



**Development Services (Edmonton Tower)**  
 2nd Floor 10111 - 104 Avenue NW  
 Edmonton, AB T5J 0J4  
 Phone: 311, outside Edmonton: 780-442-5311  
 Email: TemporarySigns@edmonton.ca

# Temporary On-Premises 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 |           |              |

**SUBMISSION REQUIREMENTS:**

- Curb to Property Line Map with Aerial Imaging:**  
 Email to [mapdesk@edmonton.ca](mailto:mapdesk@edmonton.ca) or call 780-496-6636.  
 The following information must be included on the Curb to Property Line Map with Aerial Imaging:
  - 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](http://www.edmonton.ca) and scroll to Landowner/Agent Permission Letter for a template of the information required)
- Application Form:** Email the application to [TemporarySigns@edmonton.ca](mailto: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):  |     |                        |  |
| NAME OF BUSINESS ADVERTISING:   |     |                        |  |
| For Multiple Tenant Developments:<br>NAME OF DEVELOPMENT:<br>(Also include a <i>List of Businesses</i> that have landowner/agent permission to advertise on the sign)   |     |                        |  |
| START DATE:   |     | SELECT NUMBERS OF DAYS | <input type="checkbox"/> 90 <input type="checkbox"/> 365 |
| SIGN HEIGHT (including supports):   | m   |                        |  |
| DISPLAY AREA (vertical x horizontal):   | m x | m =                    | m <sup>2</sup>   |
| <p><b>Multiple Tenant Development:</b> 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 <a href="mailto:TemporarySigns@edmonton.ca">TemporarySigns@edmonton.ca</a> prior to the business advertising. Include the "Project Number" and the words "Change to Business Advertising" in the subject line.</p> |     |                        |  |

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.