

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, showing the elevation on which the sign is to be placed (minimum two [2] views) *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 Fascia Sign Information Form (attached)
<input type="radio"/>	<input type="radio"/>	6. Four (4) 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"/>	an outline of the fascia sign and where it is to be mounted to the building
<input type="checkbox"/>	<input type="checkbox"/>	distance from the fascia sign to the property line, which are within one metre of the sign
<input type="checkbox"/>	<input type="checkbox"/>	distance from fascia sign to any registered easement or utility right-of-way within one metre of the sign
<input type="radio"/>	<input type="radio"/>	7. Four (4) 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 the sign
<input type="checkbox"/>	<input type="checkbox"/>	distance between underside of sign and grade (if bottom of sign is elevated above grade)
<input type="checkbox"/>	<input type="checkbox"/>	means of supporting sign (e.g., guy wires, brackets, bracing)
<input type="checkbox"/>	<input type="checkbox"/>	physical form of the sign (e.g., cabinet, box, individual letters, symbols)
<input type="radio"/>	<input type="radio"/>	8. Four (4) copies of Elevation Drawings of the Building Façade on which the sign is mounted, in metric (minimum scale of 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	doors, windows, eave line, and the roofline of the building
<input type="checkbox"/>	<input type="checkbox"/>	location for proposed signs and all existing signs
<input type="checkbox"/>	<input type="checkbox"/>	for a flat-roof building with a parapet; include level of the roof surface behind the parapet wall
		Note: Dimensioned photographs will not be accepted as a substitute for elevation drawings.

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.

