THE WAY AHEAD

Sign Combo Permits
Industry Training Session

TRANSFORMING | EDMONTON

BRINGING OUR CITY VISION TO LIFE

This presentation was subject to minor updates following the session in response to participant discussion. Thank you for your contributions!

***** hyperlinks provided throughout to access key information and resources *****

Sign Combo Permits Industry Training Session

WELCOME

APRIL 30, 2014 – 9:30-11:00AM – KNOWLEDGE CENTRE

Facilitators

- Permit Intake – Anlin Wen and Christian Lee
- Permit Review - Harry Luke, Brenda Noorman and Sachin Ahuja
- Compliance and Enforcement - Brent Craig
- Transportation – Chad Fremmerlid and Amanda Gelinas

Goals for this Session

- Information sharing
- Improved understanding of the process
- Enhanced Sign Combo Permit applications
- Efficient review process
- Improved permit timelines

Session Overview

- Zoning Bylaw
- Process and Timelines
  - Transportation Circulation
- Sign Types
- Complete Application
- Compliance and Enforcement
- Summary of Solutions & Options for Industry & City
- Resources
- Questions & Answers

Sign Combo Permits Industry Training Session

ZONING BYLAW

HARRY LUKE

Zoning Bylaw

- Key document that regulates signs
- Key sections:
  - **6.2 General Sign Definitions**
  - **7.9 Sign Use Classes**
  - **Zone applied to the property (Part II and IV)**
    - Residential, Commercial, Industrial, etc (Part II)
    - Direct Control Zones (Part IV)
  - **59 Sign Regulations & Schedules**

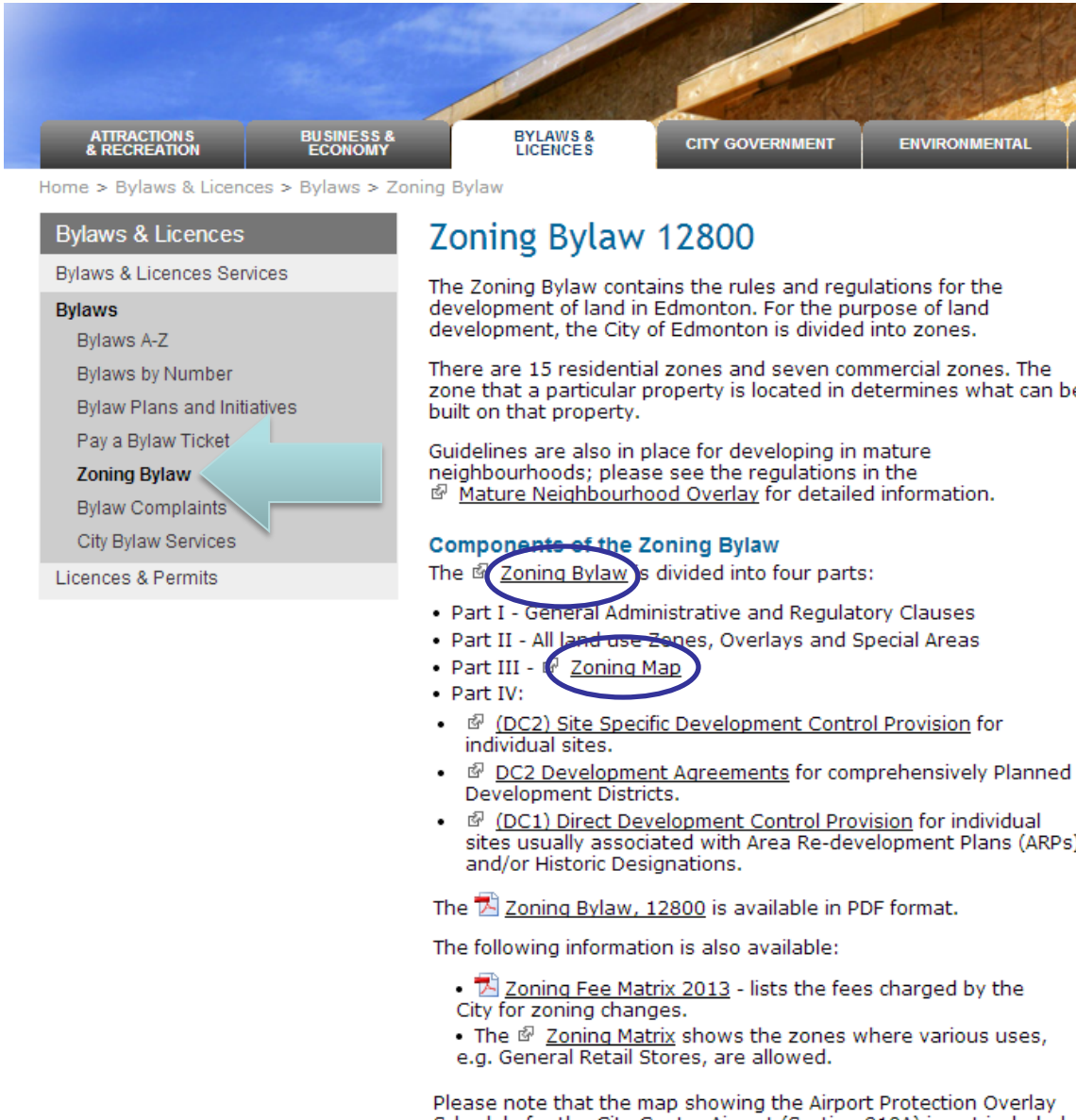
Zoning Bylaw

ZBL Online Here!

- Other relevant sections:
  - 13.4 Sign Application Requirements
  - 12.2 Development Permit Exemptions
  - 23.2 and 23.3 Offences and Enforcement
  - Overlays applied to the property (Section 800)

Zoning Bylaw

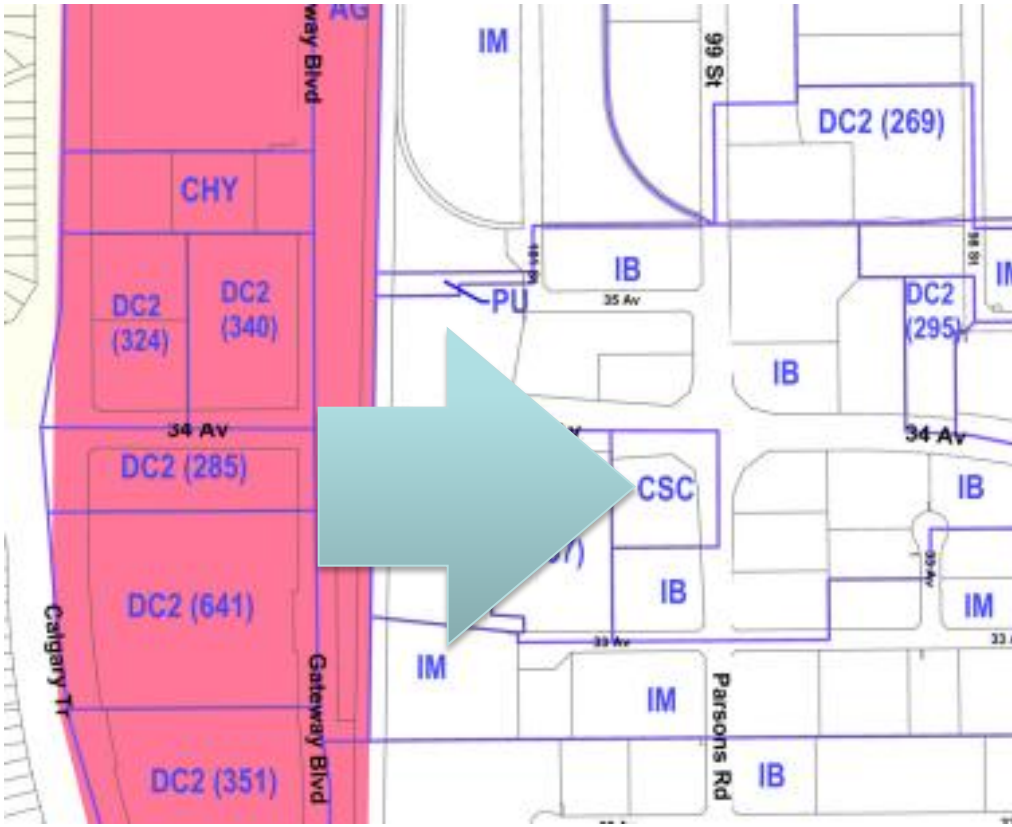
- Accessible on the City's website under **Bylaws**
- Important items:
  - Zoning Map
  - Zoning Bylaw



Using the Zoning Bylaw – Step 1

- Step 1 - determine the zone that applies to the property
- Search by address
- Example – Shopping Centre Zone (CSC)

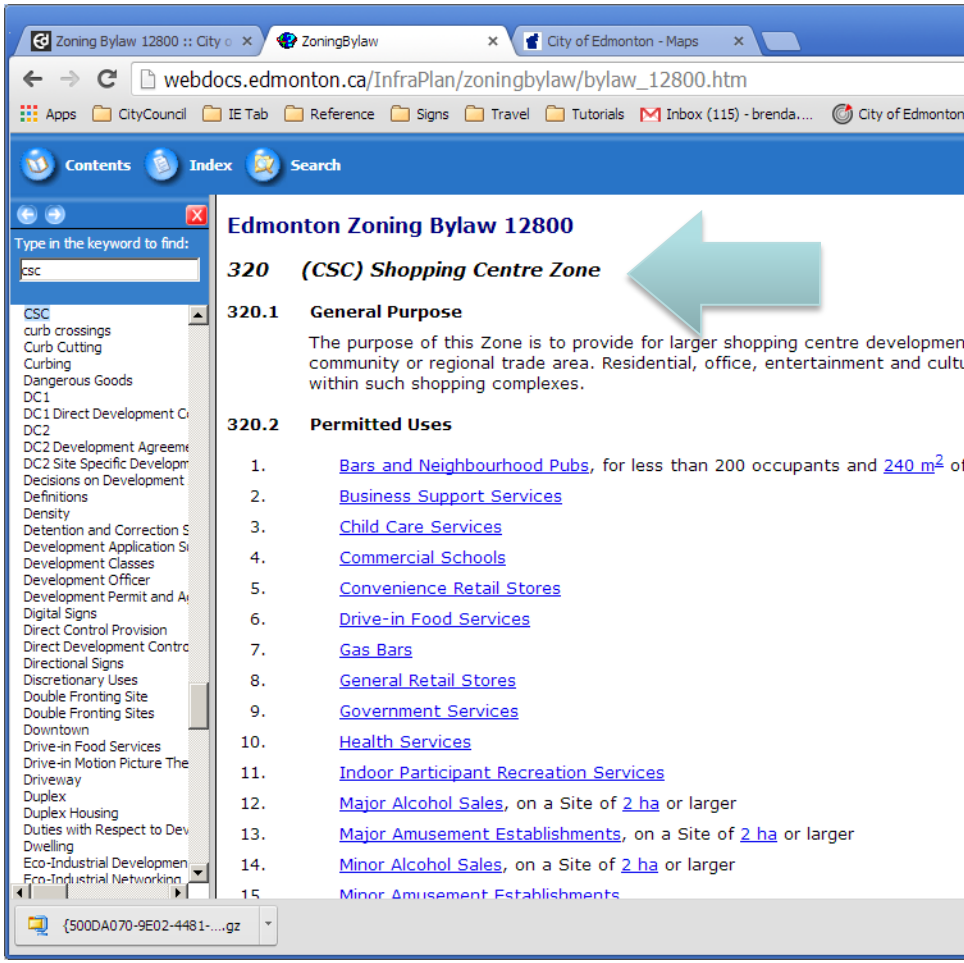
Online: maps.edmonton.ca



Using the Zoning Bylaw - Step 2

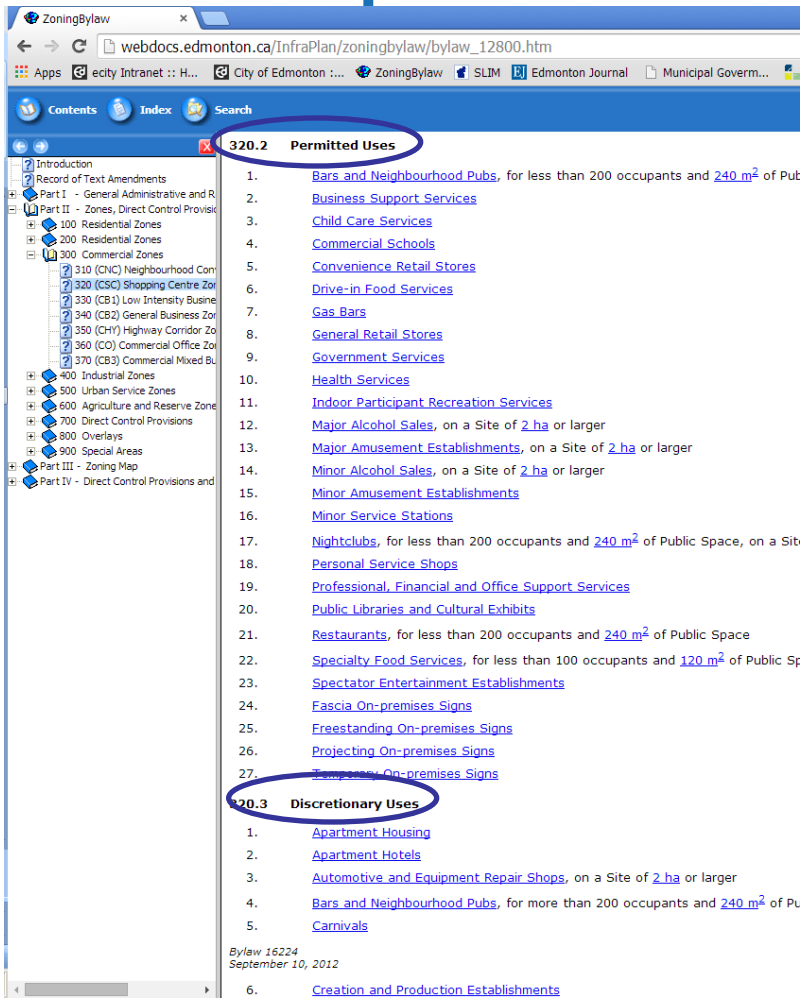
- Step 2 – find the zone in the Zoning Bylaw using
  - **Contents** - zones are in Part II , or
  - **Search**

ZBL Online Here!



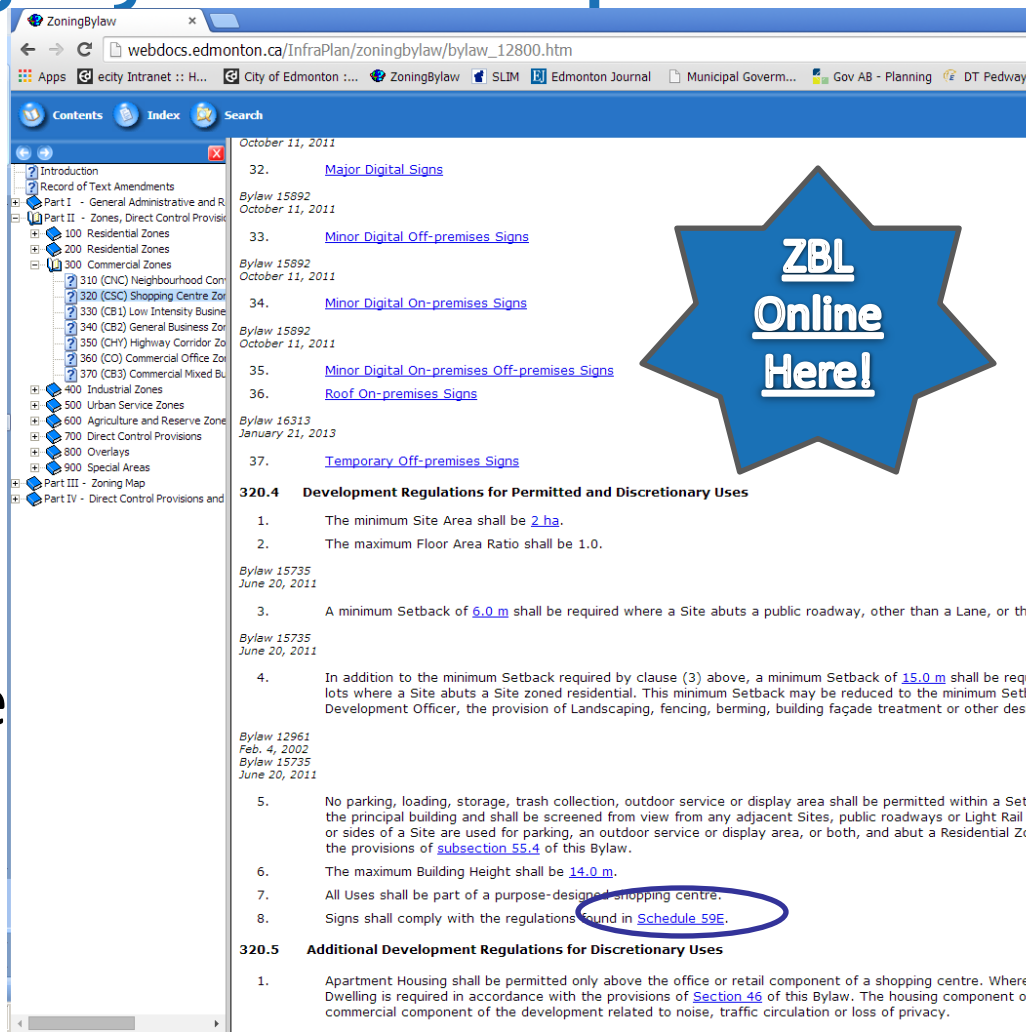
Using the Zoning Bylaw - Step 3

- Step 3 – determine if the sign is a **permitted** or **discretionary** use
- Example: Shopping Centre Zone (CSC) Zone
  - Permitted: Fascia, Freestanding, Projecting and Temporary Signs (all on-premise)
  - Discretionary: Fascia, Freestanding and Temporary Signs (all off-premise), Roof (on-premise), Major Digital, Minor Digital (both on and off-premises)



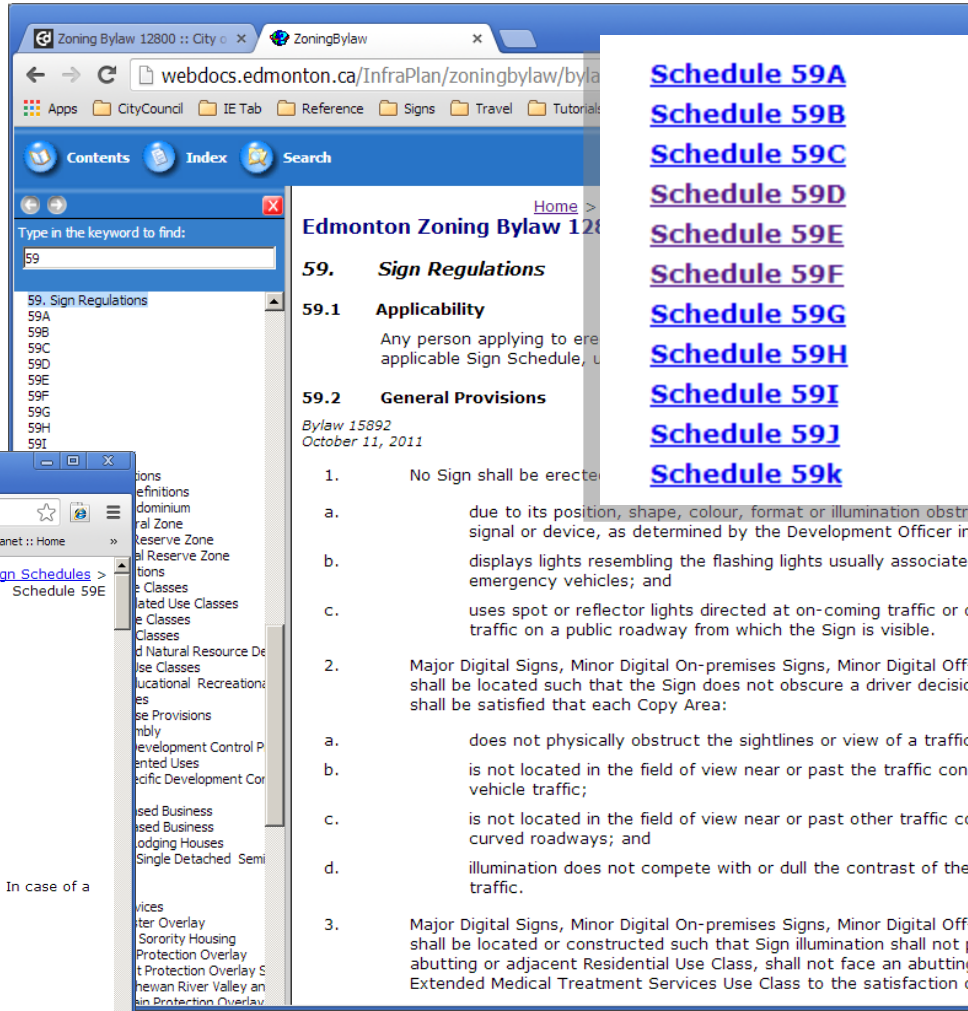
Using the Zoning Bylaw - Step 4

- Step 4 – determine which **Schedule** applies
- Schedules contain regulations **specific to the zone and sign type**
- Example: Shopping Centre Zone (CSC) Zone
  - Schedule 59E



Using the Zoning By-law – Step 5

- Step 5 – review <u>all</u> applicable regulations
  - **General** (Section 59) and
  - **Schedules** (59A to 59K)



Zoning Bylaw

ZBL Online Here!

- Applications are to conform to the regulations of the Zoning Bylaw
- Variances to the Zoning Bylaw require justification
- Any variance or discretionary use = Class B
  - Class B permits subject to notification
  - Notification fee $100
  - All digital signs are discretionary uses

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Sign Combo Permits Industry Training Session

PROCESS AND TIMELINES

HARRY LUKE AND CHRISTIAN LEE

THE CITY OF Edmonton

Sign Combo Permit Process

Submission and Intake

- Quality Control
- Create POSSE Job
- Collect Fee
- Assign to Permanent Sign Technician Team

Circulation and Review

- Circulated to Relevant City Sections for Review (now part of intake process)
- Development Permit Review

Permit Decision

- Development Permit Decision
- Notification
- Appeal
- Building Permit Decision

Permit Issued

POSSE *– internal City software used to manage all applications and processes. The Project Number assigned to your application is used for tracking the application in POSSE*

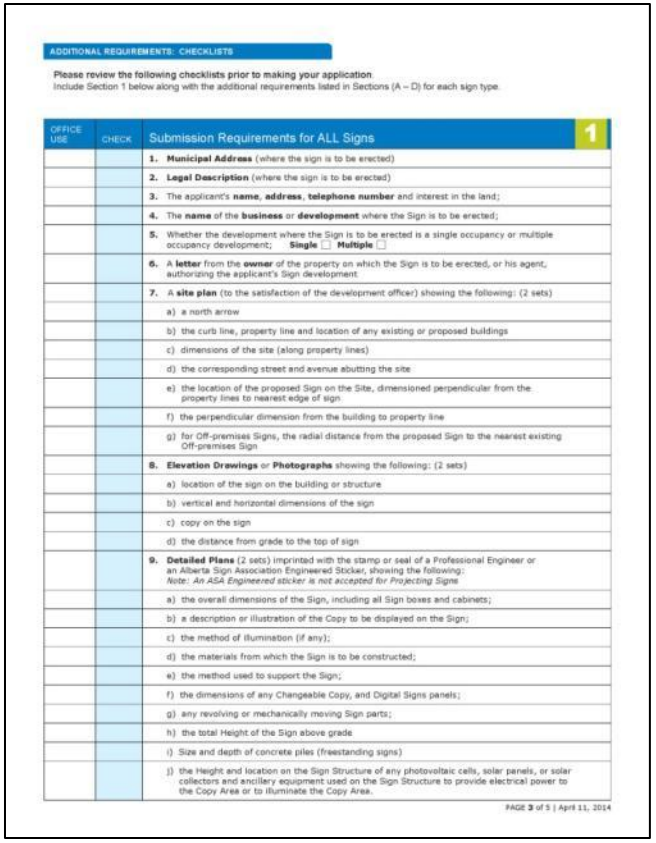
Permanent Sign Technician Team *– group of Current Planning, Development Approvals staff that review and process Sign Combo Permits*

Sign Combo Permit Process

- Factors that influence timing:
  - Complexity
  - Quality of application
  - Completeness
- Common Delays
  - Incomplete applications
  - Insufficient information
  - Application fee missing
  - Revisions during process

Submission & Intake → Circulation & Review → Permit Decision → Permit Issued

- Three ways to submit an application (listed in order of City preference):
  1. In Person
  2. Email
  3. Mail
- **In person is the most efficient submission option** with direct and immediate dialogue starting the process



ADDITIONAL REQUIREMENTS: CHECKLISTS

Please review the following checklists prior to making your application.
Include Section 1 below along with the additional requirements listed in Sections (A – D) for each sign type.

OFFICE USE	CHECK	Submission Requirements for ALL Signs 1
		1. **Municipal Address** (where the sign is to be erected)
		2. **Legal Description** (where the sign is to be erected)
		3. The applicant's **name**, **address**, **telephone number** and interest in the land;
		4. The **name** of the **business** or **development** where the Sign is to be erected;
		5. Whether the development where the Sign is to be erected is a single occupancy or multiple occupancy development; **Single** ☐ **Multiple** ☐
		6. A **letter** from the **owner** of the property on which the Sign is to be erected, or his agent, authorizing the applicant's Sign development
		7. A **site plan** (to the satisfaction of the development officer) showing the following: (2 sets)
		a) a north arrow
		b) the curb line, property line and location of any existing or proposed buildings
		c) dimensions of the site (along property lines)
		d) the corresponding street and avenue abutting the site
		e) the location of the proposed Sign on the Site, dimensioned perpendicular from the property lines to nearest edge of sign
		f) the perpendicular dimension from the building to property line
		g) for Off-premises Signs, the radial distance from the proposed Sign to the nearest existing Off-premises Sign
		8. **Elevation Drawings** or **Photographs** showing the following: (2 sets)
		a) location of the sign on the building or structure
		b) vertical and horizontal dimensions of the sign
		c) copy on the sign
		d) the distance from grade to the top of sign
		9. **Detailed Plans** (2 sets) imprinted with the stamp or seal of a Professional Engineer or an Alberta Sign Association Engineered Sticker, showing the following: *Note: An ASA Engineered sticker is not accepted for Projecting Signs*
		a) the overall dimensions of the Sign, including all Sign boxes and cabinets;
		b) a description or illustration of the Copy to be displayed on the Sign;
		c) the method of illumination (if any);
		d) the materials from which the Sign is to be constructed;
		e) the method used to support the Sign;
		f) the dimensions of any Changeable Copy, and Digital Signs panels;
		g) any revolving or mechanically moving Sign parts;
		h) the total Height of the Sign above grade
		i) Size and depth of concrete piles (freestanding signs)
		j) the Height and location on the Sign Structure of any photovoltaic cells, solar panels, or solar collectors and ancillary equipment used on the Sign Structure to provide electrical power to the Copy Area or to illuminate the Copy Area.

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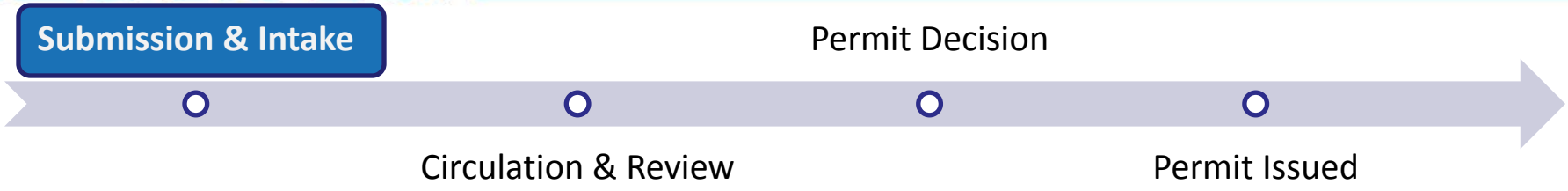
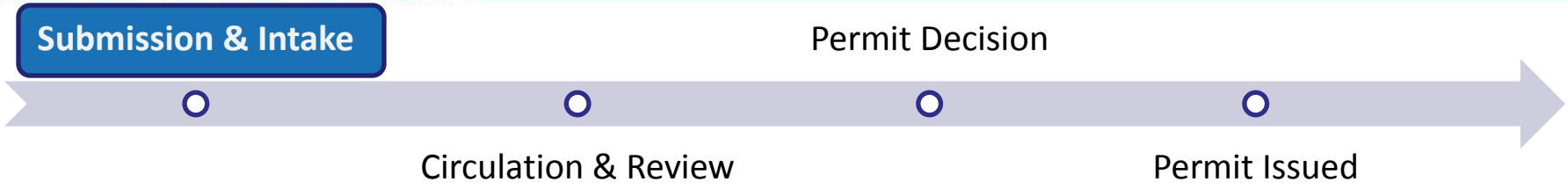


- In person at the Current Planning Service Centre (5th Floor, HSBC Bank Place)
  - Immediate opportunity for corrective action
  - Maximum 2 applications per concierge ticket

Submission and Intake

- Quality Control
- Create POSSE Job
- Collect Fee
- Assign to Permanent Sign Technician Team



- Email and Mail
  - Time required for internal distribution
  - Follow up call for payment
- **OPTION**: Call (780-442-5054) to provide credit card fee payment over the phone

Submission and Intake

- Quality Control
- Create POSSE Job
- Collect Fee
- Assign to Permanent Sign Technician Team

Process – Intake Highlights

- Incomplete applications will not be accepted
  - 10 working days to provide requested information (and fee) or application returned
- Circulation of application to other City departments now occurring at intake (concurrent review)
- Include the signs construction value (labour and parts) on your application
- If more information is required your application is put on hold

Submission & Intake → Circulation & Review → Permit Decision → Permit Issued

- All permit applications reviewed by:
  - Permanent Sign Team for Development Permit
  - Safety Codes Officer for Building Permit
- City sections that may be involved
  - Transportation
  - Heritage
  - Edmonton Design Committee

Submission & Intake → Circulation & Review → Permit Decision → Permit Issued

- Heritage
  - Heritage Buildings, Heritage District
- Edmonton Design Committee
  - Specific defined area
  - Additional time due to separate approval process
- Transportation

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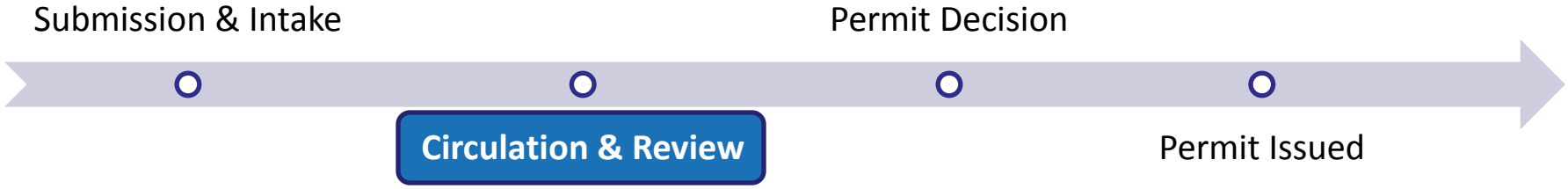
TRANSPORTATION CIRCULATION

CHAD FREMMERLID & AMANDA GELINAS



- Transportation circulated on application for <u>all</u> digital signs
  - Major Digital Signs, Minor Digital On-premises Signs, Minor Digital Off-premises Signs, and Minor Digital On-premises Off-premises
- Review is focused on (Section 59.2.1 & .2):
  - **SAFETY**
  - Clear view of existing traffic signals/signage
  - Clear driver decision points for drivers (merge point, exit ramp, sharp curve, etc)
- Review considers the Digital Signs Clearance Zones

Submission & Intake → Circulation & Review → Permit Decision → Permit Issued

Zoning Bylaw Section 59.2.1 & .2 (refer to online Zoning Bylaw for most current version)

1. No Sign shall be erected, operated, used or maintained that:

a. due to its position, shape, colour, format or illumination obstructs the view of, or shall be confused with, an official traffic Sign, signal or device, as determined by the Development Officer in consultation with the Transportation Services;

b. displays lights resembling the flashing lights usually associated with danger or those used by police, fire, ambulance and other emergency vehicles; and

c. uses spot or reflector lights directed at on-coming traffic or displays travelling or flashing messages that create a hazard to traffic on a public roadway from which the Sign is visible.

2. Major Digital Signs, Minor Digital On-premises Signs, Minor Digital Off-premises Signs, and Minor Digital On-premises Off-premises Signs shall be located such that the Sign does not obscure a driver decision point. The Development Officer and Transportation Services shall be satisfied that each Copy Area:

a. does not physically obstruct the sightlines or view of a traffic control device or traffic control signal for oncoming vehicle traffic;

b. is not located in the field of view near or past the traffic control device or traffic control signal in the sightlines of oncoming vehicle traffic;

c. is not located in the field of view near or past other traffic conflict points such as intersections, merge points, exit ramps, or curved roadways; and

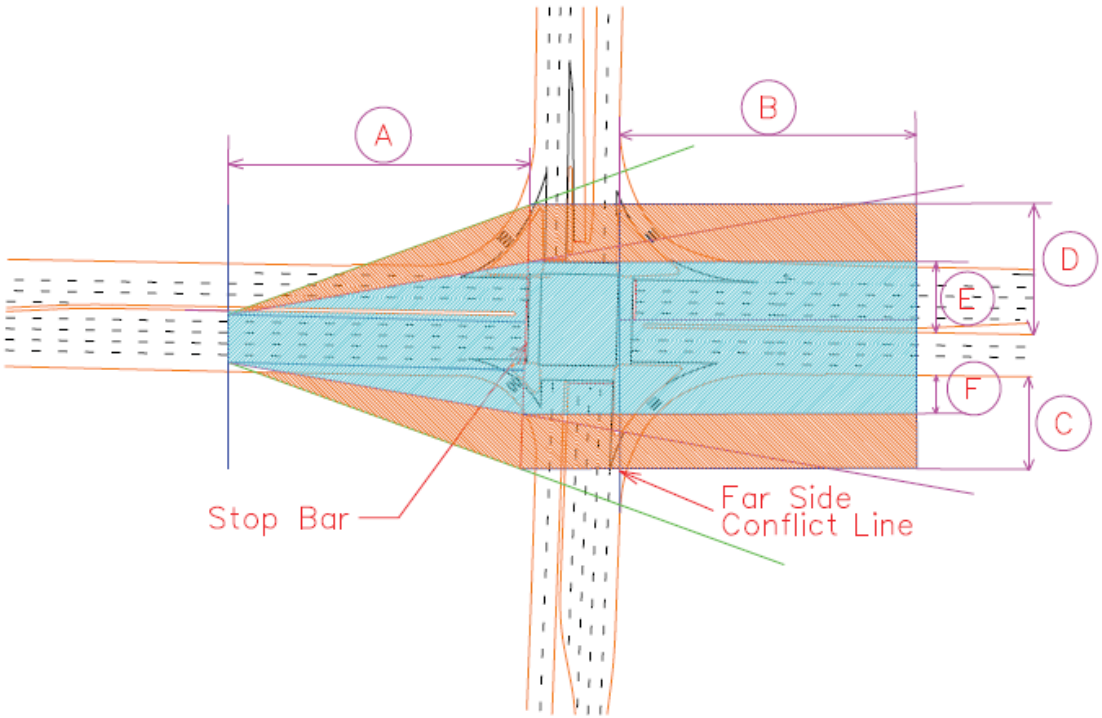
d. illumination does not compete with or dull the contrast of the traffic control device or traffic control signal for oncoming vehicle traffic.

Major Digital Display Installation Clearance Zones

No Installation is allowed within this zone (20 degree cone, i.e. 10 degree on each side)

Safety Review is required prior to approval (40 degree, i.e. 20 degree on each side)

Installation Is allowed



Posted Speed Limit (km/h)	Distance in Metres					
	(A)	(B)	(C)	(D)	(E)	(F)
40	63	67	21	25	14	9
50	85	84	29	33	17	13
60	111	100	38	43	22	18
70	140	117	49	53	27	23
80	169	134	59	64	32	28
90	205	150	73	77	39	34
100	247	167	88	92	46	41

Notes:

(A) - Measured in advance of stop bar

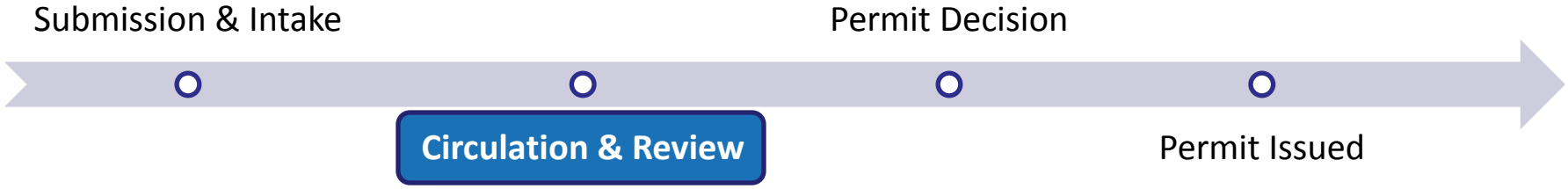
(B) -Measured downsteam from the far side curb line

(C) -Offset measured from the face of the curb

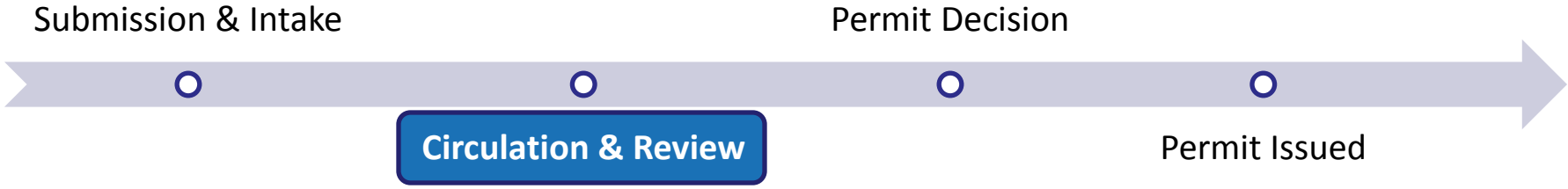
(D) -Offset measured from the inner face of the median (if available) or from the centreline

(E) -Offset measured from the inner face of the median (if available) or from the centreline

(F) -Offset measured from the face of the curb

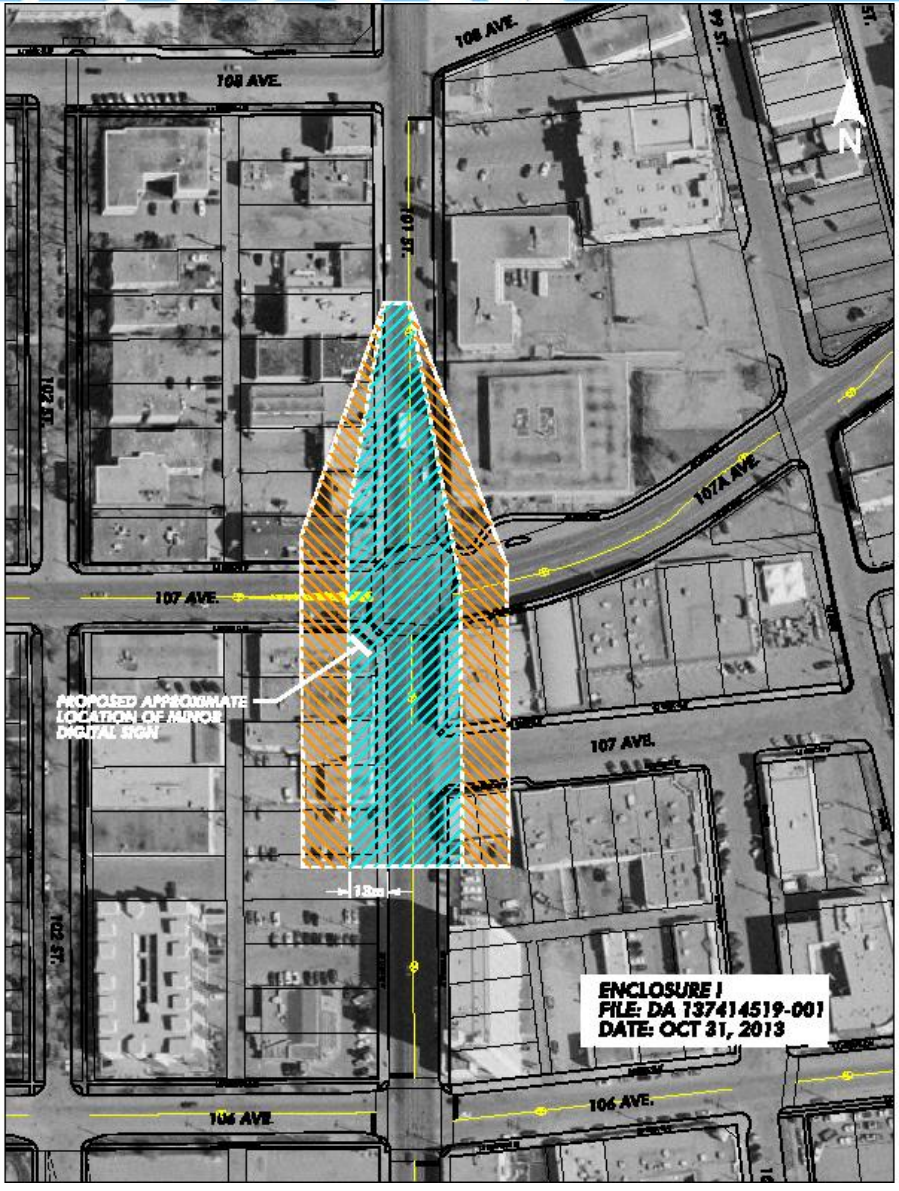


- Review considers the Digital Signs Clearance Zones (aka vision cones) and the proposed sign location
  - Traffic Safety Study requested (if applicable)
  - Applicant can choose to relocate the sign to a location where a Traffic Safety Study is no longer required
- Clear and exact location of the sign on the site plan is **critical** to timely review
- Refer to Attachments 2 and 3 of Bylaw 15892 for Clearance Zone graphic and Traffic Study Requirements



- A Traffic Safety Study (Section 13.4.7.vii.d) may be necessary
  - required for Major Digital Signs
  - may be requested for Minor Digital On-premises Signs, Minor Digital Off-premises Signs, and Minor Digital On-premises Off-premises

Clearance Zone	Major	Minor
Blue (20 degree cone)	No Installation	Safety Study Required
Orange (40 degree cone)	Safety Study Required	Safety Study by request only based on circumstance



Digital Signs Clearance Zones

- Clearance zones overlaid onto a Curb to Property Line map
- Facilitates timely review by Transportation
- **Option**: Applicant can provide a plan with the Clearance Zones demarcated

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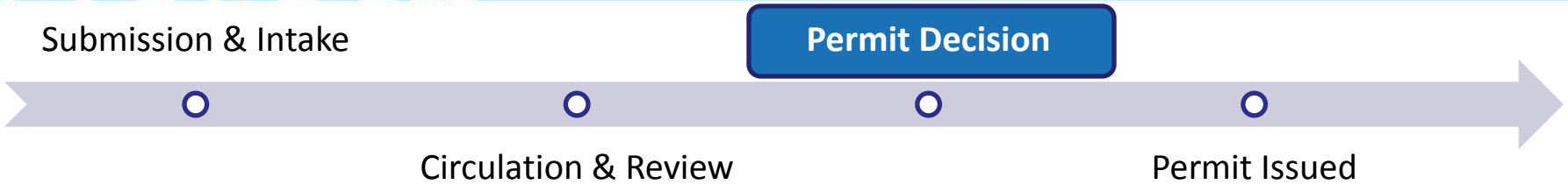
PROCESS & TIMELINES cont …

ANLIN WEN & HARRY LUKE



- Permit Decision is broken down into the following basic steps:

- Review by the Permanent Sign Team occurs at the same time the application is under circulation

Development Permit Review

- Undertaken by the Permanent Sign Team
- Check that the application conforms to the Zoning Bylaw
- Types of development permits:
  - Class A – permitted use, and complies with regulations (no variances)
  - Class B – discretionary use and/or with variances
- More information may be required:
  - Comprehensive Sign Design Plan (Section 59.3)
  - Revisions for inaccurate/incomplete information
  - Survey plan, right-of-ways, parking analysis

Variances

- Ability to vary or waive the regulations
- Variances are <u>not</u> a given
- Regulations not varied include height, separation distance and Direct Control regulations

a variance shall be considered only in cases of <u>unnecessary hardship or practical difficulties</u> peculiar to the Use, character, or situation of land or a building, which are not generally common to other land in the same Zone (Section 11.4.1)

- **OPTION**: outline variance(s) and provide justification with the submission

Development Permit Decision | Notification | Appeal | Building Permit Decision

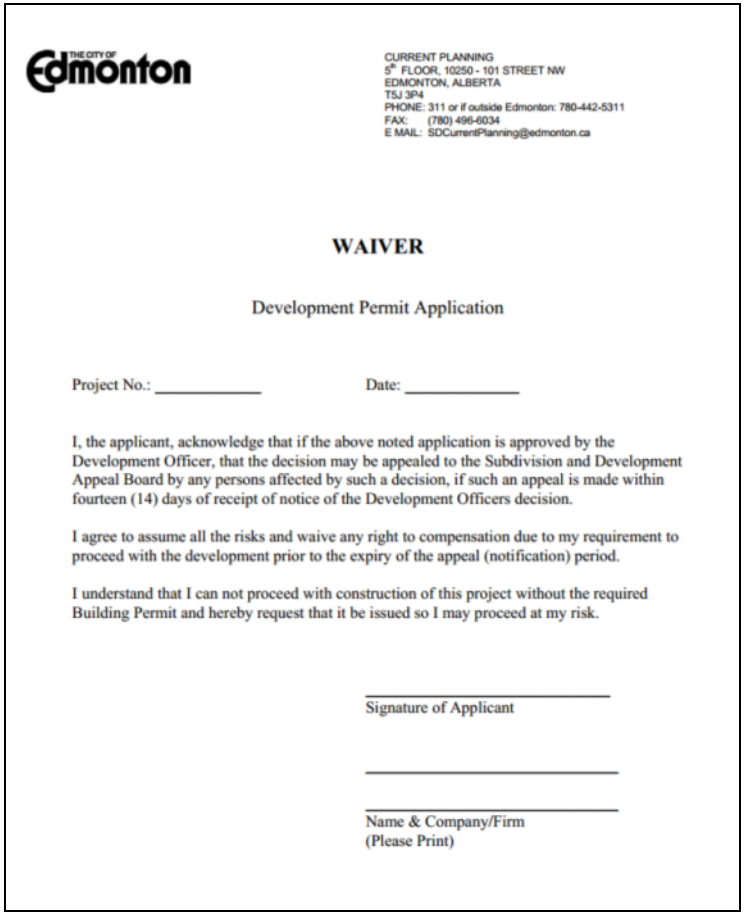
- Outcomes for a Development Permit:
  - Approved with conditions
    - Class A – permitted use, and complies with regulations (no variances)
    - Class B – discretionary use and/or with variances
  - Refused
- If approved:
  - Notification (for Class B)
  - Opportunity to appeal decision with the SDAB
  - Provide application to Safety Codes Officer for Building Permit review (subject to optional waiver)

Development Permit Decision | **Notification** | Appeal | Building Permit Decision

- Required for Class B Permits
  - Any variance and/or discretionary use = Class B
  - All digital signs are discretionary uses
  - Subject to appeal
- Notification fee $100
  - **Option:** Pay the fee at submission of application
- 14 days notice period

Development Permit Decision | **Notification** | Appeal | Building Permit Decision

- **Option**: Waiver
- Allows Building Permit review during the appeal period
- You assume all risks and costs associated if there is an appeal filed



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CURRENT PLANNING
5th FLOOR, 10250 - 101 STREET NW
EDMONTON, ALBERTA
T5J 3P4
PHONE: 311 or if outside Edmonton: 780-442-5311
FAX: (780) 496-6034
E MAIL: SDCurrentPlanning@edmonton.ca

WAIVER

Development Permit Application

Project No.: _____ Date: _____

I, the applicant, acknowledge that if the above noted application is approved by the Development Officer, that the decision may be appealed to the Subdivision and Development Appeal Board by any persons affected by such a decision, if such an appeal is made within fourteen (14) days of receipt of notice of the Development Officers decision.

I agree to assume all the risks and waive any right to compensation due to my requirement to proceed with the development prior to the expiry of the appeal (notification) period.

I understand that I can not proceed with construction of this project without the required Building Permit and hereby request that it be issued so I may proceed at my risk.

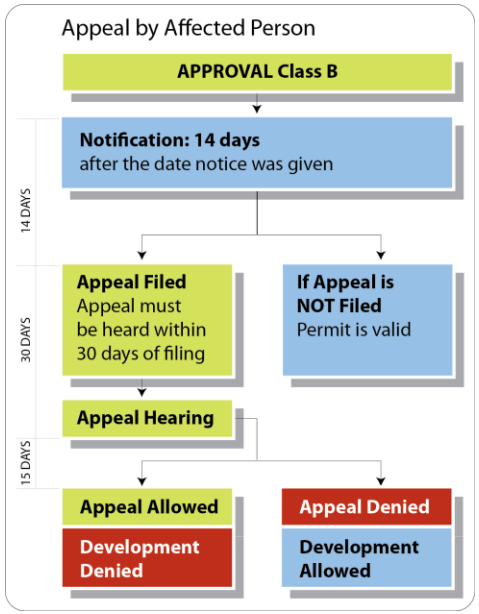
_____
Signature of Applicant

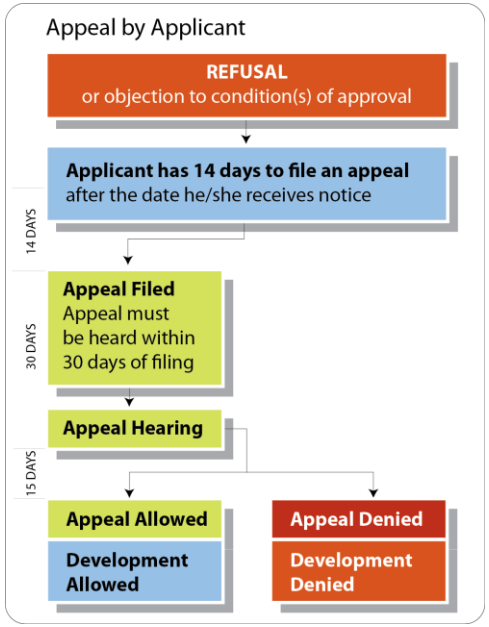
_____

_____
Name & Company/Firm
(Please Print)

Development Permit Decision | Notification | **Appeal** | Building Permit Decision

- Sign Combo Permits can be appealed to the Subdivision and Development Appeal Board (SDAB)
- Appeals must be filed within 14 days of receipt of the notice (approval or refusal)
- Approximately 6 week process





Development Permit Decision → Notification → Appeal → **Building Permit Decision**

- Engineered Drawings and ASA Sticker dependent on sign type
- Electrical Permit
  - only if an electrical connection required
  - separate application
- Building Permit approved

BUILDING PERMIT AND ENGINEERING EXEMPTIONS:

A BUILDING PERMIT is required for ALL signs, with the exception of:	A stamp or seal by a PROFESSIONAL ENGINEER is required for ALL signs, with the exception of signs that are:
1. Freestanding signs not more than 2.1 m in height from grade. 2. Changing the existing wording on a sign with no change to the support structure. 3. Cloth banners or signs painted on the building.	1. not greater than 5 m^2 in area 2. not greater than 3.6 m above grade to the top of sign 3. not greater than 7.6 m in length horizontally 4. have individual letters not greater than 0.37 m^2, which are not attached to other letters and have independent building attachment. 5. plywood signs not greater than 3.0 m^2, which are not attached to other signs and have individual building attachment.

ELECTRICAL DETAILS

DOES THE SIGN REQUIRE AN ELECTRICAL CONNECTION?:	If yes, please identify the company responsible for the electrical connection of the sign(s), which can be done by a Certified Sign Technician or Master Electrician. A separate Electical Permit application is required.		
YES ☐ NO ☐ If yes:			
NAME OF ELECTRICAL COMPANY:		POSSE CUSTOMER ID:	
NAME OF CERTIFIED SIGN TECHNICIAN OR MASTER ELECTRICIAN:		CERTIFICATE #:	

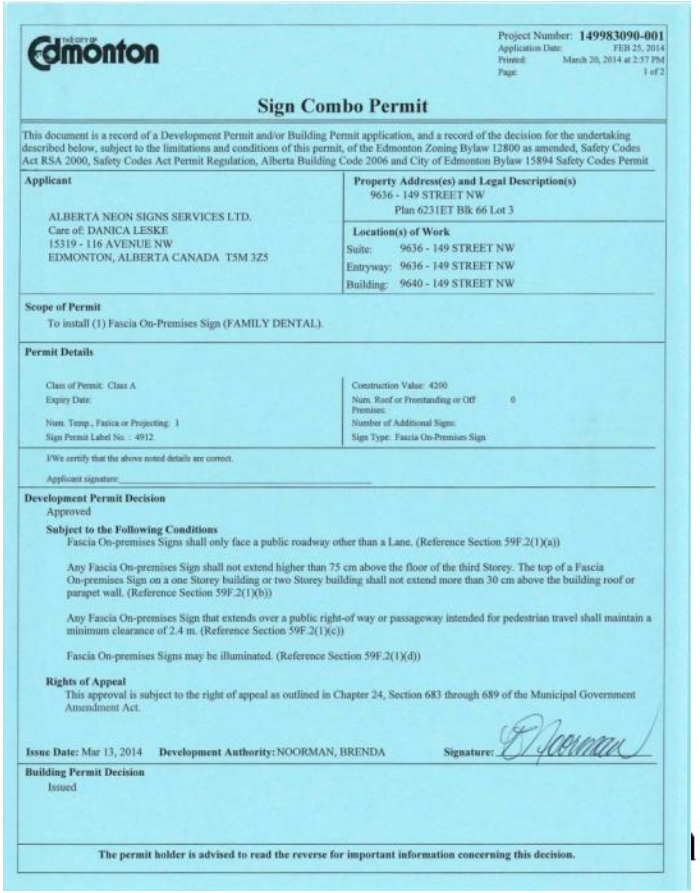
Submission & Intake

Circulation & Review

Permit Decision

Permit Issued

- Sign Combo Permit issued by the Permanent Sign Team
  - Development Permit approved by Permanent Sign Team
  - Building Permit approved by Safety Codes Officer
- Permit mailed to the applicant
  - Email permit provided for convenience only
- Double sided and multiple pages – read all the permit information



City of Edmonton

Project Number: 149983090-001
Application Date: FEB 25, 2014
Printed: March 20, 2014 at 2:57 PM
Page: 1 of 2

Sign Combo Permit

This document is a record of a Development Permit and/or Building Permit application, and a record of the decision for the undertaking described below, subject to the limitations and conditions of this permit, of the Edmonton Zoning Bylaw 12800 as amended, Safety Codes Act RSA 2000, Safety Codes Act Permit Regulation, Alberta Building Code 2006 and City of Edmonton Bylaw 15894 Safety Codes Permit

Applicant

ALBERTA NEON SIGNS SERVICES LTD.
Care of: DANICA LESKE
15319 - 116 AVENUE NW
EDMONTON, ALBERTA CANADA T5M 3Z5

Property Address(es) and Legal Description(s)
9636 - 149 STREET NW
Plan 6231ET Blk 66 Lot 3

Location(s) of Work
Suite: 9636 - 149 STREET NW
Entryway: 9636 - 149 STREET NW
Building: 9640 - 149 STREET NW

Scope of Permit
To install (1) Fascia On-Premises Sign (FAMILY DENTAL).

Permit Details

Class of Permit: Class A
Expiry Date:
Num. Temp., Fascia or Projecting: 1
Sign Permit Label No. : 4912

Construction Value: 4200
Num. Roof or Freestanding or Off Premises: 0
Number of Additional Signs:
Sign Type: Fascia On-Premises Sign

I/We certify that the above noted details are correct.
Applicant signature:

Development Permit Decision
Approved

Subject to the Following Conditions
Fascia On-premises Signs shall only face a public roadway other than a Lane. (Reference Section 59F.2(1)(a))

Any Fascia On-premises Sign shall not extend higher than 75 cm above the floor of the third Storey. The top of a Fascia On-premises Sign on a one Storey building or two Storey building shall not extend more than 30 cm above the building roof or parapet wall. (Reference Section 59F.2(1)(b))

Any Fascia On-premises Sign that extends over a public right-of way or passageway intended for pedestrian travel shall maintain a minimum clearance of 2.4 m. (Reference Section 59F.2(1)(c))

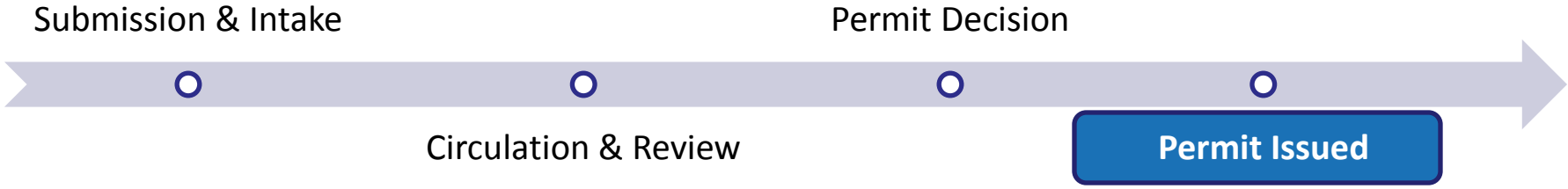
Fascia On-premises Signs may be illuminated. (Reference Section 59F.2(1)(d))

Rights of Appeal
This approval is subject to the right of appeal as outlined in Chapter 24, Section 683 through 689 of the Municipal Government Amendment Act.

Issue Date: Mar 13, 2014 **Development Authority:** NOORMAN, BRENDA **Signature:** B Noorman

Building Permit Decision
Issued

The permit holder is advised to read the reverse for important information concerning this decision.



Permit includes:

- Decision
- Conditions
  - Actions may be required (e.g. encroachment agreement, liability insurance)
  - Regulations
- Variances
  - Applicable to Class B
- Rights to Appeal
- Fees
- Expiry date (up to 5 years)
  - Freestanding off-premises
  - Roof off-premises
- Signed by City staff

Sign Combo Permits Industry Training Session

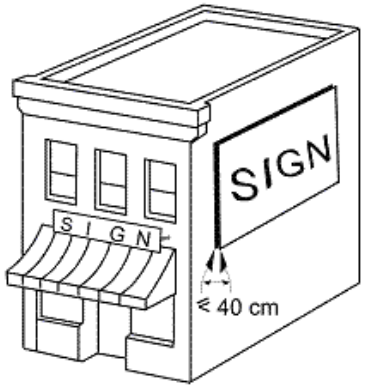
SIGN TYPES

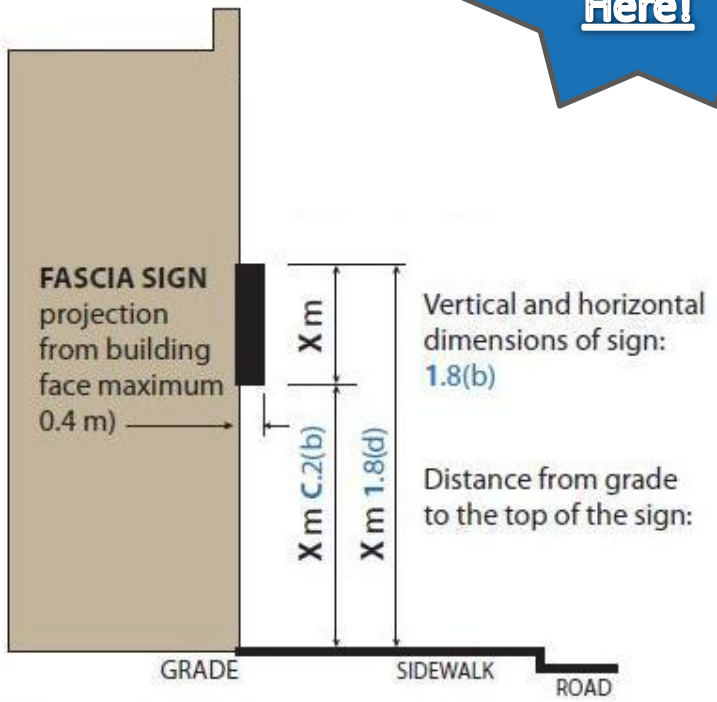
BRENDA NOORMAN & SACHIN AHUJA

Sign Types – FASCIA

ZBL Online Here!

Fascia Signs means any Sign painted on or attached to an exterior building wall, or any other permitted structure, on which a two dimensional representation may be placed, so that the Sign does not extend more than 40 cm out from the wall or structure nor beyond the horizontal limits of the wall. Fascia Signs may or may not be permanent. This definition includes banners or any other two dimensional medium

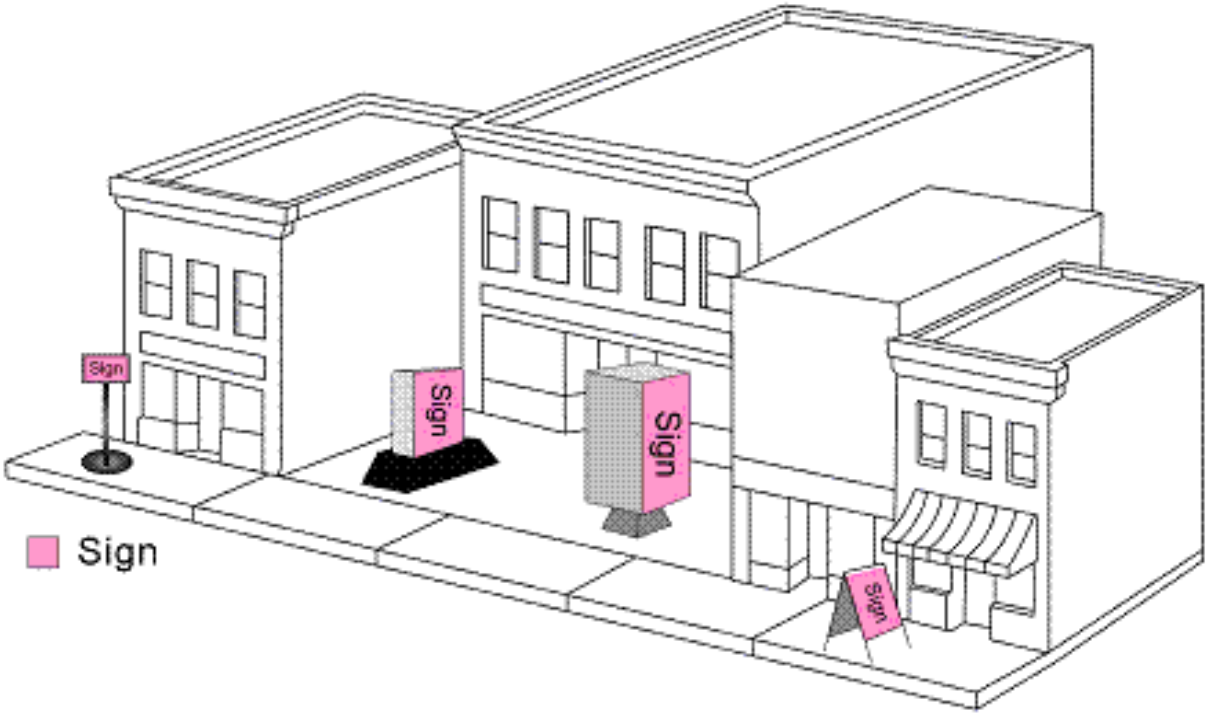


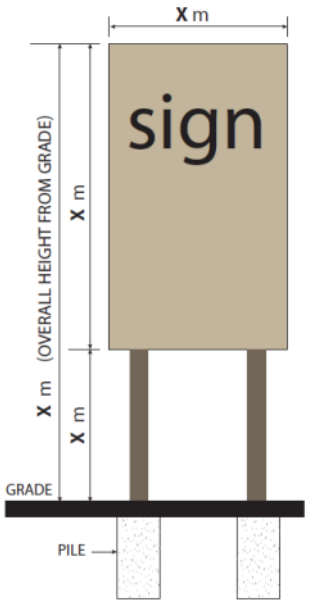


Fascia Sign

Sign Types - FREESTANDING

Freestanding Signs means any On-premises or Off-premises Sign supported independently of a building. The Sign may take the form of single or multiple icons, product or corporate symbol, may involve a three dimensional or volumetric representation, may have single or multiple faces and may or may not be permanently fixed to the ground;



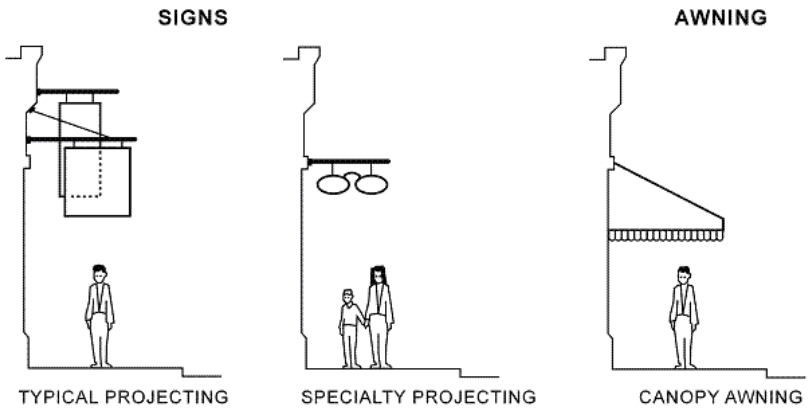


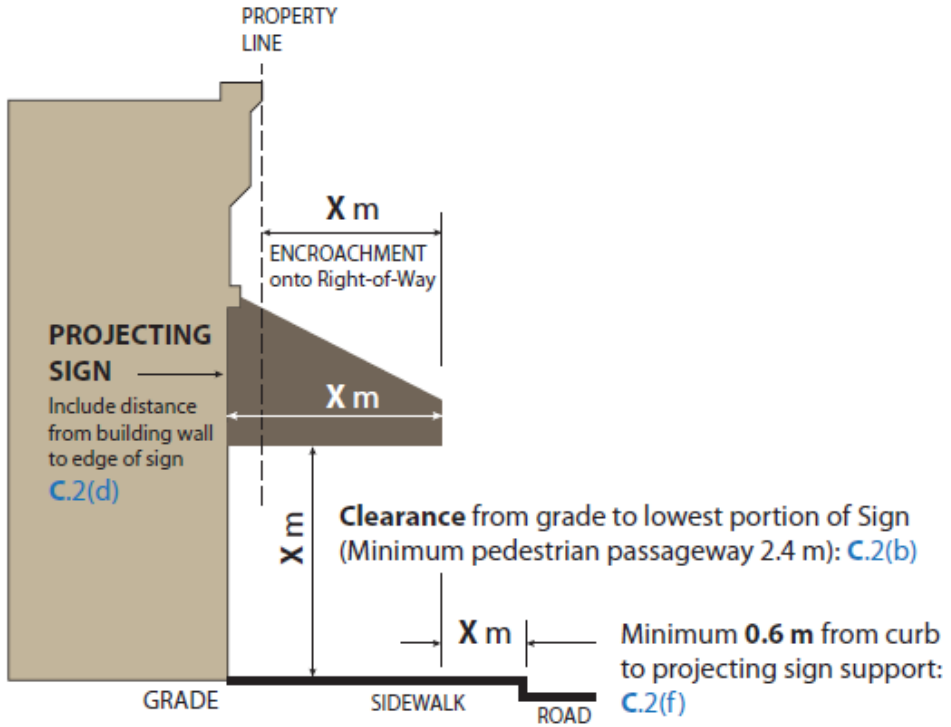
Freestanding Sign

THE CITY OF Edmonton

Sign Types - PROJECTING

Projecting Signs means any Sign that is supported by an exterior building wall and projects outward from the building wall by more than 40 cm. Projecting Signs may or may not be permanent. Such Signs may have either a flexible or rigid structure which extends outward from a building's exterior wall; may include icon, symbolic representations or Volumetric Signs, and includes Signs suspended below the ceiling or roof of a building canopy. Typical Signs include canopies and awnings;

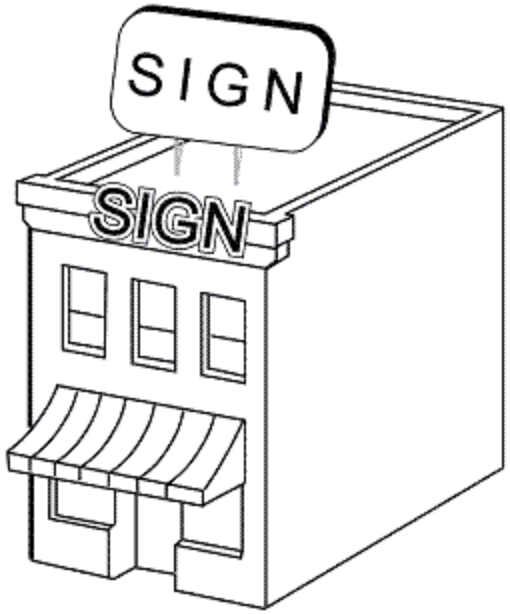


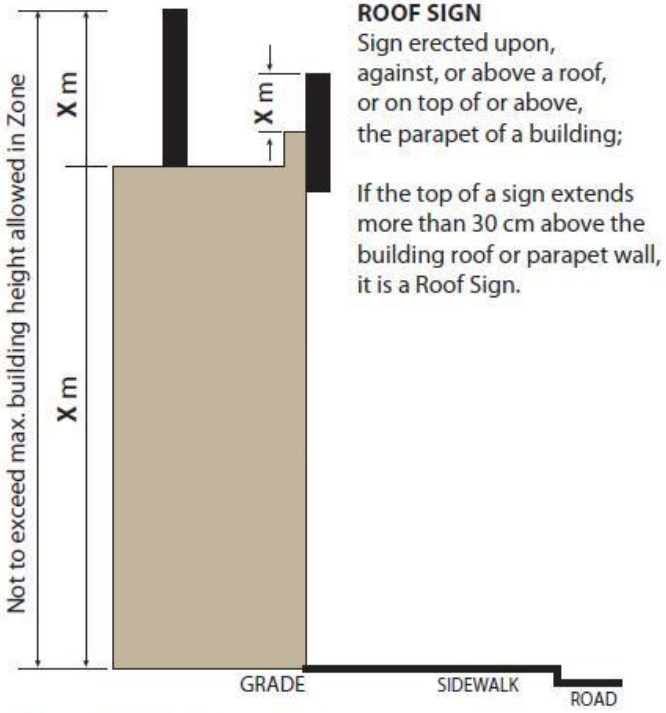


Projecting Sign

Sign Types - ROOF

Roof Signs means any Sign erected upon, against, or above a roof, or on top of or above, the parapet of a building;





Roof Sign

Sign Types - DIGITAL

Digital signs may occur in a variety of sign types.

Digital Signs means any Sign that is remotely changed on or off Site and incorporates a technology or method allowing the Sign to change Copy without having to physically or mechanically replace the Sign face or its components.

Major	Minor
Message Duration that may be less than 6 seconds	Message Duration greater than or equal to 6 seconds
include moving effects, message transition effects, and video images	

OFF-PREMISES

… displaying **Copy** that directs attention to a business, activity, product, service or entertainment that **cannot be considered** as the principal products sold nor a principal business, activity, entertainment or service **provided on the premises or Site where the Sign is displayed**.

- Applies to:
  - Fascia
  - Freestanding
  - Projecting
  - Roof
  - Digital

ON-PREMISES

…. displaying **Copy** that identifies or advertises a business, activity, service or product **located on the premises or Site where the Sign is displayed**

- Applies to:
  - Fascia
  - Freestanding
  - Projecting
  - Roof
  - Digital

- Also on and off-premise combinations

Sign Combo Permits Industry Training Session

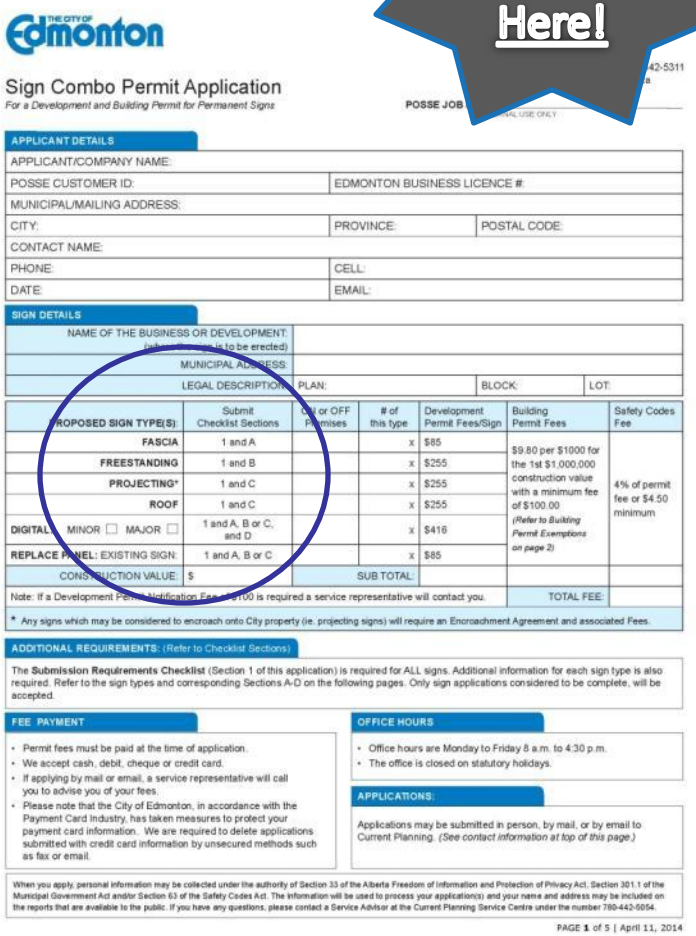
COMPLETE APPLICATION

BRENDA NOORMAN & SACHIN AHUJA

Application – Required Form

- Form – You are always required to complete:
  - **Section 1**
  - Plus **Section A, B <u>or</u> C**
    - A = Fascia
    - B = Freestanding
    - C = Roof or Projecting
  - And **Section D** for **<u>all</u>** Digital signs
- New and Replacement Signs

<u>Form Online Here!</u>



The City of Edmonton

Sign Combo Permit Application

For a Development and Building Permit for Permanent Signs

POSSE JOB

APPLICANT DETAILS

APPLICANT/COMPANY NAME:		
POSSE CUSTOMER ID:	EDMONTON BUSINESS LICENCE #:	
MUNICIPAL/MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
CONTACT NAME:		
PHONE:	CELL:	
DATE:	EMAIL:	

SIGN DETAILS

NAME OF THE BUSINESS OR DEVELOPMENT:						
MUNICIPAL ADDRESS:						
LEGAL DESCRIPTION:	PLAN:			BLOCK:	LOT:	

PROPOSED SIGN TYPE(S):	Submit Checklist Sections	On or OFF Premises	# of this type	Development Permit Fees/Sign	Building Permit Fees	Safety Codes Fee
FASCIA	1 and A		x	$85	$9.80 per $1000 for the 1st $1,000,000 construction value with a minimum fee of $100.00 *(Refer to Building Permit Exemptions on page 2)*	4% of permit fee or $4.50 minimum
FREESTANDING	1 and B		x	$255		
PROJECTING*	1 and C		x	$255		
ROOF	1 and C		x	$255		
DIGITAL MINOR ☐ MAJOR ☐	1 and A, B or C, and D		x	$416		
REPLACE PANEL: EXISTING SIGN:	1 and A, B or C		x	$85		
CONSTRUCTION VALUE:	$		SUB TOTAL:			
Note: If a Development Permit Notification Fee of $100 is required a service representative will contact you.					TOTAL FEE:	

* Any signs which may be considered to encroach onto City property (ie. projecting signs) will require an Encroachment Agreement and associated Fees.

ADDITIONAL REQUIREMENTS: (Refer to Checklist Sections)

The **Submission Requirements Checklist** (Section 1 of this application) is required for ALL signs. Additional information for each sign type is also required. Refer to the sign types and corresponding Sections A-D on the following pages. Only sign applications considered to be complete, will be accepted.

FEE PAYMENT

- Permit fees must be paid at the time of application.
- We accept cash, debit, cheque or credit card.
- If applying by mail or email, a service representative will call you to advise you of your fees.
- Please note that the City of Edmonton, in accordance with the Payment Card Industry, has taken measures to protect your payment card information. We are required to delete applications submitted with credit card information by unsecured methods such as fax or email.

OFFICE HOURS

- Office hours are Monday to Friday 8 a.m. to 4:30 p.m.
- The office is closed on statutory holidays.

APPLICATIONS:

Applications may be submitted in person, by mail, or by email to Current Planning. *(See contact information at top of this page.)*

When you apply, personal information may be collected under the authority of Section 33 of the Alberta Freedom of Information and Protection of Privacy Act, Section 301.1 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address may be included on the reports that are available to the public. If you have any questions, please contact a Service Advisor at the Current Planning Service Centre under the number 780-442-5054.

PAGE 1 of 5 | April 11, 2014

Application – Required Attachments

- Authorization letter (current)
- Site Plan (2 sets)
  - Complete with **all** checklist items
- Elevation Drawings or Photographs (2 sets)
- Detailed Plans (2 sets)

- Email applications:
  - Duplicates not required
  - Pdf is the preferred file format

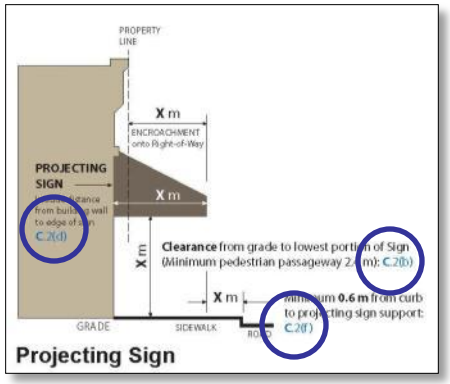
Application – Required Attachments

- Additional information required depending on Sign Type
  - Additional elevations or photographs
  - More information on the Site Plan, Elevation or Detailed Plans (Section A, B, C and D checklists)
  - Off-Site Plan for Digital Signs
  - Traffic Safety Study (Major Digital Signs)
  - Manufacture's Specification Sheet (Digital)

Application Form Changes

- New email (permanentsigns@edmonton.ca)
- Updated sample drawings with links to checklist items
- Checkboxes for single or multiple occupancy
- Highlight Curb to Property Line Map
- Most current form always available online

CURRENT PLANNING
5th Floor, HSBC Bank Place
10250 - 101 Street NW
Edmonton, AB T5J 3P4
Phone: 311, outside Edmonton: 780-442-5311
Email: permanentsigns@edmonton.ca



Projecting Sign

A Curb to Property Line Map is available upon request in PDF format, and/or in PDF format with an aerial image by emailing **mapdesk@edmonton.ca** or by calling Transportation at 780-496-6636.

5. Whether the development where the Sign is to be erected is a single occupancy or multiple occupancy development; **Single** ☐ **Multiple** ☐

Application – Exemptions

BUILDING PERMIT AND ENGINEERING EXEMPTIONS:

A BUILDING PERMIT is required for ALL signs, with the exception of:	A stamp or seal by a PROFESSIONAL ENGINEER is required for ALL signs, with the exception of signs that are:
1. Freestanding signs not more than 2.1 m in height from grade. 2. Changing the existing wording on a sign with no change to the support structure. 3. Cloth banners or signs painted on the building.	1. not greater than 5 m^2 in area 2. not greater than 3.6 m above grade to the top of sign 3. not greater than 7.6 m in length horizontally 4. have individual letters not greater than 0.37 m^2, which are not attached to other letters and have independent building attachment. 5. plywood signs not greater than 3.0 m^2, which are not attached to other signs and have individual building attachment.

ELECTRICAL DETAILS

DOES THE SIGN REQUIRE AN ELECTRICAL CONNECTION?	If yes, please identify the company responsible for the electrical connection of the sign(s),

Application – Electrical

- Separate Electrical Permit application required

ELECTRICAL DETAILS	and have individual building attachment.		
DOES THE SIGN REQUIRE AN ELECTRICAL CONNECTION?: YES ☐ NO ☐ If yes:	**If yes, please identify the company responsible for the electrical connection of the sign(s), which can be done by a Certified Sign Technician or Master Electrician. A separate Electical Permit application is required.**		
NAME OF ELECTRICAL COMPANY:		POSSE CUSTOMER ID:	
NAME OF CERTIFIED SIGN TECHNICIAN OR MASTER ELECTRICIAN:		CERTIFICATE #:	

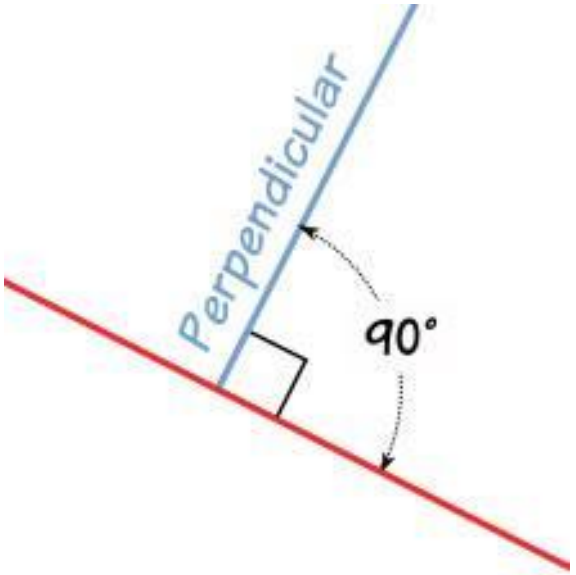
Fee Payment

- Due at the time of application
  - In person - Cash, debit, cheque or credit card
  - Email – Credit card: City calls for payment or you can call (780-442-5054 – must have application/POSSE #)
  - Mail – Cheque or City calls for payment (credit card)
- Do **not** provide written credit card information
- Notification fee ($100) can be paid up front

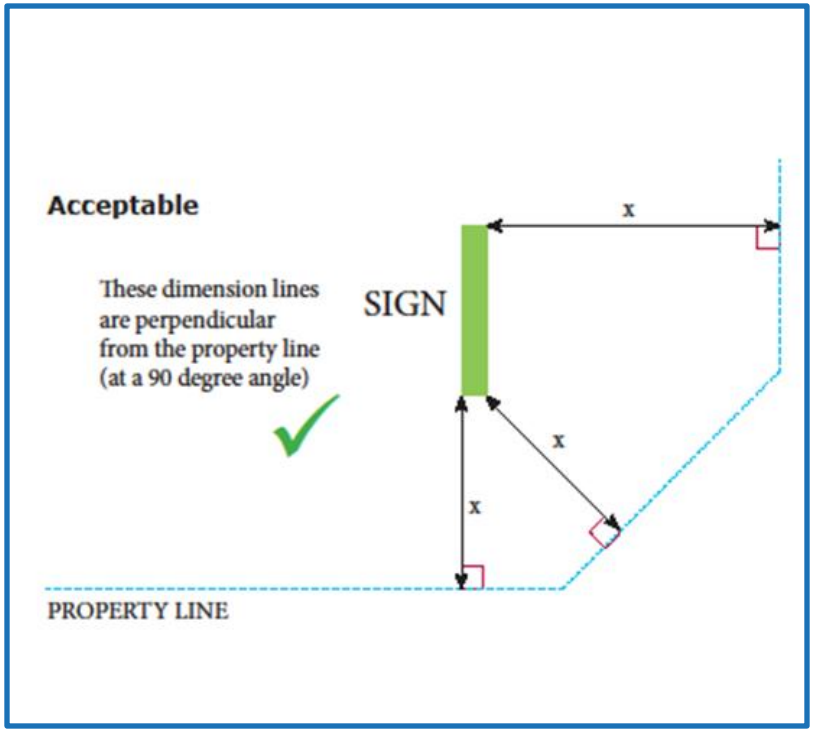
Site & Detailed Plans – Common Issues

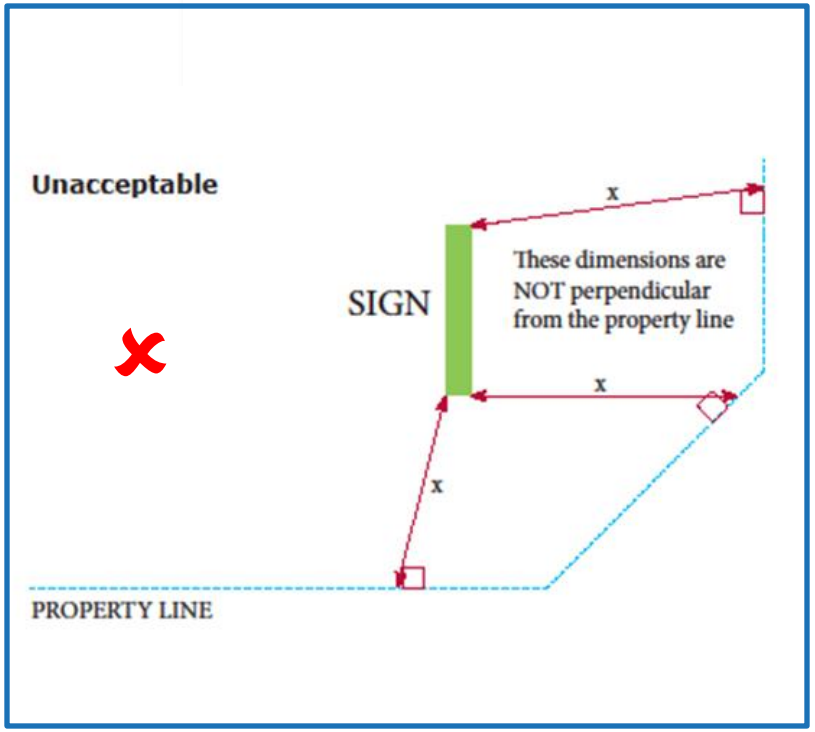
- Incomplete or missing dimensions and distances
  - **Perpendicular distance from property line to sign, and curb to sign**
  - Sign dimensions (vertical and horizontal)

A line is said to be perpendicular to another line if the two lines intersect at a right angle.



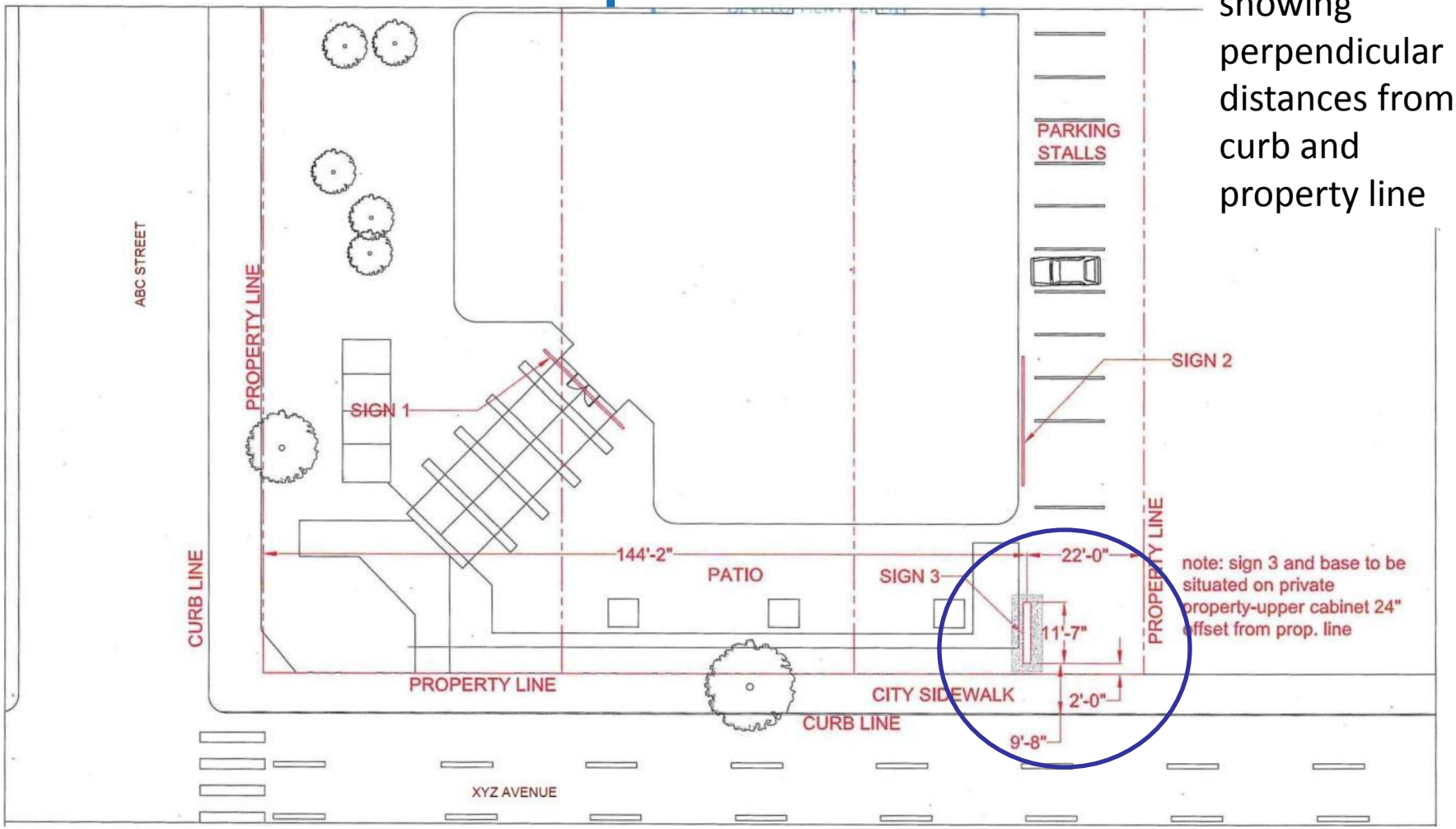
Perpendicular Dimensions





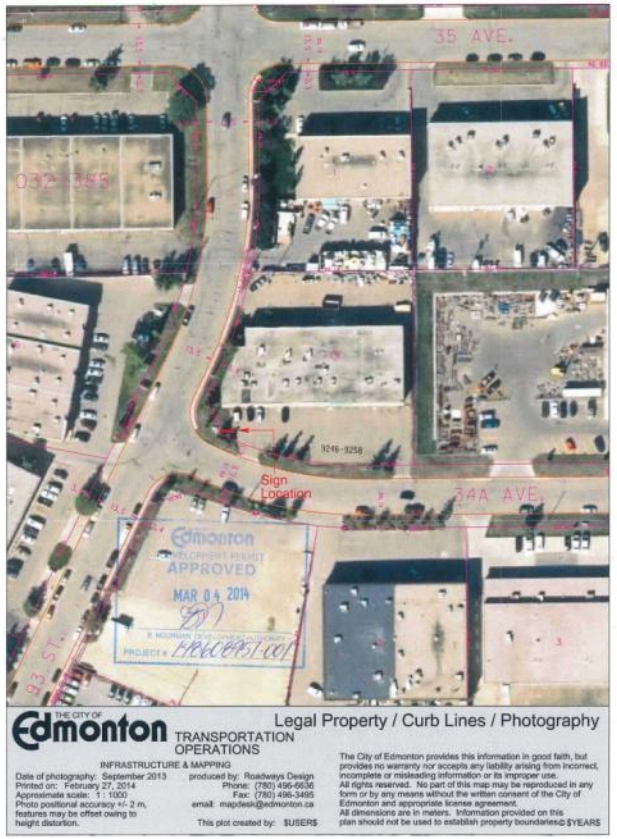
Site Plan Example

Plan excerpt showing perpendicular distances from curb and property line



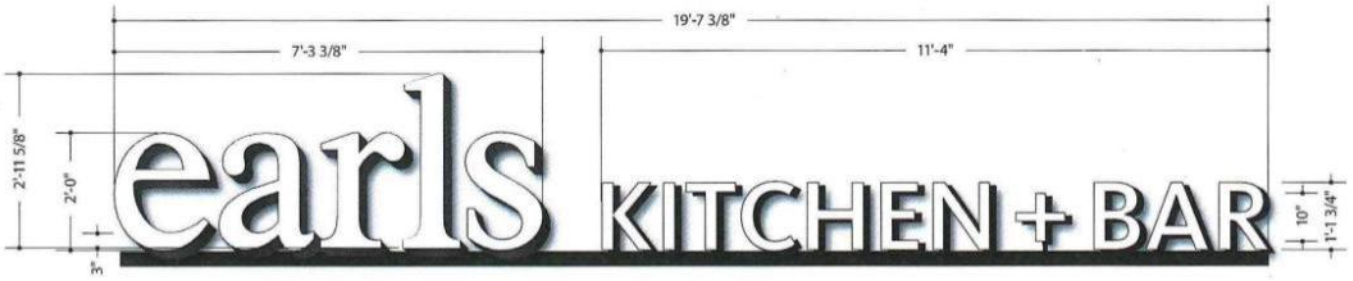
Curb to Property Line Map

- Solution to Site Plan issues, excellent base
- Strongly recommended
- Confirms site features
- Assists Transportation Review



A Curb to Property Line Map is available upon request in PDF format, and/or in PDF format with an aerial image by emailing **mapdesk@edmonton.ca** or by calling Transportation at 780-496-6636.

Detailed Plan Example



TYPE/DEPTH:
Face Lit - 5"
STROKE WIDTH:
Cross: 2 1/8"
Down: 5"
LIGHTING:
LED
RETURN:
Let-R-Edge black
FACE:
3/16" acrylic white

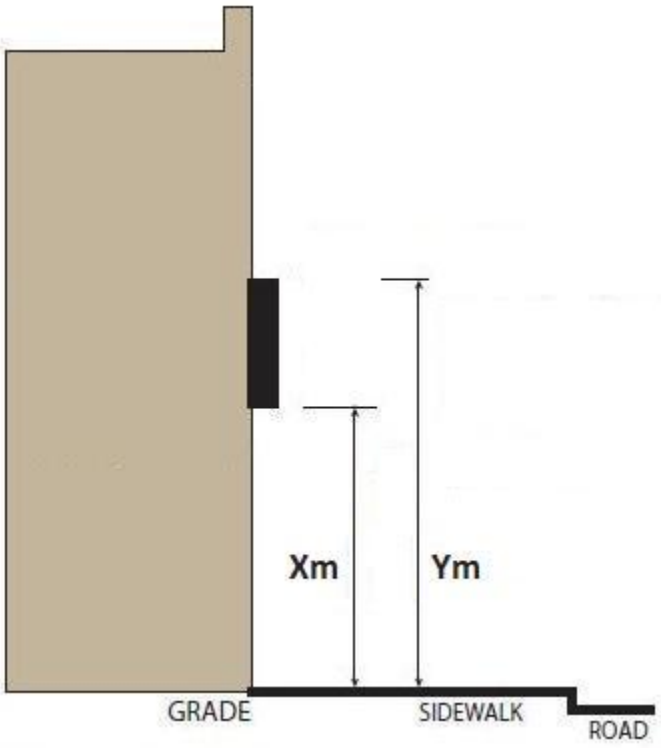
SIGN 1. ITEM 2. KITCHEN AND BAR
MODEL:
Individual Illuminated Letters
TYPE/DEPTH:
Face Lit - 5"
STROKE WIDTH:
Cross: 2"
Down: 2 -3/8"
LIGHTING:
LED
RETURN:
Let-R-Edge black
FACE:
3/16" acrylic white
MOUNTING:
Mount to 1/8" shaped aluminum backers welded to 3" x 3" square tubing. tubing to house transformers. Tubing to run on top of the full length of the roof area

Plan excerpt showing sign dimensions and details

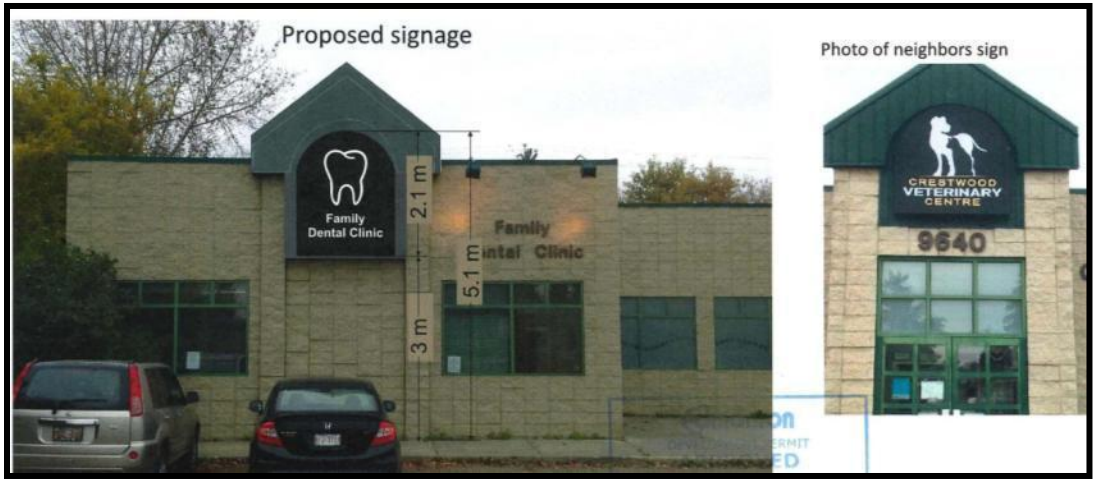
OPTION: Provide measurements in metric as regulations in the Zoning Bylaw are in metric (meters)

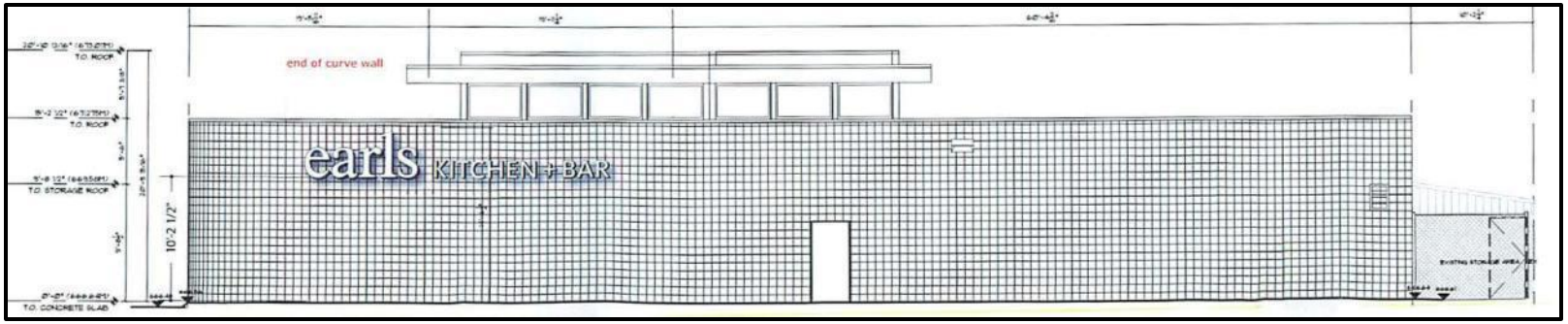
Site & Detailed Plans – Common Issues

- Incomplete or missing dimensions and distances
  - Clearance from Grade to bottom of sign (X)
  - Distance from Grade to top of sign (Y)



Elevation or Photo Example





Off-Site Plans - Common Issues

- Required for **all** digital signs
- Missing information
- Required information:

2.	An **off-site plan** for each Digital Sign face, containing:
a)	a north arrow
b)	location of the **nearest traffic control devices** or traffic control signals, and all traffic control devices or traffic control signals along the sign's block face
c)	location of the **nearest roadway intersections**, and all adjacent roadway intersections
d)	location of the **nearest Digital Sign** that is greater than 8 m^2
e)	location of the **nearest Off-premises Sign**
f)	location of **all transit stops** and **shelters** along the block face

Off-Site Plan Example

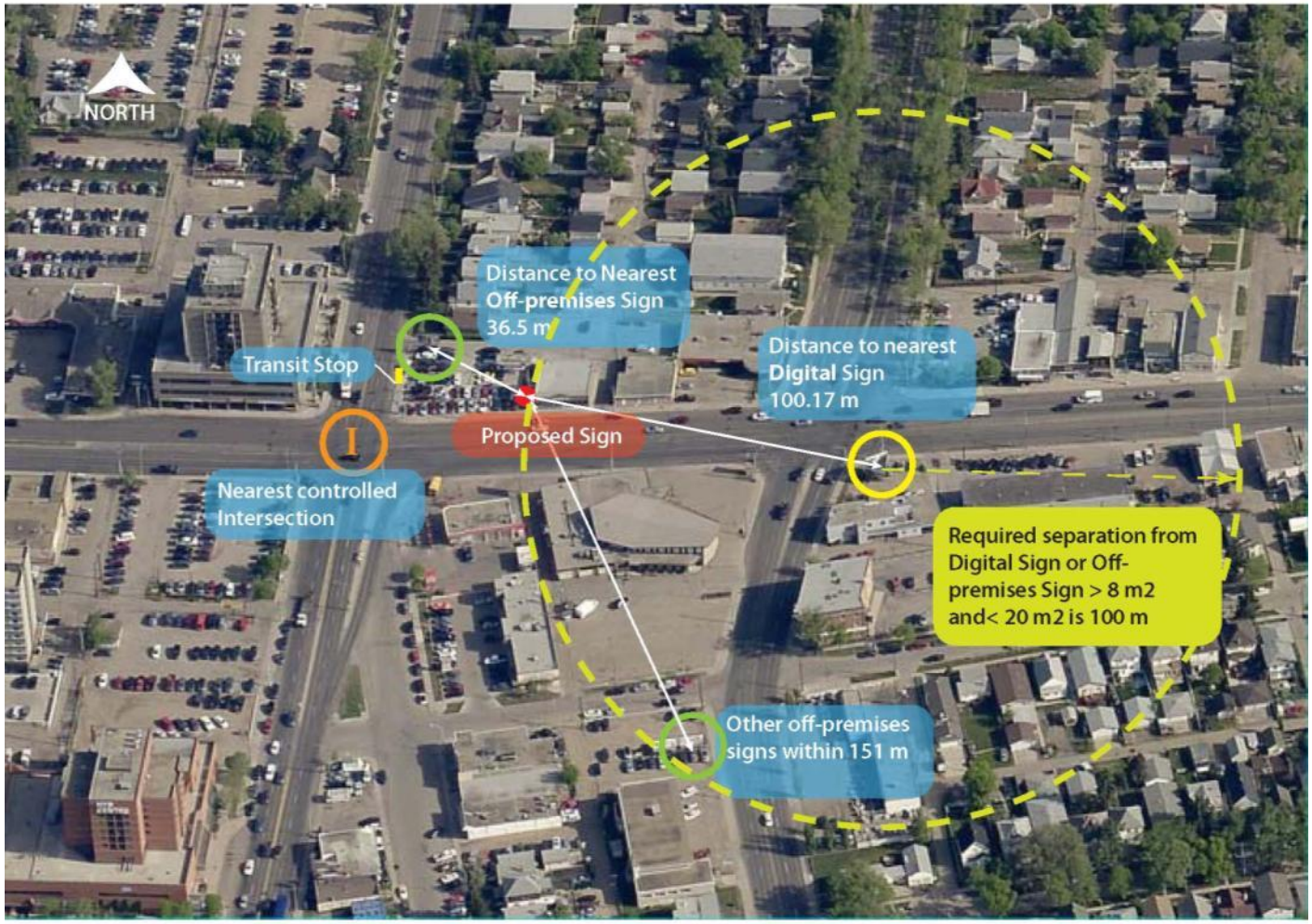
Site & Detailed Plans – Common Issues

- Incomplete or missing dimensions and distances
  - Location of all existing on and off-premise signs
  - Distance to the proposed sign
- Required to determine radial separation distance

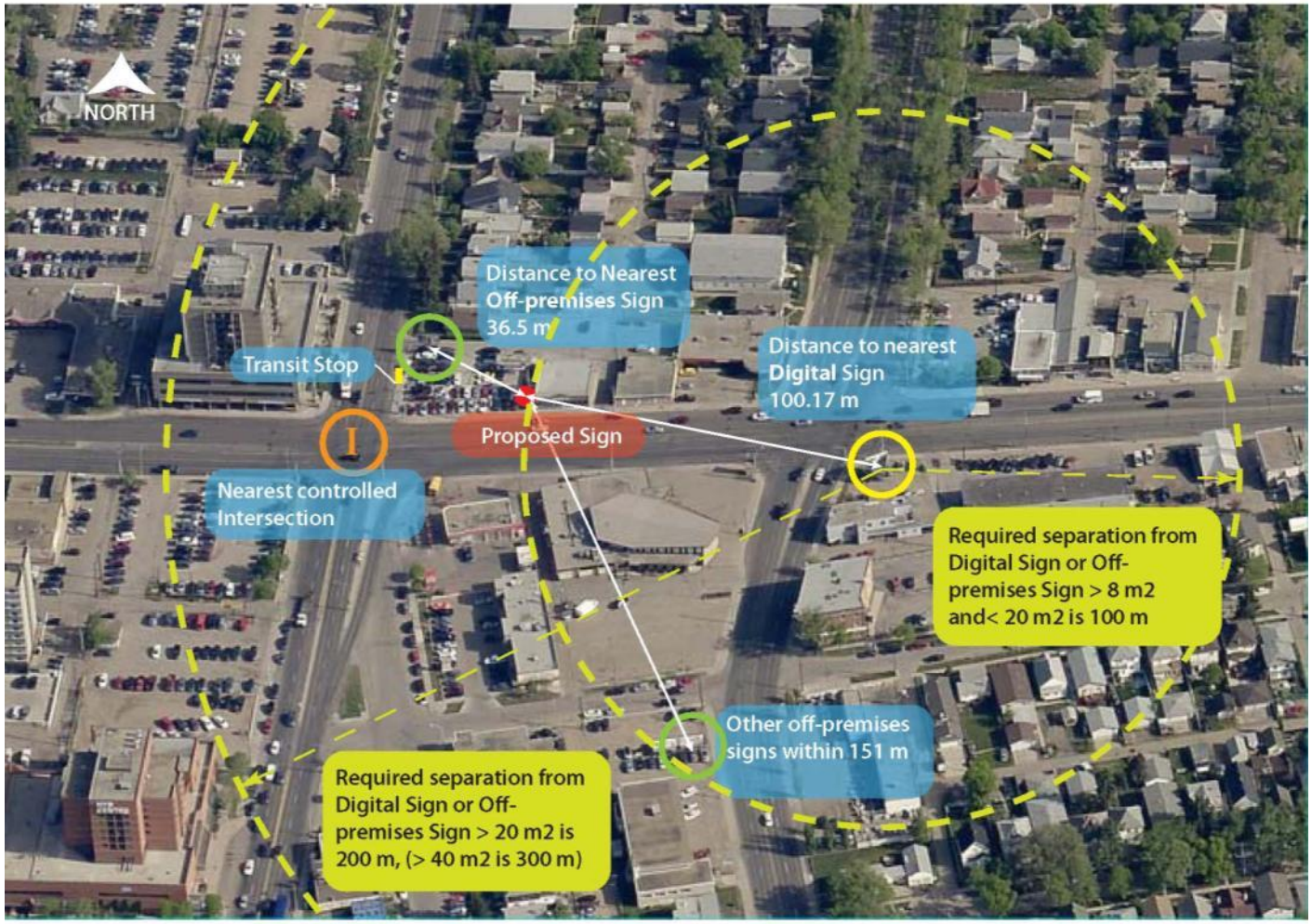
Separation Distances

- On-premise Freestanding Sign
  - 45m separation distance to all other Freestanding signs on the same site
- Off-premise Signs or Digital Signs (> 8.0m^2)
  - Provide distances to the nearest Off-premises or Digital Signs (Section 59E.3.2.g)
  - Distance varies with sign area (100 - 300m)
  - Applied from the larger sign
  - **OPTION:** Always look at all signs within 300m

Example – 100m Separation



Example – 200m Separation



Elevation or Photo – Common Issues

- Incorrect building face
- Wrong building on property
- Limited scope of photos
  - Fascia includes 15m on both sides of the sign
  - Freestanding and any digital includes the whole frontage of the site
  - Digital signs require current photos of abutting roadways

Photo Example

The exact location on the building is unclear in this example (too close)

ENTIRE FRONTAGE of the building provides context for the sign location.

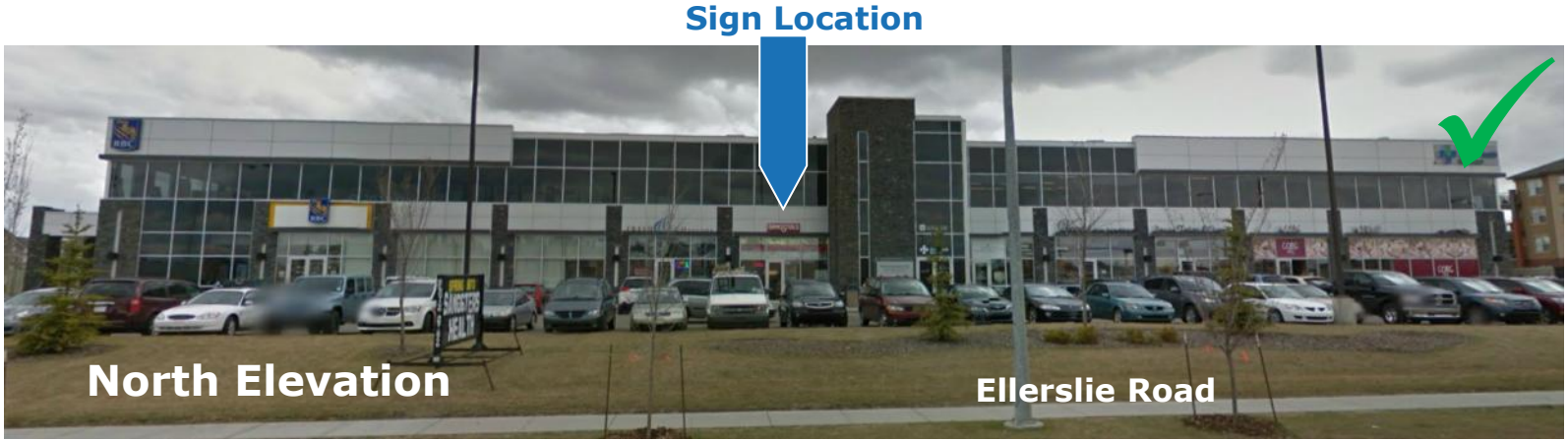


Photo Example

- Photos of abutting roadways required for digital signs

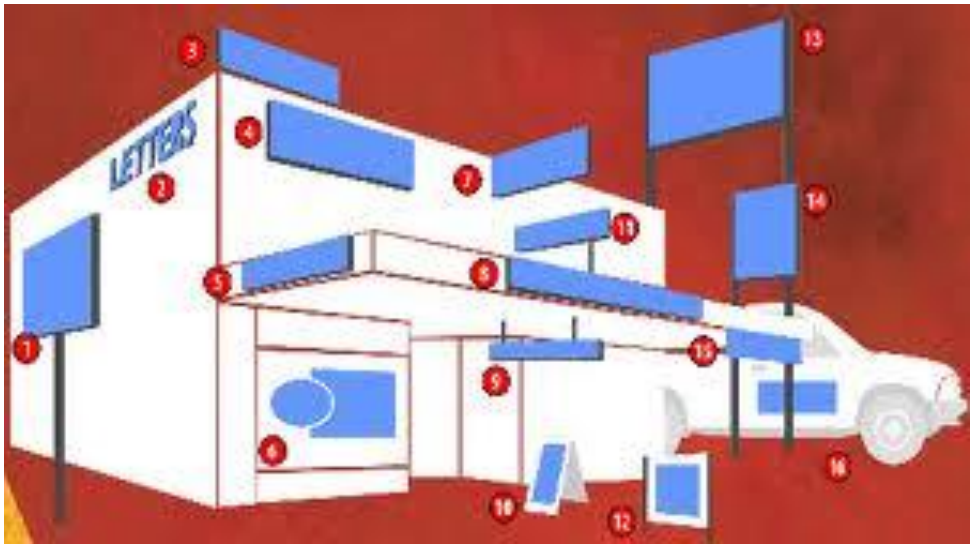
Sign Combo Permits Industry Training Session

COMPLIANCE & ENFORCEMENT

BRENT CRAIG

All Sign Subject to Compliance

- Does the sign have a permit?
- Is the permit expired?
- Is it the correct size?
- In the correct location?
- Does the digital sign adjust brightness?



Sign Compliance Issues

- Sign size
- Sign location
- Brightness

Complaint & Investigation Process

1. **Complaint Information:**

- From public via 311
- Internal – Development Approval Team
- Municipal Enforcement Officers
- Community Peace Officers
- Transportation
- Alberta Sign Association

Complaint & Investigation Process

2. Branch and Department Responsibilities:

Sustainable Development Branch

- Development Compliance Officers – Private Property:
  - Fascia Signs,
  - Freestanding Signs,
  - Projecting Signs,
  - Permanent Digital Signs.

Complaint & Investigation Process

2. Branch and Department Responsibilities:

Community Standards Branch:

- Community Peace Officers - Signs on right-of-ways, boulevards, traffic pork chops, center medians, intersections and over dimensional signs.
- Municipal Enforcement Officers – Portable signs on private property.

Complaint & Investigation Process

3. Information required to initiate enforcement

- Sign with no Development Permit (no permit or expired permit)
- Sign not in compliance with Development Permit

Complaint & Investigation Process

4. Investigation:

- Research permit history
- Identify location of sign or infraction
- Confirm zoning
- Conduct a site inspection
- Determine if Sign requires a Development Permit (Section 12.2)
- Capture Evidence
  - Location of Sign
  - Photos
  - Offender: shared responsibility between Property Owner (who placed sign) and that who is advertising on sign
- Information tracked in POSSE

Complaint & Investigation Process

5. Establish Appropriate Enforcement Response:

- Voluntary Compliance is an OPTION
- Violation Notice
- Violation (Bylaw) Ticket
- Municipal Government Order
- Remedial Action

Complaint & Investigation Process

6. Reinspection and Finalize Compliance

- Extension of timelines
- Escalation of Enforcement
- Compliance

Complaint & Investigation Process

- Complaints in 2014
  - Type of Sign complaints
  - Number of Sign complaints
    - 24 complaints to date in 2014
- Digital Sign enforcement

Enforcement Tools

- Measures footcandles and Lux
- Footcandles: measures amount of lumens.
- Lux: measures amount of lumens from all light sources.

EA 30 Digital Light Meter

Enforcement Tools

LS 100 Luminance Meter

Compact meter used for taking luminance measurements of light sources or reflective surfaces

Key Definitions

- Ambient light
- Candela
- Footcandle
- Illuminance
- Intensity
- Luminance
- Lumen
- Lux
- Nits
- Nit Gun
- Reflectance

Ambient Light	It is the combination of light reflections from various surfaces to produce a uniform illumination called the ambient light
Candela	Measure of luminance of brightness per m2 emanating from a specific ` light source (ie. A digital sign). Unit for measuring light
Footcandle	Measure of the amount of lumens falling on 1 square foot area emanating from all light sources. Unit for measuring light Light produced by a digital billboard should not exceed 0.3 foot candles over ambient light levels
Illuminance	This is the amount of light from the billboard landing on a distant surface. It is measured in footcandles (fc) or lux.
Intensity	This is the candlepower, or concentration, of light emitted in a given direction from the entire billboard.
Luminance	Also known as photometric brightness, this is the "brightness" of the billboard as seen from a particular angle of view. It is measured in candelas per sq. meter, also termed "NITS".
Lumen	Measure of luminance in a sphere to capture the light from 360 degrees, or the light emanating all sources in the environment (e.g. A digital sign, the sun, streetlights). Unit for measuring light
Lux	Measure of the amount of lumens falling on 1m2 emanating from all light sources. Unit for measuring light
Nits	Candelas per meter squared, which is a measure of the brightness emanating from a specific light source.
Nit Gun	Measures candelas (a measure of luminance or brightness per meter squared) It excludes ambient light from the measurement Standard NIT l levels.
Reflectance	This is a measure of the proportion, or percentage, of light falling on a surface that is reflected by the surface.

Sign Enforcement Effort

- June 2 to 6, 2014
- Southeast Edmonton
- Zero tolerance
- Looking for
  - Permits
  - Location and distances
  - Brightness
- Communicate through Alberta Sign Association (ASA)
- Involves various City enforcement staff
  - Development Compliance Officers
  - Community Standards Peace Officers
  - Municipal Enforcement Officers

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SOLUTIONS & OPTIONS

HARRY LUKE

Solutions and Options

- Opportunity for Sign Industry and City to work together for a efficient review process and timely issuance of permits
- Everyone provide and accept constructive feedback to improve the process

City - Solutions and Options

- Quality control of Sign Combo Permit applications – only complete applications accepted
- Modifications to internal process, including ideal timelines and staff involved
- Ongoing consideration of industry and internal feedback

Industry - Solutions and Options

- Submit complete applications
  - Form
  - Fees
  - Drawings
- Accurate and complete drawings
- Utilize a Curb to Property Line Map

Industry – Solutions and Options

- Options to facilitate a timely review:
  - In person application
  - Pay notification fee ($100) upfront
  - Provide measurements in metric units
  - Review location of all signs within 300m
  - Provide Clearance Zones on a Site Plan
  - Outline proposed variances and provide justification
  - Sign waiver form

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RESOURCES

ANLIN WEN

RESOURCES

- Text hyperlinked throughout presentation for future use
- Digital copy of presentation will be circulated
- Key web links:
  - Zoning Bylaw (www.edmonton.ca/zoningbylaw)
  - Sign Combo Permit Application Form (http://www.edmonton.ca/bylaws_licences/permanent_sign_application_form.pdf)
  - Bylaw 15892 for Clearance Zone and Traffic Study Requirements

Questions and Answers