



SIGN PERMIT APPLICATION

PART I - APPLICANT INFORMATION

NAME OF APPLICANT:		TELEPHONE:
EMAIL ADDRESS:		CELL:
MAILING ADDRESS (including Postal Code):		
NAME OF CONTRACTOR:		TELEPHONE:
MAILING ADDRESS (including Postal Code):		
ARCHITECT and/or ENGINEER (if applicable):		

PART II - LAND INFORMATION

MUNICIPAL ADDRESS:		CURRENT LAND USE ZONING:
LOT:	BLOCK:	PLAN:
		LEGAL LAND DESCRIPTION:

PART III - PROJECT INFORMATION

ESTIMATED COST OF PROJECT:	START DATE:	COMPLETION DATE:
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		
OVERALL DIMENSIONS OF THE SIGN:		HEIGHT OF FREESTANDING SIGN:
MEASURE OF PROJECTION FROM FACE OF BUILDING:	MEASURE OF PROJECTION OVER PUBLIC PROPERTY:	

SUPPORTING DOCUMENTATION:

- 1) Please include location of sign by elevation drawing or site plan of the property showing distance to front and side property lines, approaches or driveway locations and distances from existing building;
- 2) Detailed illustration of the sign including:
 - a) Design of the sign copy, height of letters and colours;
 - b) Manner of illuminating the sign in any form or animated or intermittent lights;
 - c) Type of consideration and finish to be utilized;
 - d) Sign content.

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.

Signature of Registered 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 IV – DECISION CONDITIONAL APPROVAL APPROVED NOT APPROVED

PERMIT NUMBER:	DATE RECEIVED:	DATE ISSUED:	ISSUING OFFICER'S NAME:
ROLL NUMBER:	DATE OF DECISION:	SIGNATURE OF ISSUING OFFICER:	ISSUING OFFICER'S DESIGNATION:



GENERAL REQUIREMENTS FOR SIGNS

1. A sign must not conflict with or dominate or detract from the general character of the surrounding streetscape or the architecture of any building on the parcel on which it is located or in the vicinity of or be liable to create a cluttered appearance to the streetscape.
2. Where a sign projects over public property, a minimum clearance of 2.5 m (8 ft.) above grade level will be maintained. An encroachment agreement with the municipality must be completed prior to the erection of such signs.
3. Notwithstanding subsection (2), where a sign is located in or projects into or over a driveway or other area of vehicle movement, a minimum clearance of 4.5 m (15 ft.) above grade level will be maintained.
4. A sign must not obstruct the view of or be liable to be confused with an official traffic sign, signal or device or otherwise pose a potential hazard to traffic.
5. A sign must not display lights which may be misinterpreted for the flashing lights customarily associated with danger or those used by police, fire, ambulance or other emergency vehicles.
6. The owner of a sign is responsible for maintaining the sign in a proper state of repair and will:
 - a) keep it properly painted at all times;
 - b) where applicable, ensure that all structural members and guy wires are properly attached to the sign and building and meet proper safety standards; and
 - c) clean all sign surfaces as it becomes necessary.
7. The subject matter of all signs will relate to the use or ownership of the parcel on which the sign is located with the exception of:
 - a. billboard signs;
 - b. freestanding signs related to a comprehensively planned commercial area;
 - c. freestanding signs used solely by community organizations; and
 - d. reader boards.
8. A sign will not be attached, affixed or displayed on any parked vehicle or trailer on private or public property that is not normally used in the daily activity of the business and is visible from a road so as to act as a sign for the advertisement of products or direct people to a business or activity.
9. Business identification signs will utilize the same architectural vocabulary and be constructed of similar, or complementary materials, as the buildings on the parcel for a sense of continuity and cohesiveness.

SIGN PERMIT FEE\$ 100.00 PER SIGN