

Development Application Checklist

Signs & Billboards

Project Address

Access Code

Base Requirements

One digital copy (PDF form) of each of the following:

		Office Use
Site plan	<input type="checkbox"/>	<input type="checkbox"/>
Elevation drawings of the building	<input type="checkbox"/>	<input type="checkbox"/>
Design of the copy face	<input type="checkbox"/>	<input type="checkbox"/>
Method of illumination	<input type="checkbox"/>	<input type="checkbox"/>
type of construction and finish	<input type="checkbox"/>	<input type="checkbox"/>
Method of supporting or attaching the sign	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>	<input type="checkbox"/>

Base Information

Every Page of the submitted plans and drawings must contain the following information:

- Legal Information
- Municipal Address
- Drawing Date and Number
- Drawing Scale
- Project Name/Description

Specific Information

Site Plan

1. Must be oriented with north at the top of the page and show a north arrow
2. Must indicate in a text block:

identification of all streets and lanes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
location of the subject bay(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
proposed location signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Shows dimensions in metric and identifies:

the subject parcel lines dimensioned in accordance with the registered plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
all easements, utility ROWs, and other applicable encumbrances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
all the existing and proposed buildings on the subject parcel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
the setback distances to all parcel lines (free-standing signs & billboards only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
distance from Crowsnest Trail - West of Mayor Magrath Drive (rooftop signs only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
the existing above ground utility structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
the distance from another Billboard facing the same traffic flow direction measured by a straight line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Elevation Drawings

Shows in colour, dimensions in metric, and identifies

location of the sign on the building or structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vertical and horizontal dimensions of the building and bay(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vertical and horizontal dimensions of the sign structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vertical and horizontal dimensions of all copy on the sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
distance from grade to the top of the sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
distance from grade to the bottom of the sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
overall sign dimensions, including all sign boxes and cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
description of illumination of the Copy to be displayed by the sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
method of illumination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
materials from which the sign is to be constructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
method used to support the sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
distance of the maximum projection of the sign beyond the building wall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Billboard Copy Requirements

<u>copy display - static copy</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>dwel time - minimum 8 Seconds</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>transition time - instantaneous</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>transition effects - none</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>sequential message - none</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>luminance - the Copy Face shall continuously and automatically adjust to Ambient Light conditions by the following (measured at 10m from the Copy Face):</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>ambient light level + a maximum of 6.5 lux</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>to a maximum luminance of 7500 nits from dawn to dusk</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>to a maximum luminance of 300 nits from dusk to dawn</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>emergency alert message - may be displayed upon a Digital Billboard sign upon request by the City of Lethbridge and/or the Lethbridge Police Service and need not be compliant with the requirements</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>malfunction - in case of a malfunction the Digital Copy shall be automatically frozen in one position or the Copy Face shall display a black screen</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Billboard Location Requirements

<u>a parcel shall contain one Billboard site</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>each proposed site shall contain only one Billboard compromised of a mono-pole with one Copy Face on either one side or both sides of the mono-pole</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The proposed site shall not be located:

<u>in the River Valley or a park, or on a Public Roadway</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>on an Historic Site unless prior municipal and/or provincial approval has been obtained</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The proposed site shall be in a district where Billboards are allowed and the site has Frontage on:

<u>Crowsnest Trail, East of Mayor Magrath Drive</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Crowsnest Trail, West of 25th Street West</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Mayor Magrath Drive South</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Mayor Magrath Drive North</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>5th Avenue North, East of 28th Street North</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any personal information collected on this form is collected under the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits and planning & development purposes. Please Note that such information may be made public. If you have any questions about the collection, use, or disclosure of the personal information provided, please contact Information Management at 910 4 Ave S, Lethbridge, AB, T1J 0P6 or by phone at 403-329-7329