



## Sign Development Permit Application Checklist

This “checklist” of submission requirements shall be attached to all Sign Development Permit Applications. To facilitate the thorough evaluation and timely decision of your application all materials submitted must be clear, legible, precise and prepared to professional drafting standards. Thank you for your cooperation.

**All boxes shall be “CHECKED” and information indicated attached to the development permit application. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THIS LIST ATTACHED.**

- STANDARD INFORMATION:** Completed application form. Proposed development (type of sign being applied for) indicated. For example, common signs are: Freestanding sign, checklist Roof sign, portable sign marker, etc).
  
- MINIMUM OF SIX (6) COPIES OF PLOT PLAN. (Sec. 156-3-G)** Plot Plan shall be prepared by an Alberta Land Surveyor or high quality hand drawn submissions (with acceptance by Development Officer).
  - Information on the Drawing**
    - Detail Plan at a scale of between 1:200-1:500 (smaller or larger scales may be accepted with DO 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.  
***The Regional Municipality of Wood Buffalo approves what is indicated on the plot plan. Anything that does not appear on these plans does not have development approval.***
    - 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 furthest extent of sign coverage (including overhangs).
    - Surveyor Company Information - name, address, telephone, fax and email, etc.
    - Sign Company Information - name, address, telephone, fax and email, etc of company constructing or renting sign.
  
- MINIMUM OF SIX (6) COPIES OF SIGN PLANS. (Sec.156-3-G)** Plans shall 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 (when 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
  
- CERTIFICATE OF TITLE INDICATING REGISTERED PROPERTY OWNER.** If the applicant is not the registered owner, the application must contain a letter of authorization from the owner or the owner’s signature on the application form.
  
- APPLICABLE FEES.** Development fees - payable to the Regional Municipality of Wood Buffalo. In case of discretionary uses, the application will also be subject to advertising fees.