



This "checklist" of submission requirements shall be attached to all Development Permit applications. All of the following information is necessary to facilitate the thorough evaluation and timely decision of your application. To expedite the evaluation, all materials submitted must be clear legible and precise. To achieve this level of customer service, staff has been instructed to accept only complete applications, which include plans prepared to professional drafting standards. Thank you for your cooperation.

All boxes shall be "CHECKED" and information indicated attached to the application.

Email Address: _____

MINIMUM ONE (1) COPY OF THE FOLLOWING:



SITE PLAN: Shall be prepared by an Alberta Land Surveyor or high quality hand drawn submissions (with acceptance by Development Authority).

Information on Drawing:

- Detail plan at a scale of between 1:200 – 1:500 (smaller or larger scales may be accepted with Development Authority approval);
- Illustrates the exact location of the proposed sign or sign marker with dimensions to at least two property lines. The entire lot boundaries shall be indicated.
- Illustrates the exact location of the proposed sign or sign marker with dimensions to any other signs on the property, the property access and egress points, parking areas, traffic control devices, roadway intersections, overhead power lines (for freestanding and roof signs) and existing buildings on property. Illustrates the north arrow, landscaping, paving, parking, and other significant lot features.
- Illustrates all registered easements and right of ways on the subject property.

Detail Information:

- Indication of address and legal description of site area.
- Legend – identifying scale of plan and all symbols used in the site plan.
- Standard notes: all measurements are to be expressed in metric; all measurements are shown to the furthest extent of the sign coverage (including overhangs).
- Surveyor company information – name, address, telephone, fax and email, etc.
- Sign company information – company constructing or renting signs name, address, telephone, fax and email, etc.

The Regional Municipality of Wood Buffalo approves what is indicated on the plan. Anything that does not appear on these plans does not have development approval.



SIGN PLANS: Plans shall be drafted to scale and contain:

- Sign dimensions – including width and length, area of sign used for advertising, and area designated for changeable copy (where applicable).
- Total height of the sign – measured from grade to the top of sign.
- Clearance height of the sign (where applicable) – measured from grade to bottom of sign.
- Sign base details – single versus double base, the method of attachment, and structural drawings (this is not applicable for portable sign markers or other temporary signs).
- Elevation drawings showing the location of the sign.

- COPY OF CURRENT CERTIFICATE OF TITLE(S) no more than 30 days old at time of application.** May be obtained from Alberta Registries Office. If Applicant is not the registered owner, a letter of authorization from the owner shall accompany the Certificate of Title.

- APPLICABLE FEES:** Fees outlined in Appendix “B”, section 9 of the Land Use Bylaw 99/059.

The personal Information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used as contact information and to process your application. If you have any questions regarding the collection or use of this information contact the Supervisor, Support Services, Planning and Development, Timberlea Landing, 309 Powder Drive, T9K 0M3, or call (780) 793-1069.