

# Temporary Off-Premises Sign Application Form

(ALL FIELDS ARE MANDATORY)

APPLICANT COMPANY NAME:		
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
CONTACT NAME:		
PHONE:	CELL:	
DATE:	EMAIL:	

## SUBMISSION REQUIREMENTS:

- Scaled Curb to Property Line Map:** (PDF format and aerial image are available upon request by emailing [mapdesk@edmonton.ca](mailto:mapdesk@edmonton.ca) or by calling Transportation at 780-496-6636.
- On the scaled **Curb to Property Line Map** you must indicate the location of all temporary signs, curb lines, property lines, vehicle access locations, a north arrow, and the **location of all Off-premises signs within 300 m**.
- A photograph that shows the length of the Frontage of the site where the Sign is to be erected; AND a photograph that shows the abutting roadway(s) where the Sign is to be erected.
- Current **Permission Letter** from **Landowner/Agent** authorizing the applicant's Sign Development and placement.  
 (Search **Form Listing** at [www.edmonton.ca](http://www.edmonton.ca) and scroll to Landowner/ Agent Permission Letter for a template of the information required)
- Application Form:** Please email the application to [TemporarySigns@edmonton.ca](mailto:TemporarySigns@edmonton.ca) and include the *Curb to Property Line Map* showing the information required, photos, and the current *Permission Letter* from the Landowner/Agent.
- Email subject line** to include: Temp. Off-premises, the property address and the business name
- Temporary Off-premises Signs are considered Discretionary, and require 6-8 weeks for processing. Notification to surrounding landowners is required for all applications.
- Application Fee and Development Permit Notification Fee** (our cashiers will contact you for payment)
- ☐ **Single Tenant Site** OR ☐ **Multiple Tenant Development**

<b>SIGN LOCATION: MUNICIPAL ADDRESS:</b>				<b>OFFICE USE:</b>
<b>LEGAL DESCRIPTION:</b>				
<b>NAME:</b> (of Business, Tenant or Group Advertising):				
<b>ADDRESS:</b> (of Business, Tenant or Group Advertising):	CITY:	PROV:	POSTAL CODE:	
<b>CONTACT NAME:</b>			PHONE:	
<b>EMAIL:</b>				
<b>START DATE:</b>			NO. of DAYS:	
<b>APPLICATION FEE:</b>		<b>\$87.00:</b> Permit valid for <b>90</b> days or less		
<b>NOTIFICATION FEE:</b>		<b>\$102.00:</b> Development Permit Notification Fee		

	DISTANCE from Proposed Sign to Off- Premises Signs	HEIGHT (incl. supports)	DISPLAY AREA (vertical x horizontal)			
<b>PROPOSED SIGN:</b>	n/a	m	m	m	=	m2
Off-premises Sign 1: Address:	m	m	m	m	=	m2
Off-premises Sign 2: Address:	m	m	m	m	=	m2
Off-premises Sign 3: Address:	m	m	m	m	=	m2
Off-premises Sign 4: Address:	m	m	m	m	=	m2

Information on this application is being collected in accordance with section 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. It will be used for administrative purposes and to assess your application. Information collected on this form may be made public as allowed by legislation, and may be shared as required with other public bodies such as Alberta Health Services, Edmonton Police Services and/or the Alberta Gaming and Liquor Commission. If you have any questions, please contact a Service Advisor at the Current Planning Service Centre at 780-442-5054.