



FORM E: SIGNAGE DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 354-12

OFFICE USE			
Application No:	Roll No:	Use: <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Waiver <input type="checkbox"/> Prohibited	
Application Received:	Application Fee:	Land Use District:	Site Inspection Date:
Application Deemed:		Expiry of 40-Day Decision Timeframe:	Deadline for Missing Documentation:
Date Incomplete:	Date Complete:		
Date Reviewed by D.O.:	MSDA Meeting Date:	Date of Decision:	Effective Date:

PREFERRED METHOD OF DELIVERY (SELECT ONE)

- Email:** I wish to receive all official written documentation for my application by email.
- Letter Mail:** I wish to receive all official written documentation for my application by letter mail.
- In-person Pickup:** I wish to pickup all official written documentation for my application from the Town Office myself (applicant will be notified by phone when documents are available for pick-up).

APPLICANT INFORMATION

Applicant's Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Registered Landowner's Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Applicant's interest in the proposed development if not the registered owner:

- Agent Contractor Tenant Other: _____

PROPERTY INFORMATION

Municipal Address: _____

Legal Description: Plan _____ Block _____ Lot(s)/Unit _____

Parcel Size: _____ m² sq. ft. Land Use District: _____

Existing use/development on the property: _____

SIGN INFORMATION

Type of work (select all that apply):

- New Permanent Sign
- Changes to Existing Sign
- Temporary Sign

- Wall (fascia)
- Electrified
- Animated
- Freestanding
- Non-electrified
- Rotating
- Canopy/Roof mounted
- Indirect Illumination
- Awning
- Sandwich Board
- Internal Illumination
- Portable
- Banding Sign
- Direct Illumination
- Electronic Variable Messages
- Flashing/LED
- Lettering

Size/Dimensions	Proposed Sign	Office Use
Length of Sign:	<input type="checkbox"/> m <input type="checkbox"/> ft	
Height of Sign:	<input type="checkbox"/> m <input type="checkbox"/> ft	
Sign Face Area:	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft	
Top of Sign Height from Grade:	<input type="checkbox"/> m <input type="checkbox"/> ft	
Top of Sign Height from Roof:	<input type="checkbox"/> m <input type="checkbox"/> ft	
Bottom of Sign Height from Grade:	<input type="checkbox"/> m <input type="checkbox"/> ft	

Distance from Property Lines		Office Use
Front	<input type="checkbox"/> m <input type="checkbox"/> ft	
Rear	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	

Sign materials: _____

Are there any other signs on this property? No Yes

If yes, please specify: _____

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

For how many days is the sign proposed to be displayed: _____ days

Will the sign be used to advertise **off-premises** business, products or services? No Yes

WAIVERS

Is a waiver (variance) to one or more standards in the Land Use Bylaw being requested? No Yes

If yes, please specify: _____

PROJECT DETAILS

Cost of Development: _____ Start Date: _____ Completion Date: _____

ABANDONED WELL INFORMATION

The applicant acknowledges that there are no abandoned wells within the limits of the Town of Coalhurst and as such there are no abandoned wells in the proposed project area pertaining to this Development Permit application.

Applicant's Initials: _____

DECLARATION OF APPLICANT

I/We have read and understand the terms noted below and hereby apply for a Development Permit to carry out the development described within this application including any attached plans, and supplementary forms and documents. 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 Development Permit. **I/We hereby certify that the registered owner of the land is aware of, and in agreement with this application.**

I also consent to an authorized person designated by the municipality to enter upon the subject land and building(s) for the purpose of an inspection during the processing of this application.

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: _____ **Applicant's Signature:** _____

Registered Owner's Signature: _____
(Required, if different from applicant)

1. The Development Authority 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.
2. Plans, drawings, and any additional documentation deemed to be required to enable adequate consideration of the application, must be submitted with this application.
3. Although the Development Officer is in a position to advise applicants of the process and requirements of the development 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 and subject to a fine as per the Town of Coalhurst's *Zero Tolerance For Starting Development Without The Benefit Of A Development Permit Policy*.
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. The applicant may exercise his/her right of appeal as though s/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 Development 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.