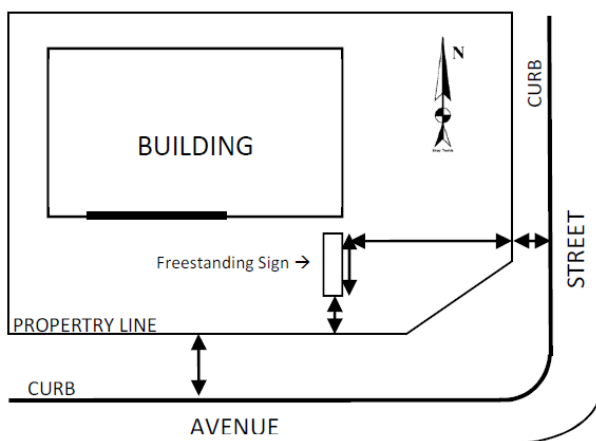


## Sign Development Permit Checklist

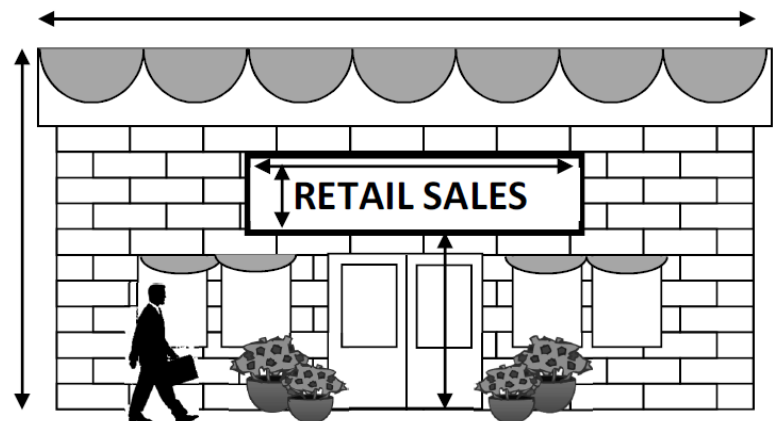
To ensure your application is reviewed in a timely manner, please see below for a list of additional submittal requirements. Please ensure all materials submitted are clear and legible.

REQUIRED FOR SIGN DEVELOPMENT PERMIT APPLICATIONS	
✓	<b>Required Submittal</b>
	Completed Application Form
	Application Fee
	Applicant <b>and</b> Registered Owner signatures on the Application Form
	<b>or</b>
	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)

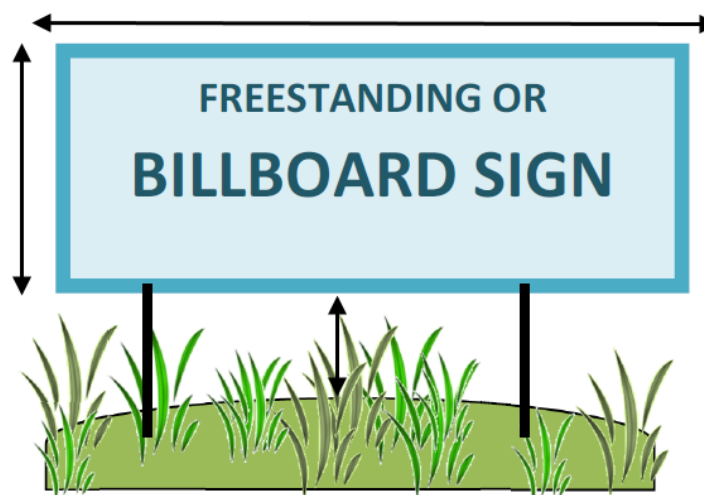
**SAMPLE SITE PLAN**



**SAMPLE FASCIA SIGN DETAIL**



**SAMPLE FREESTANDING SIGN DETAIL**



## Sign Development Permit Application Form

Development Application No.: \_\_\_\_\_

### Office use only

Application Fee: \_\_\_\_\_ ☐ DB ☐ MC ☐ VISA ☐ CHQ ☐ CSH Receipt Number: \_\_\_\_\_ 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: _____ _____ Mailing Address: _____ City: _____ Postal Code: _____ Ph: _____ Cell: _____ Email _____	(if different from Applicant) Registered Owner Name(s): _____ _____ Mailing Address: _____ City: _____ Postal Code: _____ Ph: _____ Cell: _____ Email _____
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### Project Location

Municipal Address			Roll Number			
Lot(s)	Block	Plan	Section	Township	Range	Meridian W4

### Proposed Sign Information

Type of Sign:

Temporary Portable Sign (3 Months)  
Temporary Portable Sign (6 Months)  
Temporary Portable Sign (12 Months)

Fascia/Wall Sign  
Billboard Sign  
Marquee/Canopy Sign

Roof Sign  
Projecting Sign  
Inflatable Sign

Illuminated?: YES NO Rotating?: YES NO Electronic Messaging?: YES NO

Sign Company: \_\_\_\_\_ Business License No: \_\_\_\_\_

### Signature

I/We hereby make application for a development permit under the provisions of the Town of Westlock Land Use Bylaw 2015-02 in accordance with the plans and supporting information submitted herewith 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 respects with the conditions subject to which it is granted and any Bylaws or legislation pertinent to this application and to the proposed use.

Applicant Signature \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP). If you have any questions about the collection, use, and disclosure of this information, please contact the FOIP Coordinator at the Town of Westlock at 780-349-4444.

\*All development and construction that occurs prior to permit issuance is subject to a penalty which amounts to double the current permit fee. A Stop Work Order may also be issued.

# DEVELOPMENT SERVICES FEE SCHEDULE

## DEVELOPMENT PERMIT APPLICATION FEES

### Residential

Major Development Permit	\$100.00
Home Occupation, Demolition and Minor Development Permit	\$50.00
Variance or Discretionary Use	\$50.00 in addition to regular permit fee
Development commenced prior to application	Double fees apply

### Non-Residential

Major Development Permit	\$100.00 + \$0.10/sq. ft.
Minor Development Permit	\$150.00
Variance or Discretionary Use	\$100.00 in addition to regular permit fee
Change of Use or Intensity	\$100.00
Demolition	\$100.00
Development commenced prior to application	Double fees apply

### **Development Deposit**

\$5,000.00

*(required on any new residential, commercial or industrial developments.  
Returned upon satisfactory compliance to all conditions)*

### Signs

Permitted Use (Permanent)	\$75.00
Discretionary Use (Permanent)	\$50.00 in addition to regular permit fee
Temporary Portable Sign (3 months)	\$25.00
Temporary Portable Sign (6 months)	\$50.00
Temporary Portable Sign (12 months)	\$100.00
Development commenced prior to application	Double fees apply