



TOWN OF DIDSBURY

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Development Permit Requirements Checklist Signs (Freestanding, Fascia)

All of the following information for a Development Permit is necessary to ensure that an application is reviewed completely and efficiently. This checklist must be attached to all Development Permit applications for any type of sign. All boxes should be checked and the information indicated attached to the application. **Incomplete applications will not be accepted by the Town administration, and will be returned to the applicant. All boxes must either have a ✓ or N/A (not applicable).**

Required Information

- Completed **Development Permit Application Form**;
- Letter of Authorization** signed by landowner (if application is submitted by a person other than the registered landowner);
- Current **certificate of title** of subject lands (no older than 30 days);
- 1 copy of a **site plan** showing the following:
 - the legal description and municipal address of the site;
 - the scale and a North arrow;
 - dimensions of the parcel, including total parcel area;
 - the perpendicular distance measured from adjacent front, rear, and side property lines to a proposed freestanding sign and each corner of the foundation/walls and eaves of any building that a fascia sign will be attached to;
 - the distance between the proposed sign and any building on the site;
 - location of access and egress points to the site;
 - location of off-street vehicular parking and loading areas; and
 - location of any registered utility rights-of-way (including Plan number);
- 1 copy of a **sign plan** showing the following:
 - mock-up of the sign;
 - dimensions of sign;
 - means of supporting sign (fascia signs) to building - e.g. guy wires, brackets, etc.;

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- elevation drawing of the building façade on which the sign is mounted showing doors, windows, eave line, and the roofline of the building; and location of proposed sign and any existing signs;
- overall height of sign (above grade);
- colours and material of sign;
- colours and material of sign structure (freestanding sign); and
- details of illumination.

Additional Information

The Development Officer may require that the applicant for a development permit submit, in addition to the information noted above, any or all of, but not limited to, the following additional information:

- The location of municipal water, sanitary sewer, or storm sewer lines, and public utilities (e.g. gas, telephone, cable, power) located on the site;
- A Geotechnical Report evaluating slope and/or soils stability; and
- When the applicant is aware that the proposed development does not meet a standard of the Land Use Bylaw (e.g. building setback, parking), any deficiencies must be identified and a written account of the planning rationale provided in support of such deficiencies.