



Temporary Off-Premises Sign Application

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

SUBMISSION REQUIREMENTS:

1. Curb to Property Line Map with Aerial Imaging:

Email mapdesk@edmonton.ca or call 780-496-6636.

The following information must be included on the Curb to Property Line Map with Aerial Imaging:

- Plot the location of the proposed Sign on site, dimensioned perpendicular from the curbs or the property lines to the nearest edge of the temporary sign.
- Include all vehicle access location(s).
- Min. 30 metre separation distance between temporary sign(s).

2. An Off-site Plan containing:

- North arrow
- The location all off-premises signs within 300m

3. 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.

4. 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.

5. Application Form: Email the application to TemporarySigns@edmonton.ca and include the **Curb to Property Line Map with Aerial Imaging** showing the information required, photos, and the current *Permission Letter* from the Landowner/Agent.

6. Email subject line to include: Temp. Off-premises, the property address and the business name.

7. Application Fee (our cashiers will contact you for payment)

MUNICIPAL ADDRESS (SIGN LOCATION):			
NAME: (of Business, Tenant or Group Advertising):			
ADDRESS: (of Business, Tenant or Group Advertising):	CITY:	PROV:	POSTAL CODE:
START DATE:			NO. of DAYS:

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

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.