



Town of Claresholm DEVELOPMENT - SIGN PERMIT APPLICATION

PERMIT NUMBER:

IMPORTANT NOTICE: This application does not permit you to begin this development until such time as a permit has been issued by the Development Authority. If a decision has not been received within 40 days of the date the application is deemed complete and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.

DATE RECEIVED: _____

DATE DEEMED COMPLETE: _____

I/We hereby make an application for a sign permit under the provisions of Land Use Bylaw No. 1525 in accordance with the plans and supporting information submitted herewith and which forms part of this application.

APPLICANT INFORMATION

APPLICANT: _____

Mailing Address: _____ Telephone No. _____

Applicant's Interest if not the registered owner: _____

REGISTERED OWNER OF LAND CONCERNED: _____

Mailing Address: _____ Telephone No. _____

CONSENT SIGNATURES

I certify that I am the registered owner or that the registered owner(s) of the land described above is aware of this application and the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Sign.

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

DATE: _____

SIGNED: _____
Applicant

SIGNED: _____
Registered Owner

PROPERTY INFORMATION

CIVIC ADDRESS: _____

PROPERTY LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Plan: _____

Quarter : _____ Section : _____ Township: _____ Range: _____

LAND USE DESIGNATION (ZONING): _____

EXISTING USE: _____



SIGN INFORMATION

TYPE OF WORK: New Permanent Sign Changes to Existing Sign Temporary Sign

SIGN LOCATION (civic address): _____

Are there any other signs at this location? Yes No

If Yes, please describe: _____

PROPOSED SETBACKS: (if applicable) Units: Meters Feet

Front: _____ Rear: _____ Sides: _____

SIGN TYPE:

- Wall (fascia)
- Freestanding (Monument)
- Canopy (Awning)
- Sandwich Board
- Shingle Sign
- Roof Sign
- Multi-Tenant
- Billboard
- Mural
- Portable

SIGN CHARACTERISTICS:

- Electrified
- Non-electrified
- Indirect Illumination
- Internal Illumination
- Flashing
- Animated
- Lettering
- Electronic Variable Messages
- Rotating
- Other _____

				<i>Office Use</i>
Length of Sign:	<input type="checkbox"/> m	<input type="checkbox"/> ft.		
Height of Sign:	<input type="checkbox"/> m	<input type="checkbox"/> ft.		
Display Surface (length x height):	<input type="checkbox"/> m ²	<input type="checkbox"/> sq. ft.		
Top of Sign Height:				
from Grade:	<input type="checkbox"/> m	<input type="checkbox"/> ft.		
above Roof:	<input type="checkbox"/> m	<input type="checkbox"/> ft.		

If the sign is only for **temporary** use:

How many days will the proposed sign be displayed? _____ days

SITE PLAN

**Please attach a plan drawn to a suitable scale and photographs, if available, illustrating:

- Location of all existing and proposed sign(s)
- Size, height, and other dimensions of the proposed sign(s), including any supporting structures
- Location of the property boundaries of the parcel upon which the proposed sign(s) are to be located
- Setbacks from property lines of proposed sign(s) and existing building(s)



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Sketch of proposed Sign(s)

Please provide a sketch of the proposed signs. Be sure to include the location of the sign compared to the building, the location of any existing sign(s), the location of the sign and buildings on the subject property with distances from property lines, and the dimensions of the sign, including support structures



IMPORTANT NOTES:

1. Every application shall be accompanied by the following information (if applicable):
 - a. A site plan, in duplicate, showing: the registered legal boundaries, the location of the proposed signs and any existing signs.
 - b. A non-refundable fee, as per Policy #PLDE 04-09.
2. The Development Officer may deem a development permit application incomplete if any of the application requirements are incomplete or the quality of the information is deemed inadequate to properly evaluate the application.
3. Although the Development Officer is in a position to advise applicants of the process and requirements of the application, such advice must not be taken as official consent, and is without prejudice to the decision in connection with the formal application.
4. Any development started before the issuance of a development permit and expiration of the appeal period is at the applicant's own risk.
5. If a decision is not made within 40 days from the date the application is deemed complete, or within such longer period as the applicant may approve in writing, the applicant may deem the application to be refused and the applicant may exercise his/her right of appeal as though he had been mailed a refusal at the end of the 40-day period.
6. A development permit does not constitute a building permit or approval from any provincial or federal department. Construction undertaken subsequent to approval of this permit application may be regulated by the Alberta Safety Codes. The applicant/owner/developer assumes all responsibilities pertaining to construction plan submissions, approval and inspections as may be required by the appropriate provincial body. The applicant is responsible for determining and obtaining any other applicable provincial and federal approvals prior to commencement.