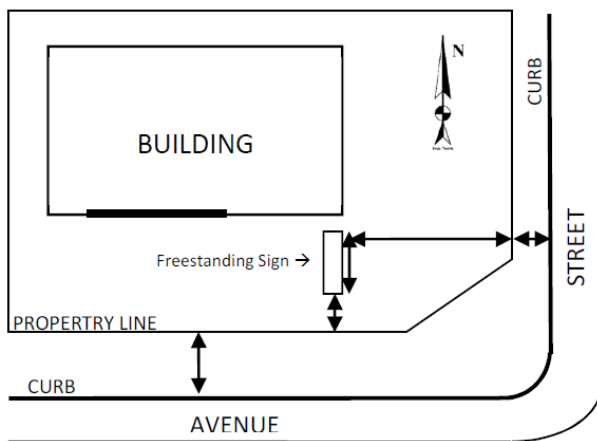


Sign Development Permit Checklist

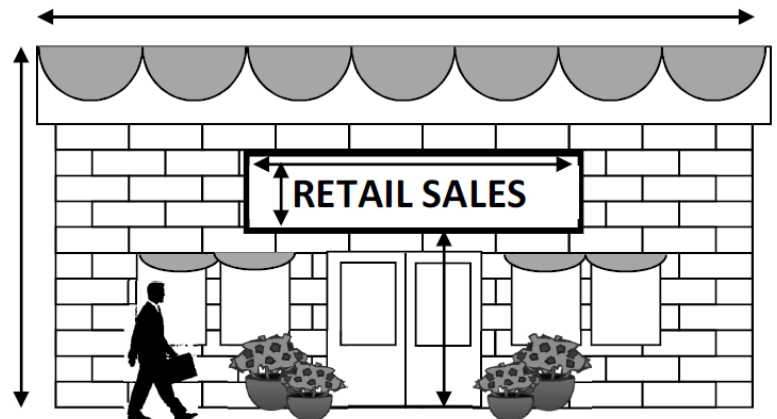
To ensure your application is reviewed in a timely manner, please see below for a list of additional submittal requirements. Please ensure all materials submitted are clear and legible.

REQUIRED FOR SIGN DEVELOPMENT PERMIT APPLICATIONS	
✓	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)

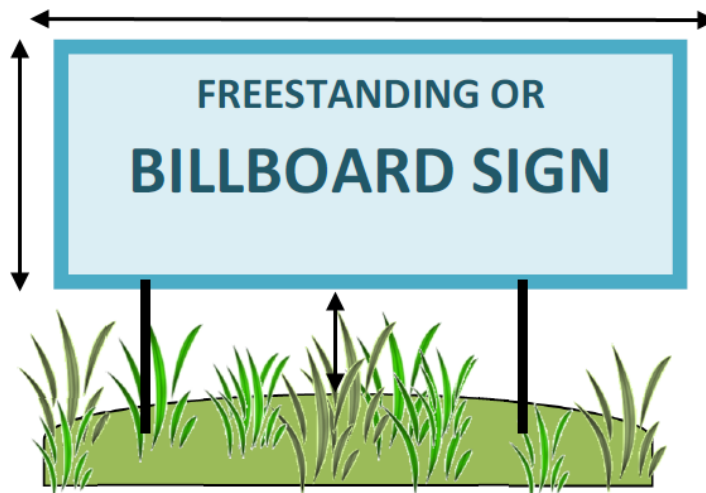
SAMPLE SITE PLAN



SAMPLE 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 ☐ 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: _____	(if different from Applicant) Registered Owner Name(s): _____
Mailing Address: _____	Mailing Address: _____
City: _____ Province: _____ Postal Code: _____	City: _____ Province: _____ Postal Code: _____
Ph: _____ Cell: _____	Ph: _____ Cell: _____
Email _____	Email _____

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)	Fascia/Wall Sign	Roof Sign	Freestanding Sign
Temporary Portable Sign (6 Months)	Billboard Sign	Projecting Sign	Other: _____
Temporary Portable Sign (12 Months)	Marquee/Canopy 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 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.