



Sign Development Permit Application Form

(office use only)

Development Permit File No.:		Date Application Received:	
Tax Roll No.	Development Permit Fee:	Date Fee Received:	
Date Application Deemed Complete:		Date of Decision:	
Building Permit Required?	<input type="radio"/> Yes <input type="radio"/> No	Decision?	<input type="radio"/> Approved <input type="radio"/> Refused
Variance Application Required?	<input type="radio"/> Yes <input type="radio"/> No	Variance Application Received?	<input type="radio"/> Yes <input type="radio"/> No
Zoning:	Overlay (if any):	IDP (if any)	
Proposed Use(s) (as listed in the land use bylaw):			
<input type="radio"/> Permitted Use		<input type="radio"/> Discretionary Use	

Please meet with the Planning & Development Department prior to submitting this application.

APPLICANT INFORMATION

1)	Applicant:		Company:
	Business Operating Name:		Legal or Registered Name: (if applicable)
	Physical Address:		Mailing Address: (if applicable)
	Telephone:		Alternate Telephone:
	Town:	Prov.:	Postal Code:
2)	Registered Owner: (if applicant is other than owner)		Company:
	Email Address:		Telephone:
	Mailing Address:		Alternate Telephone:
	Town:	Prov.:	Postal Code:



3) Sign Company (if other than the applicant):		
Mailing Address:		
Email Address:	Telephone:	
Mailing Address:	Alternate Telephone:	
Town:	Prov.:	Postal Code:

PROJECT INFORMATION

4) Civic Address or General Location of Land:	
Legal Description Lot/Block/Plan or Quarter/Section/Twp/Range	
Certificate of Title:	
Type of Sign:	<input type="radio"/> Off-site Sign <input type="radio"/> Wall Sign <input type="radio"/> Projecting Sign <input type="radio"/> Canopy Sign <input type="radio"/> Portable Sign <input type="radio"/> Freestanding (Ground) Sign <input type="radio"/> Roof Sign <input type="radio"/> Home Occupation Sign <input type="radio"/> Other: (please specify)
Proposed sign installation date:	Proposed sign removal date: (if applicable)
Will the proposed sign(s) be sited on lands beyond the legal boundaries of the property? (if yes, please clearly identify the land upon which the sign(s) will encroach)	
<input type="radio"/> Yes <input type="radio"/> No	

CERTIFICATION AND SIGNATURE

Registered owner or person acting on their behalf

I, hereby certify that I *a) am the registered owner or b) am authorized to act on behalf of the registered owner(s)*, and that the information given on the form is complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

5) Applicant's Signature:	Date:
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This information is being collected under authority of sections 33(a) and (c) of the Freedom of Information and Protection of Privacy Act. Your personal information will be used to process your application(s). Please be advised that your name, address, and details related to your permit may be included on reports that are available to the public as required or allowed by legislations. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to the Director of Corporate Services 780-694-3793



ADDITIONAL APPLICATION REQUIREMENTS

The Development Permit Application must be complete prior to a decision being made. Below is a generalized list of requirements. The Development Officer may require additional information per Land Use Bylaw No. 2019-06 depending on the specific nature of the application. Please meet with the Planning and Development Department prior to submitting your application, to review the required information.

The application must include the following:

OFFICE	COMPLETED BY APPLICANT
○	○ Application fee – Please contact the County office to confirm the applicable fee. The fee must be paid in full at the time of application.
○	○ A drawing of the proposed signage, showing: <ul style="list-style-type: none"> ○ The type of sign ○ The size (width, depth and height) of the sign ○ The percent of sign coverage of the building face (if applicable) ○ The siting of proposed signage on the property, including setbacks from property lines ○ The description and dimensions of any support structure ○ The height of the sign from ground level ○ The projection of the sign (if applicable) ○ A description of the proposed signage materials ○ A description of any proposed illumination
○	○ 8 ½ x 11 Location Map
○	○ Certificate of insurance co-insuring the Birch Hills County for a sign on public property or projecting over public property (if applicable).
○	○ Letter of authorization from the registered landowner (if applicant is other than owner).

PLEASE NOTE THAT THIS IS AN APPLICATION FORM ONLY AND DOES NOT AUTHORIZE THE DISPLAY OF THE SIGNAGE. A SEPARATE DECISION NOTICE WILL BE ISSUED ONCE THE APPLICATION HAS BEEN PROCESSED. PLEASE ALLOW 40 (FORTY) DAYS FOR THE PROCESSING AND ISSUANCE OF A DECISION ON THE APPLICATION.