



Sign Development Permit Application Form

Application Fee: \$215

Where work for which a permit is required has commenced prior to the issuance of such permit, an additional fee shall be paid in an amount equal to 100% of the permit fee or \$10,000.00, whichever is less.

Application Requirements

The following is required in order to make an application:

- a. a completed **application form** (attached);
- b. submission of any **supporting documents** (Sign Design) if necessary;
- c. receipt of full **payment** of the applicable application fee;
- d. a scaled **site plan** drawing showing, in detail, the site proposed for development including the following at a minimum:
 - north arrow;
 - boundaries of the parcel including approximate dimensions;
 - location and dimensions of existing buildings and structures, and proposed buildings and structures and distances from the four property boundaries;
 - location of all existing and proposed utilities;
 - location of all existing and proposed approaches and driveways; and
 - the location of all distinguishing physical features located on or adjacent to the property including but not limited to sloughs, streams, culverts, drainage ways, wetlands, slopes bluffs etc...

Decision Time Frame

The timing associated with the provision of a development and building permit for construction will be based upon the completeness and quality of information provided on the application. A minimum of four (4) business days is required to review, process and issue a permit. During peak application submission periods, a minimum of ten (10) business days may be required to review, process and issue the appropriate permits. Please discuss the current processing timelines with planning staff when you submit your application as these are guidelines only.

Disclaimer: The information provided within this application is not intended to remove or replace established bylaws and should not be given any legal status. The original bylaws, policies, and regulations should be consulted for official purposes.



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1) **Applicant Name:** _____
 Mailing Address: _____
 City/Town/RM: _____ Province: _____
 Postal Code: _____ Email: _____
 Phone: _____ Cell: _____

2) **Landowner Name:** (same as applicant

3) **Contractor Name:** (same as applicant

4) **Legal Description of Proposed Building Location:**
 All/Part of the _____ ¼, Section _____, Township _____, Range _____, W3
 LSD(s) _____ Lot(s) _____ Block(s) _____ CU _____
 Civic Address (if applicable): _____

5) **Use of land and buildings:**

Country residential Industrial
 Agriculture Other: _____
 Commercial

Detailed description of proposed land use: _____

6) **Proposed Sign(s) include:**

Free Standing Fascia/Attached Billboard Subdivision Name
 Electronic Message Board Other : _____

7) **Proposed sign wording:** (please attach sketch)

8) **Description of the sign:** (please attach sketch)

- a. Height from ground to top of sign: _____
- b. Gross surface area of sign face: _____
- c. Number of sign faces: _____
- d. Is the sign illuminated: Yes No
- e. Number of existing signs on the property: _____
- f. Distance to adjacent signs: _____

9) **Term of sign placement:** (for temporary signage only):

From: _____/_____/_____ to _____/_____/_____ (day/month/year)

10) **Declaration by Applicant**

I, _____ of _____

in the Province of _____ solemnly declare that all of the above statements within this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: _____ APPLICANT SIGNATURE: _____

11) **Declaration by Landowner**

If the applicant is not the registered owner of the subject property, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

I, _____ of _____

in the Province of _____ solemnly declare that I am aware of and support the application of _____ on my land(s).

I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: _____ LANDOWNER SIGNATURE: _____

Site Plan

In order to process the development permit application, all submissions must include a completed site plan map of the proposed project; submission of an incomplete site plan map will be considered as an incomplete application and returned to the applicant:

