

Temporary On-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:

- Curb to Property Line Map:** (PDF format and aerial image are available upon request.) Send an email to mapdesk@edmonton.ca or call Transportation at 780-496-6636.
- The following information must be included on the site plan:
 - Location of temporary sign(s) on property
 - Vehicle access locations
 - Separation distance between signs
- Current **Permission Letter** from **Landowner/Agent**
 (Search **Form Listing** at 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 and include the *Curb to Property Line Map* showing the location of the proposed sign, and the current *Permission Letter* from the Landowner/Agent.
- Email subject line** to include: the property address and the business name
- Fees:** (our cashiers will contact you for payment)
- ☐ **Single Tenant Site**
- ☐ **Multiple Tenant Development:**
 For multiple tenant developments provide a List of Businesses that have landowner/agent permission to advertise on the sign.

MUNICIPAL ADDRESS (SIGN LOCATION):		OFFICE USE:	NEXT AVAILABLE DATE:
NAME OF BUSINESS ADVERTISING:			
For Multiple Tenant Developments: NAME OF DEVELOPMENT: (Also include a <i>List of Businesses</i> that have landowner/agent permission to advertise on the sign)			
START DATE:			
SIGN HEIGHT (including supports):	m		
DISPLAY AREA (vertical x horizontal):	m x m = m ²		
APPLICATION FEE:	\$87.00: Permit valid for 90 days or less		
	\$261.00: Permit valid for 365 days or less		
No refunds will be granted for development applications on which a decision has been made.			
Note: Multiple Tenant Development: If the name of the business that is advertising is not included on the List of Businesses at the time of application, this business name must be emailed to TemporarySigns@edmonton.ca prior to the business advertising. Include the "Project Number" and the words "Change to Business Advertising" in the subject line.			

OFFICE USE:

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.