

Portable Sign Application Form

Applicant Company Name		
Mailing Address		
City	Province	Postal Code
Contact Name		
Phone	Date	
Email		
By providing I consent to receiving documents or communications related to this application, including but not limited to development permit decisions, acknowledgments confirming an application is complete, and any notices identifying any outstanding documents and information, by email.		

Municipal Address (Proposed sign location):			
Name of Business(es) Advertising (List of Businesses that have landowner/agent permission to advertise on the sign)			
Application Type	<input type="checkbox"/> Portable Sign with On-Premises Advertising	<input type="checkbox"/> Portable Sign with Off-Premises Advertising	
Proposed Start Date			
Select Number of Days	<input type="checkbox"/> 90 days	<input type="checkbox"/> 365 days	
Sign Height (including supports)	Metres		
Display Area (vertical x horizontal): m x m = m ²	Vertical Height in Metres	Horizontal Height in Metres	Total Display Area in Metres Squared (m²)
	m	m	m ²
Sign ID (If known):			
Name of 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 portablesigns@edmonton.ca prior to any advertising occurring on the sign. Include the "Project Number" and the words "Change to Business Advertising" in the subject line.			

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 Edmonton Service Centre at 780-442-5054.

Submission Requirements

1. **Completed Application Form**
2. **Curb to Property Line Map with Aerial Imaging**
The following information must be included:
 - A north arrow
 - Location of other existing Portable Sign(s) on site
 - Location of the proposed sign on the site, dimensioned perpendicular from the curbs and the property lines to the nearest edge of the sign.
 - Location of vehicle access location(s) on site
 - The corresponding Street and Avenue abutting the Site
3. **Current Permission Letter from Landowner/Agent**
Search "Forms Listing" at www.edmonton.ca and under the Temporary Signs heading, select Landowner/ Agent Permission Letter for a template of the information required)
4. **Fees**
Our cashiers will contact you for payment.

If this application is for a Portable Sign with Off-Premises Advertising, the following must be included:

5. **Off-Premises Context Plan**
 - A north arrow
 - Location of other existing Signs with Off-Premises Advertising, located within 100 m of the proposed Portable Sign
 - Location of Signs with a Digital Copy area greater than 8.0 m², located within 100 m of the proposed Portable Sign
 - The corresponding streets and avenues of the nearest roadway intersections, and all adjacent roadway intersections

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