



Sign

DEVELOPMENT PERMIT APPLICATION CHECKLIST

This checklist of application submission requirements shall be **completed** and **attached** to your Development Permit application. All of the required information is necessary for the review of the application and for a timely decision to be rendered. To expedite the evaluation, staff have been instructed to accept **only** complete applications, which require:

- All application submission requirements to be included in the application; and,
- All application submission requirements to be **clear, legible, and precise**, and to be prepared to professional drafting standards.

Should the above be considered inadequate by staff, the application shall be deemed **incomplete** and will not be reviewed until the requirements have been satisfied.

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

OFFICE ✓ x	APPLICATION SUBMISSION REQUIREMENTS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 1. Site Plan: shall be prepared by an Alberta Land Surveyor and/or Engineering Firm, shall be no more than one (1) year old at the time of application for freestanding signs, and shall provide the following information: <input type="checkbox"/> Standard Information: shown on all plans as per the “ <i>How to Draw a Site Plan and Floor Plan</i> ” document <input type="checkbox"/> Information on the Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Key Plan providing site context with adjacent area including overall dimensions <input type="checkbox"/> Location of all existing buildings and the proposed sign with dimensions to all property lines, parking areas, entrances and exits, and other significant site features. Where a building is not set perpendicular to a property line, a minimum of two dimensions from one side to the adjacent property line is required <input type="checkbox"/> Illustrate and provide dimensions of all registered easements and rights of ways on the property and reference registered plan number
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 2. Sign Plans: Plans shall be properly drafted to scale and contain the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Sign Dimensions: including width, length, projection from fixed surface, total area, and the area of the sign to be used for advertising <input type="checkbox"/> Total Height of the Sign: measured from grade to the top of sign <input type="checkbox"/> Clearance Height of the Sign: measured from grade to the bottom of the sign <input type="checkbox"/> Sign Base Details: for freestanding signs structural plans signed by an Engineer <input type="checkbox"/> Elevation Plans: showing the location of the sign relative to a building
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 3. Copy of Current Certificate of Title(s): no more than 30 days old at time of application: <ul style="list-style-type: none"> <input type="checkbox"/> 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. If the land is registered as a numbered company, the names of the principals of the numbered company shall be supplied <input type="checkbox"/> Please Note: additional documents including, but not limited to, copies of any Restrictive Covenants, Caveats, Utility Rights-of-Way, or Easements, may be required at the discretion of the Development Officer
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 4. Applicable Fees: Fees outlined in the Land Use Bylaw 99/059. Development fees shall be made payable to the Regional Municipality of Wood Buffalo



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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Miscellaneous Information: any other information deemed necessary by the Development Authority to properly evaluate the application. |
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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, Jubilee Centre, 9909 Franklin Avenue, Fort McMurray, T9H 2K4, or call (780) 793-1069.