided. In addition, applicants must identify and provide justification for items that do not comply with Council approved policies, bylaw standards, or technical guidelines.**

To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, staff are instructed to accept only complete applications which **include plans/drawings prepared to professional drafting standards.**

All plans/drawings are to be in sets and folded to a size not exceeding 8 ½" X 14". Large plans/drawings can be accordion-pleated, provided they can be attached to the file at the top left-hand corner. Remove all previous approval stamps and/or notations.

We are currently unable to accept digital applications. Thank you for your co-operation.

For office use only	To be Completed by Applicant	Required Items
<input type="radio"/>	<input type="radio"/>	1. A current copy of 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 site. Where the applicant is an agent acting for the owner, a letter from the owner must be provided verifying the agent's authority to make the application.
<input type="radio"/>	<input type="radio"/>	3. Colour Photographs* of the site and adjacent area (minimum four [4] views) - show all other signs on public or private property within 30 metres of the proposed site *Photographs may be any size that will fit into an 8.5 x 14 inch file
<input type="radio"/>	<input type="radio"/>	4. Fee (Fee Schedule)
<input type="radio"/>	<input type="radio"/>	5. Completed Site Contamination Statement (also available from the Customer Advisory Services Division)
<input type="radio"/>	<input type="radio"/>	6. Completed Public Tree Disclosure Statement (also available from the Customer Advisory Services Division)

For office use only: Applicant indicated potential public tree.

Tree package circulated.

<input type="radio"/>	<input type="radio"/>	7. Six (6) copies of Site Plans , all dimensions in metric (minimum scale of 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	north arrow (should point to top or right of page)
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (i.e. street address)
<input type="checkbox"/>	<input type="checkbox"/>	legal address (i.e. plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	property lines
<input type="checkbox"/>	<input type="checkbox"/>	sidewalks
<input type="checkbox"/>	<input type="checkbox"/>	curbs and curb cuts
<input type="checkbox"/>	<input type="checkbox"/>	property lines dimensioned from balk of walk and lip of gutter
<input type="checkbox"/>	<input type="checkbox"/>	rights-of-way setback lines (required for future road widening)
<input type="checkbox"/>	<input type="checkbox"/>	utility rights-of-way or easements if within 10 metres of the sign
<input type="checkbox"/>	<input type="checkbox"/>	location of all existing utilities (e.g., water, sewers, gas, electrical, cable, either underground or overhead)
<input type="checkbox"/>	<input type="checkbox"/>	existing and proposed free standing 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 site and within 30 metres of the site
<input type="checkbox"/>	<input type="checkbox"/>	label streets
<input type="radio"/>	<input type="radio"/>	8. Six (6) copies of Sign Drawings , in metric (minimum scale of 1:100) showing:
<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
		Note: Dimensioned photographs will not be accepted as a substitute for sign drawings.
<input type="radio"/>	<input type="radio"/>	9. Completed Freestanding Identification Sign Information Form (attached)
<input type="radio"/>	<input type="radio"/>	10. In addition to the requirements listed above, the following shall be required in applications for Freestanding Community Identification Signs and Entry Features .
<input type="checkbox"/>	<input type="checkbox"/>	certificates of title and any registered caveats, restrictive covenants or easements for all affected properties.
<input type="checkbox"/>	<input type="checkbox"/>	indication of the following on required site plans:
<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"/>	limits of the sign or feature to be approved
<input type="checkbox"/>	<input type="checkbox"/>	existing and proposed utilities and easements
<input type="checkbox"/>	<input type="checkbox"/>	adjacent sidewalks and pathways
<input type="checkbox"/>	<input type="checkbox"/>	adjacent driveways
<input type="checkbox"/>	<input type="checkbox"/>	adjacent bus zones and bus shelters
<input type="checkbox"/>	<input type="checkbox"/>	dimensioned cross-sections of any footings, foundations or retaining walls
<input type="checkbox"/>	<input type="checkbox"/>	dimensioned distances of any footings, foundations or retaining walls from utilities, rights-of-way and easements
<input type="checkbox"/>	<input type="checkbox"/>	dimensioned distances of any footings, foundations or retaining walls from utilities, rights-of-way and easements
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"/>	indication on required site plans of all driveways on properties containing or adjacent to the fence
<input type="checkbox"/>	<input type="checkbox"/>	in the event that adjacent driveways are hidden, indication of site lines demonstrating that the fence height will not adversely affect traffic safety

It is useful for each site plan to have a title block that identifies the type of development and the name and phone number for the contact person.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Section 10(1)(a)(xv) of the Land Use Bylaw). Normally an application will be complete if the material outlined above is provided.

Please identify and provide justification for items that do not comply with Council approved policies, bylaw standards, or technical guidelines. Attach a separate sheet, if necessary.

Applicant's Signature

Date

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

Screened by

Date

For Further Information
The City of Calgary
 Development & Building Approvals (#8108)
 3rd floor, Calgary Municipal Building
 800 Macleod Trail SE, Calgary, Alberta T2P 2M5

8:00 a.m. to 4:30 p.m. Monday – Friday
Phone (403) 268-5311 or visit our Web site - www.calgary.ca/dba

(Please allow at least 30 minutes for the receipt of your application)
 Checklists are updated periodically. Please ensure you have the most recent edition.



Freestanding Identification Sign Information Form

Site Address: _____

Height of sign: _____
from grade to the top of the sign

Height of sign cabinet: _____
from bottom to top

Clearance: _____
from grade to the underside of the sign

Width of sign cabinet: _____
from side to side

Sign is located on:
 Private property
 City property
 On **both** private and City property (e.g., 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.) No Yes How Many: _____

If yes, provide distances and details: _____

Anchor Bolts

Are bolts covered: Yes No
 If yes, indicate how: Caps Cover Plates

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: _____

Applicant's Signature: _____ Date: _____

FOIP DISCLAIMER

The personal information is collected under the authority of the Alberta Municipal Government Act, Section 640, The Calgary Land Use Bylaw 2P80, and the Freedom of Information and Protection of Privacy Act, Section 33(c). It will be used to communicate with the applicant during the permit application, review & inspection processes and will be circulated to relevant departments, Calgary Police Services; Enmax; pertinent Community Association(s), Business Revitalization Zone(s), adjacent land owners, the property owner, if he is not the applicant of record, Alberta Ministry of the Environment and Calgary Health Region. It may also be submitted to the Calgary Planning Commission (CPC) and/or Subdivision and Development Appeal Board (SDAB). Correspondence received regarding the application may be included in public agendas. The personal information and the nature of the permit will be publicly available, in accordance with Section 40(1) of the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the collection of this information, please contact the FOIP Program Administrator, Development & Building Approvals, PO Box 2100, Station M (#8108), Calgary, AB, T2P 2M5. Telephone 268-8045.