Planning & Development Services
Regional Municipality of Wood Buffalo
Office: 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4
T: 780-793-1043 E: permit.inquiries@rmwb.ca

Development Permit Application Checklist: Portable Sign

This page explains what you need to for apply for a **portable sign development permit.** A **portable sign** is temporary and mounted on a frame, stand or similar support which can be readily relocated to another location and is used for short-term advertising.

When is a Portable Sign Development Permit Required:

- to install a new portable sign on private property, or
- to renew an existing portable sign development permit.

Development Permit Duration:

- a portable sign development permit can be issued for up to one year.

Portable Sign Advertising:

- portable signs can only advertise a business, service or activity located on the same parcel.
- 3rd party advertising is only allowed in the RD – Rural District. However, non-profit and charitable organizations with offices in the RMWB may use 3rd party advertising in any district.

General Portable Sign Regulations:

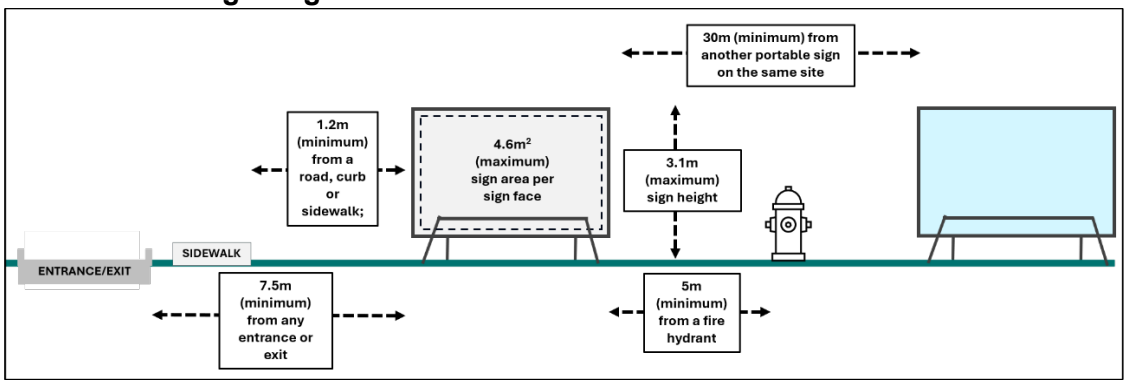

Image not to scale

Full portable sign regulations are in Sections 8.27 and 8.33.2 of Land Use Bylaw 26/001

Portable Sign Development Permit Requirements

- Site Plan
- Building Plan (template provided)
- Certificate of Title
- Completed Application Form
- Application Fee (paid at submission)
- Other Information as Required

How to Apply for an Accessory Building Development Permit

- E-Permitting: https://aca-prodca.accela.com/wb/Default.aspx
- In-person – 9909 Franklin Avenue, Fort McMurray

The following checklist outlines the requirements for a portable sign development permit application. Submit the completed checklist with all required materials. Documents must be clear, accurate, and to scale. Hand-drawn plans are accepted if they meet these requirements. Incomplete applications will not be moved to the review stage.

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

PORTABLE SIGN CHECKLIST / APPLICATION SUBMISSION REQUIREMENTS
☐ **Site Plan:** A site plan must include the following information with any measurements provided in metric units. ***NOTE****: Our office may have a base site plan on file that can be used for your application. Contact Planning and Development Services to request one - permit.inquiries@rmwb.ca.* **Standard Information**: o Refer to the website below for the minimum information required on a site plan. https://www.rmwb.ca/business-development-and-building/development-and-building/site-and-floor-plan-drawing-standards/ **Portable Sign Information**: o Location of the proposed portable sign on the site. o Measurements of the portable sign to property lines, buildings, entrances and exits, fire hydrants and surrounding roads, sidewalks, curbs. o Measurements of the portable sign to any existing onsite signage such as other portable signs, freestanding signs and fascia (building) signs.
☐ **Portable Sign Building Plan(s):** A sign building plan must include the following information with any measurements provided in metric units. ***NOTE****: A sign plan template is attached to this checklist for use with your application.* o **Sign Dimensions:** including sign width, length and total area per sign face. o **Height of the Sign**: measured from grade to the top of sign. o **Sign Frame Details:** description of material (i.e. metal frame). o **Sign Advertising Details:** business information that will be displayed on the sign and any known graphics.
☐ **Copy of Current Certificate of Title(s) and Letter of Authorization:** o Copy of a current Certificate of Title(s) no more than 30 days old at the time of application. ***NOTE:*** *Certificates of Title are obtained from the Alberta Registries Office or online - https://landregistry.alberta.ca/.* o If the applicant is not the registered owner, a letter of authorization from the owner shall accompany the Certificate of Title. If the land is owned by the Province of Alberta, a copy of the disposition that authorizes use of the land shall be supplied. o 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 Authority.
☐ **Development Permit Application Form:** Complete the application form attached to this checklist. ***NOTE:*** *If you apply online, you do not need to complete the attached form, as the same information will be collected through the online application.*
☐ **Applicable Fees:** Fees are calculated online through e-permitting (https://aca-prodca.accela.com/wb). If you are applying in person, front desk staff will calculate the fees for you.

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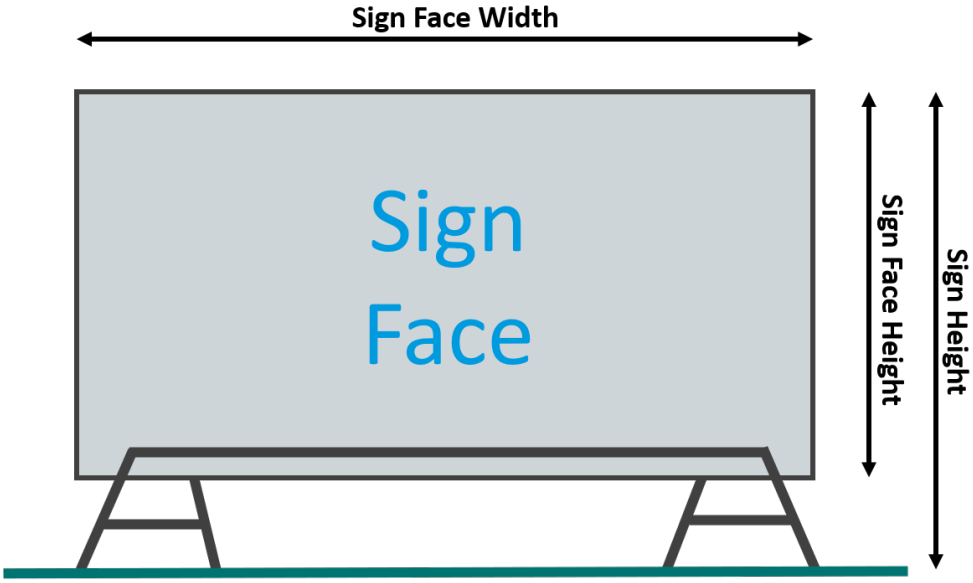
Portable Sign Building Plan Template



Please provide the proposed sign measurements and information
(measurements to be provided in metres)

Sign Height: *(max 3.10m)*		
Sign Face Height:		
Sign Face Width:		
Sign Face Area: *(max 4.6m^2 per sign face)*		
Support Frame Details: *(what is the frame made of)*		
Name of Business Advertised on Sign Face:		
Is the business located on the same site as the sign?	☐ NO	☐ YES
Is the business a charitable foundation or non for profit located in the RMWB?	☐ NO	☐ YES

The personal information on this form is authorized under Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. The personal information will be used as contact information and to process your application. If you have questions about the collection or use of your personal information, please contact PULSE at 780-743-7000, 1-800-973-9663, or online at rmwb.ca/pulse.

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Development Permit Application Form

OFFICE USE ONLY DP #: _____ Receipt No: _____

A development permit application is a formal submission that is used to obtain approval to develop or use either land or a building within the RMWB. This **Development Permit Application Form** is one part of a complete application.

NOTE: *If you apply online, you do not need to complete this form, as the same information will be collected through the online application.*

Development Permit Application Requirements
A complete application must include:

- ✓ Completed Development Permit Application Form
- ✓ All required documents listed in the applicable Development Permit Checklist
- ✓ Payment of the required application fee

How to Apply for a Development Permit

- E-Permitting: https://aca-prodca.accela.com/wb/Default.aspx
- In-person – 9909 Franklin Avenue, Fort McMurray

Important Development Permit Information

- Requirements vary depending on the type of development. Use the applicable Development Permit Checklist to make sure you submit all required information.
- Do not start development until a valid Development Permit has been issued. Starting work before receiving a permit may result in double permit fees and enforcement action.
- An administrative fee will be deducted from any applicable refund. Refunds are issued by cheque only.
- By signing the application form, you authorize a Development Officer to enter the property to complete inspections related to the application or development.
- Some types of development do not require a Development Permit. Development Permit exemptions are listed in Section 3.2.2 of Land Use Bylaw No. 26/001.

Helpful Resources

- Development Permit Checklists: https://www.rmwb.ca/business-development-and-building/development-and-building/forms-and-checklists/
- RMWB Land Use Bylaw: https://www.rmwb.ca/business-development-and-building/municipal-planning/land-use-bylaw/
- Design Servicing Standards and Development Procedures (DSS): https://www.rmwb.ca/business-development-and-building/development-and-building/for-development-professionals/standards-and-guidelines/
- Safety Code Permits Information: https://www.rmwb.ca/business-development-and-building/development-and-building/safety-codes-permits/

Not sure where to start? Contact Planning & Development Services

REGIONAL MUNICIPALITY OF WOOD BUFFALO

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Development Permit Application Form

Applicant Information

Applicant Name:			
Mailing Address:			
Daytime Phone:		Alternate:	
Email Address:			

Registered Owner Information

Is the registered owner (per the Certificate of Title) the same as the applicant?

☐ **YES** *If yes, move to Property Information section below*

☐ **NO** *If no, complete the below Registered Owner Information*

Registered Owner Name:			
Mailing Address:			
Daytime Phone:		Alternate:	
Email Address:			

Property Information for Development Permit

Legal Land Description	Lot:		Block:		Plan:				
or Alberta Township Grid System	LSD:		Sec:		TWP:		Range:		W4M
Civic Address:									

Project Description:

Has development commenced (started)?	☐	YES	☐ NO
Size of Proposed Development (m^2):			
Estimated Construction Start Date:			
Estimated Construction Cost:			

Application Form Signature

☐ I/We hereby make application under the provisions of the Land Use Bylaw No. 26/001 for a Developme Permit.

I, _____ herby certify that
(print full name)

☐ I am the registered owner **or** ☐ I am the agent authorized to act on behalf of the registered owner and the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

_____ _____
Signature Date

The personal information on this form is authorized under Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. The personal information will be used as contact information and to process your application. If you have questions about the collection or use of your personal information, please contact PULSE at 780-743-7000, 1-800-973-9663, or online at rmwb.ca/pulse.