



SIGN PERMIT APPLICATION

APPLICATION DATE:

Year Month Day

SIGN PERMIT NUMBER:

PART I – PERMIT APPLICANT INFORMATION

LANDOWNER

CONTRACTOR

NAME OF APPLICANT or CONTRACTOR:		PHONE:	ALTERNATE:
MAILING ADDRESS:		CITY:	PROVINCE:
EMAIL:			
NAME OF REGISTERED OWNER: <i>(if different from above)</i>		PHONE:	ALTERNATE:
MAILING ADDRESS:		CITY:	PROVINCE:
EMAIL:			

PART II – SITE INFORMATION

ADDRESS WHERE SIGN IS TO BE LOCATED:

LOT:	BLOCK:	PLAN:	EXISTING USE OF PROPERTY:	LAND USE DISTRICT:
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LOT TYPE: Interior Corner

Proposed Sign Setbacks *(if applicable)*: Front _____ m/ft. Side Yards _____ / _____ m/ft. Rear Yard _____ m/ft.

PART III - PROJECT INFORMATION

TYPE OF SIGN:						
<input type="checkbox"/> Fascia <input type="checkbox"/> Freestanding <input type="checkbox"/> Dynamic <input type="checkbox"/> Wall <input type="checkbox"/> Portable <input type="checkbox"/> Neighbourhood <input type="checkbox"/> Other						
DIMENSIONS OF THE SIGN:			HEIGHT OF SIGN: <i>(above grade)</i>			
MEASURE OF PROJECTION FROM FACE OF BUILDING:			MEASURE OF PROJECTION OVER PUBLIC PROPERTY:			
IS THE SIGN ILLUMINATED:			If yes, How?			
<input type="checkbox"/> YES <input type="checkbox"/> NO						
NAME OF SIGN MANUFACTURER:			ESTIMATED COST OF SIGN:	TOTAL NUMBER OF PROPOSED SIGNS:		
ESTIMATED DATE OF COMMENCEMENT:			ESTIMATED DATE OF COMPLETION:			

I AM AWARE THAT THIS PROPOSAL WILL BE REVIEWED BY A DEVELOPMENT OFFICER AND MAY BE DELAYED OR REFUSED IF THE APPLICATION AND/OR THE INFORMATION AND PLANS PROVIDED ARE INCOMPLETE. BY SUBMITTING AN APPLICATION, I HEREBY ALLOW RIGHT OF ENTRY FOR INSPECTION PURPOSES AND CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS FULL AND COMPLETE AND IS, TO THE BEST OF MY KNOWLEDGE, A TRUE STATEMENT OF THE FACTS RELATING TO THIS APPLICATION FOR DEVELOPMENT APPROVAL.

Name of Registered Owner (Please print clearly)

Signature of Registered Owner

Name of Person Acting on Behalf of Owner(s)

Signature of Person Acting on Behalf of Registered Owner(s)

Protected by the privacy provisions of the Freedom of Information and Protection of Privacy (FOIP) Act, this personal information is being collected under the authority of the Town of Penhold Land Use Bylaw 661/11 and the Municipal Government Act (MGA) and will be used for Planning and Development decisions.

FOR OFFICE USE ONLY

PART VI – DECISION

CONDITIONAL APPROVAL

APPROVED

NOT APPROVED

ROLL NUMBER:	VARIANCE APPROVED: Y/N <input type="checkbox"/> MPC Date: _____ <input type="checkbox"/> D.O.	PERMIT ISSUE DATE:	ISSUING OFFICER'S NAME:
<input type="checkbox"/> FEES RECEIVED	RECEIPT NUMBER:	ISSUING OFFICER'S SIGNATURE:	ISSUING OFFICER'S DESIGNATION:

All signs must conform with the Land Use Bylaw No. 661/11 Part 4.

Signs Not Requiring a Development Permit:

1. One unilluminated sign of the following nature and size for each use within a building or on a parcel provided such signs do not resemble or conflict with traffic signs:
 - a) a fascia sign for the purpose of identification, direction and warning not exceeding 0.2 m² (2 sq. ft.) except in a residential district;
 - b) a fascia sign relating to a person, partnership or company carrying on a profession, business or trade not exceeding 0.3 m² (3 sq. ft.);
 - c) a fascia or freestanding sign relating to a religious, educational, cultural, recreational or similar institution, or to an apartment not exceeding 1 m² (11 sq. ft.);
 - d) a portable or temporary sign, not exceeding 4.5m² (48 sq. ft.) in area, relating to:
 - i. sale or lease of land or buildings,
 - ii. sale of goods or livestock by auction,
 - iii. carrying out of construction,
 - iv. announcement of any local event of a religious, educational, cultural, political or government nature
 - v. Special event signage for initiatives or a special promotion by an individual business or organization:
 - (a) the maximum duration for such sign placement will be 7 days.
 - (b) special event signs may be permitted for a maximum of 3 times per year for a business or organization
 - vi. a flag attached to a single upright flagpole.
2. Signs, notices placards or bulletins required or permitted to be displayed:
 - a) under the provisions of federal, provincial or municipal legislation;
 - b) by or on behalf of the federal, provincial or municipal government; or
 - c) on behalf of a department, a commission, a board, a committee or an official of the federal, provincial or municipal government.

Please ensure the Development Application is completed in its entirety along with the following information to be submitted with the application:

1. A **complete** application form;
2. Application Fee(s);
3. Signature(s) of registered landowner(s);
4. Letter appointing the agent if the landowner is not the applicant;
5. Applicable application fees;
6. Site plan identifying a north arrow, the location of all structures, parking, access and landscaping on the property, location of easements and/or utility right-of-way(s), the proposed sign location(s) and setbacks from the above mentioned;
7. **2 copies** of complete professional drawings which indicate the elevation, overall sign dimensions and total sign area, amount of projection from the face of the building or over Town property;
8. Any additional information requested by the Development Authority.

PLEASE NOTE: *All fees applicable are due upon receipt of approved permit or at the time you are submitting a development permit for approval. Incomplete applications or failure to supply the required information plans or fees may cause delays in the application process.*

- An application is not completed until the Development Authority deemed it so.
- If the Development Permit Application is approved, the applicant will be notified in writing. The permit does not become valid until fourteen (14) days following the issuance of the development permit and all conditions of its approval have been satisfied. Appeals may be received for Discretionary approval within the fourteen (14) day appeal period. There are no appeals for a Permitted Use unless it involves a relaxation of, variation or misinterpretation of the Land Use Bylaw. If there are no appeals against the development at the end of the fourteen (14) day appeal period, and the conditions have been satisfied, the Development Permit is considered valid and development may commence.
- If the Development Permit Application is refused, the applicant will be notified in writing. The Decision will outline the specific reason for refusal. There is a right of appeal to anyone affected by a decision of the Development Authority, pursuant to Part 17 of the *Municipal Government Act*.
- In compliance with Section 2.13, if the development approved in this permit is not commenced within 12 months from the date of issue, or where the development permit is specified as being valid for a specified time period, and thereafter completed within 24 months, the permit is deemed to be void, unless an extension beyond this period has been granted by the Development Authority. If you require an extension, please contact the Town's Planning and Development department prior to expiry.
- Applicants should be aware that additional approval further to this Development Permit may be required; including compliance with and that provincial legislation exists and should be followed:
 - a) Business Licensing.
 - b) Compliance with Alberta Building Standards and Regulations.
 - c) Compliance with Utility Companies for the provision and services and/or necessary easements.
 - d) Compliance with all regulations pertaining to Safety Codes, the Electrical Protection Branch, the Plumbing Inspection Branch, and the Gas Protection Branch. (The above installations require inspections when completed).