

## Third Party Advertising Sign

### Before you apply:

- Visit [Calgary.ca/signs](http://Calgary.ca/signs) to find more information about fees, timelines and more
- For help with your drawings, visit [Calgary.ca/drawingstandards](http://Calgary.ca/drawingstandards) for tips and examples
- Refer to the [Third Party Advertising Sign Guidelines](#) for guidelines on the use, design, and location
- Please do not include personal information on plans

### SECTION 1: Application Requirements

#### Supporting Documents

- A. Completed [Application Form](#) (do not fill out if applying online)
- B. Completed [Third Party Advertising Sign Information Form](#) (do not fill out if applying online)
- C. Completed [Site Contamination Statement](#)
- D. Completed [Public Tree Disclosure Statement](#)
- E. A **Letter of Authorization** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel. (Please click [here](#) for a sample template)
- F. A copy of the current **Certificate of Title(s)**
- G. **Colour Photographs**, showing:
  - 1 The site and adjacent area
  - 2 Show all other signs on public or private property within 30 metres of the proposed site

#### Plans - Note: Dimensioned photographs will not be accepted as a substitute for all drawings

- H. One (1) copy of a **Site Plan**, prepared by an Alberta Land Surveyor, including:  
(Preferred scale is Metric 1:100 or Imperial 1/4" = 1'0")

- 1 **North arrow**, pointing to top or left of page
- 2 **Municipal address** (i.e. street address) and legal address (i.e. plan/block/lot)
- 3 All elements of plan labelled as **existing** or **proposed**
- 4 **Plot and dimension property lines and buildings**
- 5 **Easements, Utility Rights-Of-Way:**
  - Dimension (width, depth and location) on or abutting the parcel
  - Label type of easement and registration number
- 6 **Utilities on and adjoining the parcel (deep, shallow and overhead):**
  - Water, storm and sanitary sewer
  - Gas, electrical, cable and phone
- 7 **Plot Rights-of-Way setback lines required in Section 53, Table 1:**
  - Dimension depth of Rights-of-Way
  - Dimension distance from Rights-of-Way to building
- 8 **Floodway, Flood Fringe and Overflow:**
  - Indicated on the Floodway/Flood Fringe maps [Section 3 (c) & (d)]
  - Dimension distance to buildings and structures
- 9 **Adjacent to parcel:**
  - City streets (label street names)
  - Sidewalks, City and public paths (Regional Pathway System)
  - Curb cuts, medians and breaks in medians
  - Bus zones and shelters

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- 10 **Dimension to property line:**
    - Back of sidewalk and curb
    - Lip of gutter

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  - 11 **Location of all:**
    - Utility poles
    - Guy wires/pole anchors
    - Hydrants, utility fixtures or boxes

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  - 12 **Corner parcels only:**
    - Outline and dimension corner visibility

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  - 13 **Proposed sign location(s):**
    - Dimension to property line(s)
    - Dimension to existing buildings on the site
    - Dimension to street intersections

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**I. One (1) copy of a **Block Plan**, prepared by an Alberta Land Surveyor, including:**  
(Preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

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- 1 Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)

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  - 2 All elements of plan labelled as **existing** or **proposed**

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  - 3 Plot 300 metre distance from the proposed sign

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  - 4 Plot major parks, escarpments, civic pathways, riverbanks or natural areas within 450 meters of the sign

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  - 5 Plot locations of buildings containing a dwelling unit within 125 metres of the sign

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  - 6 Indicate the direction of illumination projecting from the proposed sign(s)  
(i.e. "direction of the advertisement is north")

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  - 7 Plot the following signs within 300 metres on the same roadway:
    - Freestanding signs
    - Fascia signs, if they contain digital components
    - Digital third party advertising signs
    - Third party advertising signs
    - Directional signage (adjacent to the roadway and overhead)
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**J. One (1) copy of a **Sign Drawings**, including:**  
(Preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

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- 1 Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)

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  - 2 All elements of plan labelled as **existing** or **proposed**

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  - 3 Copy to be placed on sign

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  - 4 Dimensions of sign and support

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  - 5 Overall height of sign (above grade)

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  - 6 Distance between underside of sign and grade

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  - 7 Details of back of sign

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  - 8 Location of ambient light meter

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  - 9 Location of the 24-hour monitoring camera and arm

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  - 10 For two-sided signs, show how the framing space between signs will be enclosed
- NOTE:** An engineered, stamped drawing may be requested prior to approval or release of the permit
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### SECTION 3: Applicant's Declaration

By submitting this application to The City of Calgary (the "City"), I understand and acknowledge that, as part of the City's process in reviewing, evaluating, and processing this application, the City will be required to circulate hard or electronic copies of my application materials to members of City Administration, members of the public who may be affected by the application's approval, and to relevant Community Associations' Boards of Directors, including their Planning Committees. The City will also make my application materials available online for public viewing through its website, [www.calgary.ca](http://www.calgary.ca). I hereby consent to the City's copying of these application materials, solely for the purposes of such circulation, dissemination and online viewing as aforesaid, provided that those parties to whom the copies are circulated or made available online are made aware that their use of the copies is specific and limited to providing input on my application and that any further reproduction and distribution of the plans is strictly prohibited.

If you do not want to make your application materials available online for public viewing you must send an email to [planninghelp@calgary.ca](mailto:planninghelp@calgary.ca) within 48 hours of submitting your application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not to have their application materials online for public viewing.

The personal information on this form is being collected under the authority of The Calgary Building Permit Bylaw 64M94 (Section 5) and amendments thereto, as well as section 33(c) of the [FOIP Act](#). This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning & Development. **The name of the applicant and the nature of the permit will be available to the public through general inquiries, paid subscription reports for permit data and resources found online, as authorized by the FOIP Act.** You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE Calgary, Alberta in relation to this program by contacting the FOIP Program Administrator for Planning and Development through telephone at 403-268-5480 or by writing to PO Box 2100, Station M, Calgary, AB T2P 2M5.

**NOTE:** This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

**NOTE:** The Development Authority or Safety Code Officer may require additional materials considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of Land Use Bylaw 1P2007, Section 6(1) of Bylaw 64M94 and the Alberta Building Code 2014)

**Need help or have questions? Contact the [Planning Services Centre](#).**

Checklists are updated periodically. Please ensure you have the most recent edition.