

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 building, clearly indicating the area where the Canopy or Awning sign is to be located (minimum Four [4] 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 Canopy and Awning Sign – Information Form (attached)
<input type="radio"/>	<input type="radio"/>	6. Five (5) 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"/>	proposed canopy/awning sign location showing distances to:
<input type="checkbox"/>	<input type="checkbox"/>	property lines, sidewalks and curbs
<input type="checkbox"/>	<input type="checkbox"/>	utility rights-of-way and easements
<input type="checkbox"/>	<input type="checkbox"/>	utility poles and guy wires
<input type="radio"/>	<input type="radio"/>	7. Five (5) copies of Sign Drawings , in metric (minimum scale of 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	dimensions of building façade
<input type="checkbox"/>	<input type="checkbox"/>	dimensions of canopy/awning sign and support
<input type="checkbox"/>	<input type="checkbox"/>	overall height of canopy/awning sign (above grade)
<input type="checkbox"/>	<input type="checkbox"/>	distance between underside of canopy/awning sign and grade (if bottom of sign is elevated above grade)
<input type="checkbox"/>	<input type="checkbox"/>	materials, lettering details, and colours
<input type="checkbox"/>	<input type="checkbox"/>	details of lighting fixtures if not provided internally
		Note: Dimensioned photographs will not be accepted as a substitute for elevation drawings.

Definitions:

Awning: a shelter projecting from, and supported by, the exterior wall of a building and designed to be collapsible, retractable, and generally constructed of fabric or similar non-rigid material.

Canopy: a non-retractable covered or enclosed rigid structural framework attached to, and extending outward from, the exterior wall of the building, and includes, but is not limited to, such structures as theatre marquees, but does not include any structurally integrated architectural feature such as lintels, sills, mouldings, architraves and pediment or any structure over petroleum pumps.

Canopy Sign: means a canopy or freestanding canopy that utilizes or incorporates a sign.

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.



This Form must be fully completed for the Application to be accepted for Processing

Date: _____

Permit Number: _____

Applicant (Company Name) _____

Contact Person _____

Mailing Address _____

City _____ Postal Code _____

Telephone Number _____ Fax Number _____

Address of Property _____

Copy on Sign _____

Application is for: **Canopy**
 Awning

	Canopy	Awning	Provides
Minimum Clearance from Grade	2.4 metres	2.4 metres	
Maximum Projection from Building	2.4 metres	N/A	
Minimum Projection from Building	N/A	0.9 metres	
Maximum Vertical Dimension	1.5 metres	N/A	
Maximum Copy Area of Elevation	50%	50%	
Can not extend beyond line of which street light(s) or power pole(s) are located	Applies	N/A	

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 Portfolios, 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, Calgary, AB, T2P 2M5. Telephone 268-8045.