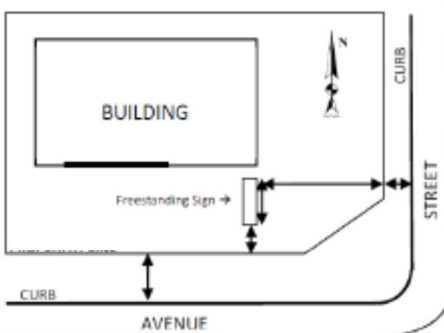


To ensure your application is reviewed in a timely manner, please find your project type from the options below for a list of additional submittal requirements. Please ensure all materials submitted are clear and legible.

REQUIRED FOR SIGN DEVELOPMENT PERMIT APPLICATIONS	
✓	Required Submittal
	Completed Application Form
	Application Fee
	Applicant and Registered Owner signatures on the Application Form
	or
	Signature of Applicant and a Letter of Authorization from the Registered Owner
	Site Plan indicating distances from proposed sign to property lines, roads, existing signs and buildings on site
	Drawings of sign detail indicating sign dimensions, height of sign from ground level, clearance from bottom of sign to ground level and projection from building (if applicable)

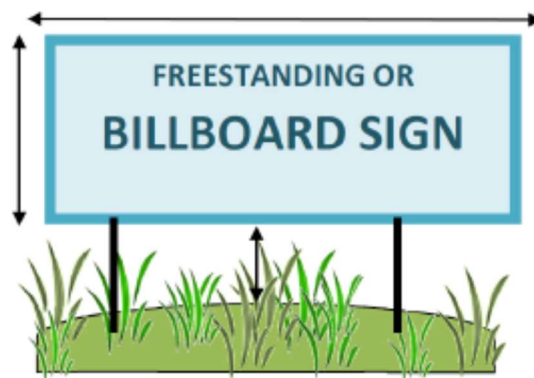
SAMPLE SITE PLAN



SAMPLE SIGN DETAIL



SAMPLE SIGN DETAIL



Development Application No.: _____

OFFICE USE ONLY

Application Fee: _____ ☐ DB ☐ MC ☐ VISA ☐ CHQ ☐ CSH ☐ ONLINE Receipt No.: _____ Land Use District: _____
Date Received: _____ Rec'd By: _____ Deemed Complete: _____ DC By: _____

IMPORTANT: THIS IS NOT A BUILDING PERMIT

Any approvals granted regarding this application does not excuse the applicant from complying with the requirements of any Federal, Provincial, or other Municipal legislation or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.

APPLICANT/LANDOWNER INFORMATION

Applicant Name:			Registered Owner Name(s): <i>(If different from Applicant)</i>		
Mailing Address:			Mailing Address:		
City:	Province:	Postal Code:	City:	Province:	Postal Code:
Phone:	Cell:		Phone:	Cell:	
Email:			Email:		

PROJECT LOCATION

Municipal Address			Roll Number			
Lot:	Block	Plan	Section	Township	Range	Meridian

PROPOSED SIGN INFORMATION

Type of Sign:					
<input type="checkbox"/> Temporary Portable Sign (3 Months)	<input type="checkbox"/> Fascia/Wall Sign	<input type="checkbox"/> Roof Sign	<input type="checkbox"/> Freestanding Sign		
<input type="checkbox"/> Temporary Portable Sign (6 Months)	<input type="checkbox"/> Billboard Sign	<input type="checkbox"/> Projecting Sign	<input type="checkbox"/> Other:		
<input type="checkbox"/> Temporary Portable Sign (12 Months)	<input type="checkbox"/> Marquee/Canopy Sign	<input type="checkbox"/> Inflatable Sign			
Illuminated?: <input type="checkbox"/> YES <input type="checkbox"/> NO	Rotating? <input type="checkbox"/> YES <input type="checkbox"/> NO	Electronic Messaging? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Sign Provider/Installer:			Business License No.:		

SIGNATURE

I/We hereby make application for a development permit under the provisions of the Town of Westlock Land Use Bylaw in accordance with the plans and supporting information submitted herewithin and which forms part of this application.

I/We agree that in the event of a Development Permit being granted for this application, I/We will comply in all aspects with the conditions subject to which it is granted and any Bylaws or legislation pertinent to this application and the proposed development.

I/We understand that any development and construction may not proceed prior to permit issuance and any commencement of development or construction prior to permit issuance is subject to penalties and/or a Stop Work Order.

Applicant Signature	Property Owner Signature
Print Name	Print Name