



Planning & Development
5 St. Anne Street
St. Albert, AB
T8N 3Z9
Phone: (780) 459-1642
Fax: (780) 458-1974

CITY USE ONLY	
Address:	
Date:	
Time:	

SIGN WITH A DIGITAL DISPLAY DEVELOPMENT PERMIT APPLICATION CHECKLIST

The attached **Development Permit Application Checklist** outlines all of the information required by the City to formally accept, evaluate, and provide a decision on an application. Applications and materials submitted must be clear, legible, and precise (sketches are not acceptable). All plans must be clear of any previous approval stamps and/or notations.

Please use this checklist to ensure that **all** information is provided prior to application submission, including completed checklist.

Only applications that are deemed complete will be accepted.

A site plan for a sign with a Digital Display must be prepared by an Alberta Land Surveyor. All plans submitted must be to a professional drafting standard and meet the following basic requirements:

- Contain a title block with information:**
 - municipal address and legal description (lot; block; plan)
 - project name, date, revision no.

- Be sorted into drawing sets:**
 - each set must be stapled together
 - all plans submitted must be on the same sized paper (maximum 27.94cm x 43.18cm (11" x 17"))

- Is well laid out:**
 - drawings must be clear and legible
 - drawings must be contained on each page (one plan must not span two pages)

All dimensions must be in metric (Imperial will not be accepted)

The Development Officer may require additional plans and information considered necessary to properly evaluate the proposed development, as per Section 3.3(4) of Land Use Bylaw 9/2005.

REQUIRED INFORMATION:		Submitted (Completed by Applicant)	Office Use Only
1.	Application Form (<i>Development Permit - Sign With a Digital Display</i>)	<input type="checkbox"/>	<input type="checkbox"/> _____
2.	Development Permit Application Fee	<input type="checkbox"/>	<input type="checkbox"/> _____
3.	Current copy of the Certificate of Title (<i>no older than 3 months</i>)	<input type="checkbox"/>	<input type="checkbox"/> _____
4.	Letter of Authorization (<i>from the registered owner of the land, their agent, or other person having legal or equitable interest in the parcel, if the applicant is not the owner</i>)	<input type="checkbox"/>	<input type="checkbox"/> _____
5.	Type of sign: <input type="checkbox"/> <i>new sign</i> <input type="checkbox"/> <i>relocation</i> <input type="checkbox"/> <i>replacement</i> <input type="checkbox"/> <i>retrofit of existing sign</i>	<input type="checkbox"/>	<input type="checkbox"/> _____
6.	Are there any other active or pending sign applications related to this property? (same or similar use or sign type) If yes , provide details: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> _____ <input type="checkbox"/> _____

PLAN REQUIREMENTS (2 paper copies and a digital copy on USB or CD)		Submitted (Completed by Applicant)	Office Use Only
Site Plan Prepared by an Alberta Land Surveyor			
1.	Scale of plan (<i>in metric</i>)	<input type="checkbox"/>	<input type="checkbox"/> _____
2.	Provide a line scale on drawings	<input type="checkbox"/>	<input type="checkbox"/> _____
3.	North arrow	<input type="checkbox"/>	<input type="checkbox"/> _____
4.	Municipal address (<i>i.e.: street address</i>)	<input type="checkbox"/>	<input type="checkbox"/> _____
5.	Legal Address (<i>i.e.: lot; block; plan</i>)	<input type="checkbox"/>	<input type="checkbox"/> _____
6.	All elements of the plan to be labelled as existing or proposed	<input type="checkbox"/>	<input type="checkbox"/> _____
7.	Identify all property lines with dimensions	<input type="checkbox"/>	<input type="checkbox"/> _____
8.	Indicate the proposed sign location including a plan view of sign	<input type="checkbox"/>	<input type="checkbox"/> _____
9.	Dimension between proposed sign and all existing signs located on the property*	<input type="checkbox"/>	<input type="checkbox"/> _____
10.	Dimension from proposed sign to all property lines*	<input type="checkbox"/>	<input type="checkbox"/> _____
11.	Dimension to existing buildings *	<input type="checkbox"/>	<input type="checkbox"/> _____
12.	Dimension from back of sidewalk to the proposed sign *	<input type="checkbox"/>	<input type="checkbox"/> _____
13.	Dimension to street intersections *	<input type="checkbox"/>	<input type="checkbox"/> _____
14.	Dimension to curb of adjacent roadways *	<input type="checkbox"/>	<input type="checkbox"/> _____
15.	Dimension to adjacent traffic signals (<i>if applicable</i>) *	<input type="checkbox"/>	<input type="checkbox"/> _____

*** All measurements shall be taken from the closest point of the sign unless otherwise noted**

PLAN REQUIREMENTS (continued)		Submitted (Completed by Applicant)	Office Use Only
Site Plan (continued)			
16.	Plot a 3 metre interior buffer around property lines adjoining roadways (<i>to indicate the minimum lateral placement for the proposed sign</i>).	<input type="checkbox"/>	<input type="checkbox"/> _____
17.	Provide coordinates of proposed sign location (<i>latitude and longitude/UTM</i>)	<input type="checkbox"/>	<input type="checkbox"/> _____
18.	Location of Easements and Utility Rights-of-Way (<i>Dimensioned and labelled</i>)	<input type="checkbox"/>	<input type="checkbox"/> _____
19.	Label adjoining streets and lanes	<input type="checkbox"/>	<input type="checkbox"/> _____
20.	Label sidewalks and public paths	<input type="checkbox"/>	<input type="checkbox"/> _____
21.	Label medians and/or breaks in medians on public streets adjacent to the site	<input type="checkbox"/>	<input type="checkbox"/> _____
22.	Location and dimension of driveway accesses	<input type="checkbox"/>	<input type="checkbox"/> _____
23.	Location of all light standards, utilities poles, hydrants, and utility fixtures	<input type="checkbox"/>	<input type="checkbox"/> _____
24.	Location of trees on private property	<input type="checkbox"/>	<input type="checkbox"/> _____
25.	Label Land Use Districts (Residential, P, PS, and IF) within 100 metres of the site	<input type="checkbox"/>	<input type="checkbox"/> _____

Block Plan Prepared by an Alberta Land Surveyor		Submitted (Completed by Applicant)	Office Use Only
1.	Plot and label (on a separate block plan) the following located within 450 metres of the proposed sign (<i>include dimensions between the proposed sign and all existing signs</i>):	<input type="checkbox"/>	<input type="checkbox"/> _____
	a) Billboard(s)	<input type="checkbox"/>	<input type="checkbox"/> _____
	b) Freestanding sign(s)	<input type="checkbox"/>	<input type="checkbox"/> _____
	c) Fascia sign(s), if they contain digital components	<input type="checkbox"/>	<input type="checkbox"/> _____

SIGN DRAWINGS (Production Drawings)		Submitted (Completed by Applicant)	Office Use Only
1.	Scale of plan (<i>in metric</i>)	<input type="checkbox"/>	<input type="checkbox"/> _____
2.	Provide a line scale on drawings	<input type="checkbox"/>	<input type="checkbox"/> _____
3.	Municipal address (<i>i.e.: street address</i>)	<input type="checkbox"/>	<input type="checkbox"/> _____
4.	Legal Address (<i>i.e.: lot; block; plan</i>)	<input type="checkbox"/>	<input type="checkbox"/> _____
5.	Total height of sign: _____ (<i>From grade to top of sign</i>)	<input type="checkbox"/>	<input type="checkbox"/> _____
6.	Dimensions of sign, the Digital Display, and base support	<input type="checkbox"/>	<input type="checkbox"/> _____
7.	Details of sign enclosure (front, back, and sides)	<input type="checkbox"/>	<input type="checkbox"/> _____
8.	Colours and materials of sign structure	<input type="checkbox"/>	<input type="checkbox"/> _____
9.	Number of digital sign faces: _____	<input type="checkbox"/>	<input type="checkbox"/> _____
10.	Dimensions and location of the sign in plan and elevation view	<input type="checkbox"/>	<input type="checkbox"/> _____
11.	Engineer stamped sign and support drawings, to be completed by an Engineer who is competent and who has authenticated the sign as structurally sound.	<input type="checkbox"/>	<input type="checkbox"/> _____
Note: Dimensioned photographs will not be accepted as a substitute for elevation and/or sign drawings.			

ADDITIONAL PLANS AND INFORMATION:		Submitted (Completed by Applicant)	Office Use Only
1.	Is the sign proposed to be located in the Transportation Utility Corridor (TUC)? If yes , provide written approval.* *Signs proposed within the TUC must obtain written approval from Alberta Transportation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> _____ <input type="checkbox"/> _____
2.	How often is the sign messaging proposed to change? _____	<input type="checkbox"/>	<input type="checkbox"/> _____
3.	Is the digital display part of a freestanding sign, fascia sign, or billboard?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> _____
4.	Colour photographs showing (label and identify each photograph):	<input type="checkbox"/>	<input type="checkbox"/> _____
	a) Provide a view representing the curb-lane drivers field of view from 450 metres back of the proposed digital display sign location (should be taken from boulevard as close to the curb as practicable)	<input type="checkbox"/>	<input type="checkbox"/> _____
	b) Provide a view representing the curb-lane drivers field of view from 25 metres back of the proposed digital display location (should be taken from boulevard as close to the curb as practicable).	<input type="checkbox"/>	<input type="checkbox"/> _____
	c) The site and adjacent area in its existing state (minimum of four different views)	<input type="checkbox"/>	<input type="checkbox"/> _____
	d) All other signs on public or private property within 30 metres of the proposed site	<input type="checkbox"/>	<input type="checkbox"/> _____
5.	Is the power provided underground? If not , explain: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> _____ <input type="checkbox"/> _____
6.	Is the sign is equipped with an ambient light sensor	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> _____
7.	Can the sign be set to not exceed 0.3 foot-candles above ambient light conditions when measured from the digital display face at maximum brightness?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> _____

- Permit fees must be submitted to City of St. Albert at time of application.
- Payment for a sign with a digital display is to be made by cheque or credit card authorization only.
- DEVELOPMENT PERMIT APPROVAL IS REQUIRED PRIOR TO ANY SIGN INSTALLATION
- Payment will not be processed until an application has been deemed complete.
- The Development Officer may require additional material considered necessary to properly evaluate the proposed development, as per Section 3.3(4) of the Land Use Bylaw 9/2005.

Should you have any questions regarding completing the application package, please contact the Planning and Development Department at 780-459-1642.

An application is deemed incomplete until ALL information required is submitted to the Development Officer.

24 Hour Monitoring Contact

Municipal Address: _____

If this contact information changes, the sign owner must provide the City with updated information, within 48 hours, by contacting 780-459-1642.

Applicant's name: _____	Company name: _____	Date: _____
Email address: _____	Contact number ()	Alternate contact number: ()

Applicant's Signature: _____ <i>(Confirming that all required information has been provided and is correct)</i>	Date: _____
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Collection and use of personal information
 Personal information is collected under the authority of s. (33) of the Freedom of Information and Protection Act. This information will be used for the purpose of processing permit applications. If you have any questions about the collection of this information, contact the Director of Planning and Development, St. Albert at 780-459-1642.

Office Use Only	
Received and checked by: _____	Date: _____